Introduction
The course is aimed at all levels of employees who work in an office environment.

Aim
The aim of this course is to make your office a safe working environment
It will give your employees a substantial awareness of health and safety in the office, enabling them to carry out safe procedures at all times.

Course Content

- Identifying hazards in the work place

- Roles and responsibilities (security, fire warden, first aider etc)
- Understanding the importance of fire and accident prevention
- Fire extinguishers – location, when and how to use them

- Principles of ergonomics, in particular desktop / keyboard / monitor / phone / lighting
- How to avoid RSI (repetitive strain injury)
- How to conduct your own DSE assessment
- PAT testing
- Tips on safe computing
- Exercises you can do at your desk to reduce stress

- Basic manual handling
- Slips, trips and falls
- STOP
- Developing a positive safety culture
- Locate Health and Safety at Work Regulations
- Hazardous substances
- Energy and waste management
- Housekeeping and storage

- Contractors on site
- Emergency evacuation – e.g. bomb threat
- Lone working

- Travelling to and from work

Suitable for: all personnel who work in an office environment

Prior knowledge / training: None

Duration of course 1 day

Delegate numbers: minimum of 6, maximum of 10