



HQ Warwickshire & Birmingham Wing  
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WBW/70/60/ORG

08 Aug 07

**See Distribution**

### **HQAC H&S BRANCH RISK ASSESSMENT COURSES**

1. In addition to the H&S Awareness Training the HQAC H&S Branch provides “competence” based Risk Assessment training.
2. The RA course is delivered by a qualified member of the H&S Branch to ensure quality and continuity. The course can be tailored to suit individual needs with course durations of 6-4 hours however the lesser would be RA awareness training only.
3. At the end of each course students are assessed by a multiple choice question test and a RA scenario. Successful students will receive a certificate of “competence” from HQAC.
4. For me to arrange a course I would need a minimum of 10 candidates and a maximum of 20. Dates and venue would depend on the interest shown across the Wing. First thoughts would be towards the end of the year or early 2008 at WHQ however, flexibility is the key.
5. RA's are required for most of the activities we participate in within the Corps and I am aware we have staff who understand the principles and are proficient at producing these important documents however, this is an opportunity for them and others to hone their skills and gain a recognised competence certificate.
6. May I ask all OC's to identify any of their staff that may be interested in attending a course of this type in the future and complete the attached Annexe A and forward to WHQ.

R W Foster  
Flt Lt  
Wing H&S Officer  
For OC Wing

Distribution:  
Action :OC Sqns  
Information OC Wg, WSOs WHQ File

Annexes:

A. Nomination Form





## WARWICKSHIRE & BIRMINGHAM WING RA TRAINING

Attendee	Rank	Name,Ints	Squadron	Role on Squadron
1				
2				
3				

OC's Please complete if you have any interested staff to attend a future RA Course.

***Please return to WHQ by 31st October 2007***

Signed

OC ( ) Squadron

