



the **key** consultancy limited

In-company Training

Office Safety

Aims

The aim of the programme is to provide an office-based perspective to health and safety for those responsible for health and safety control.

Objectives

At the end of the programme each delegate will be able to:

- List the main types and causes of accidents in offices
- Outline the main hazards and risks present in office activities
- Use simple risk assessment techniques for office risks
- Identify and implement appropriate control solutions

Programme Content

Introduction

- General workplace requirements
- Safety and the office environment
- Main types of office accidents

Office safety

- Office risks in manual handling operations, visual display screen equipment, use of electricity, fire prevention and precautions, stress and personal threat
- Risk assessment
- Maintaining standards by inspection and monitoring