



TRAINING COURSE:

COURSE TITLE	Office Training Course
DURATION	Half Day
COURSE AIMS	This course has been designed for any person who works in an office environment to ensure they understand the legal requirements.
BENEFITS	By the end of the training delegates will be able to <ul style="list-style-type: none"> · Fulfil their duties with due regard to and the understanding of, current health and safety legislation · Identify hazards and assess risks to ensure that suitable control measures are in place.
CONTENT	<ul style="list-style-type: none"> · Workstations · Housekeeping · Slips, Trips and Falls · Storage · Manual Handling · Psychological Hazards · Fire Emergency Procedures · Fire Hazards and Control · Office Security · Electric Shock Action · Health and Safety at Work etc Act 1974 · Health and Safety (Display Screen Equipment) Regulations 1992 · The Workplace (Health, Safety and Welfare) Regulations 1992
DELEGATES	Maximum 12 persons
ACCREDITATION	

