

**COURSE LITERATURE**

Printed course notes are included in the course fees. Course literature is copyright and may not be reproduced without permission.

VENUE

A map of how to get to the course venue will be included in the joining instructions.

ACCOMMODATION

Whilst Health & Safety Management Services Limited will assist in arranging accommodation at local Hotels and/or Guest Houses, (please tick the relevant box on the Training Course Booking Form), Health & Safety Management Services Limited is not acting in the capacity of agent for either the Hotels and/or Guest Houses or the client. Queries, cancellations or alterations of Hotel and/or Guest House bookings must be made direct with the Hotel/agent concerned and delegates must settle their own Hotel and/or Guest House accounts before leaving.

MEALS/REFRESHMENTS

Meals can be provided for delegates attending training courses at a small cost. Please tick the relevant box on the Training Course Booking Form. The cost of tea/coffee is included in the course fees.