Office, Shops and Small Premises Safety Management

Health and Safety Course for Managers

Who should attend	Office Managers, General Managers and anybody with responsibility for safety in offices and similar low-risk environments.
Why you should attend	To make your workplace a safer, happier and more productive environment.
What you will learn	What laws apply; what forms are required; statutory information and signs; risk assessment requirements; statutory training requirements and sources of information.
Course content	• Understanding the scale of the problem and which injuries/illnesses are most common • How to report accidents and why you should • Understanding what legislation is applicable to your organisation, where to get information from and what you need to do to comply with the law • Risk assessments – approaches for completing risk assessments in your organisation including general risk assessments, display screen equipment assessments, how to show you have considered workplace safety, manual handling, fire and more • Creating an action plan – setting realistic targets to achieve compliance • Monitoring safe systems of work and other control measures • Dealing with emergencies – first aid and fire evacuation • Training – what you must tell your employees, contractors and home workers • Record keeping
Assessment	Multiple choice examination to show understanding.
Venue	Peterborough
Dates	Call for update
Cost	£229 (per person + VAT)
What's included	A comprehensive booklet with forms, checklists, reference materials, statutory signs etc.
Course duration	1 day
Recommended pre-requisites	An understanding of your company's health and safety policy and procedures.
Recommended follow-up courses	Training Health and Safety Induction; CIEH Professional Trainers Certificate; IOSH Managing Safely

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