



mcst-@tiscali.co.uk

Tel:0773 412 8314

Title : Office Safety

Aim : To provide delegates with a general awareness of common health and safety issues within an office environment and an understanding of relevant Company procedures.

Objectives : By the end of the training delegates will :-

- Have an understanding of and be able to recognise risks to health and safety in an office environment.
- Know the relevant Company procedures.
- Have an appreciation of the various legislative requirements.
- Understand their personal responsibilities for maintaining a safe environment.

Duration : ½ Day

Timing : 08.30 – 12.00 inclusive of break period

Delegates : Those specifically involved in office safety issues together with a proportion of all office staff.

Tutors : Safety Trainer

Delegate / Tutor Ratio : Max 20:1

Evaluation : Through a combination of :-

- Delegate input and discussion during the course.

COURSE PROGRAMME

Course Title : OFFICE SAFETY

	Duration	Subject	Tutor
08.30	5 mins.	Introduction	Safety Trainer
08.35	10 mins.	The need for office safety awareness	Safety Trainer
08.45	40 mins.	Legal requirements :- <ul style="list-style-type: none"> • Employer / Employee • Safety policy • Safe systems of work 	Safety Trainer
09.25	65 mins.	Safety in offices :- <ul style="list-style-type: none"> • Slips trips falls • COSHH • Manual Handling 	Safety Trainer
10.30	15 mins.	Break Period	
10.45	45 mins	VDU safety :- <ul style="list-style-type: none"> • Video: VDU and Workstations Electrical Safety :- <ul style="list-style-type: none"> • Shock / supply isolation-routines of inspection 	Safety Trainer
11.30	30 mins.	Fire Precautions Video: Fire Marshals	Safety Trainer
12.00		Close	