Working Safely in your Office

Health and Safety Courses for Staff

Who should attend	All staff who need to know more about safety and health in the workplace, hazards in the workplace and the rules and procedures they need to follow.
Why you should attend	To make your workplace a safer, happier and more productive environment.
What you will learn	Responsibilities to self and others, hazards associated with working in an office and how to control them. Practical exercises in hazard spotting and risk assessment.
Course content	• Relevant legislation and how it affects the way we work • The office environment • Health and safety policy and procedures • Accident reporting, How accidents happen and how we can avoid them • Occupational illnesses and how we can minimise the risk to ourselves and others • How to lift and carry safely and why this is important • How to organise a work station so that you can work comfortably and safely • Emergencies – what to do if there is a fire or other emergency • Electrical Safety • Hazardous substances
Assessment	Multiple choice examination to show understanding.
Venue	Peterborough
Dates	On request
Cost	£199 (per person + VAT)
What's included	A booklet to use in your office which will include checklists, diagrams, reminders, posters etc
Course duration	1 day
Recommended pre-requisites	None
Recommended follow-up courses	DSE Risk Assessor; Manual Handling Risk Assessor; Fire Warden; CoSHH Risk Assessor

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