

# Health and Safety Awareness in the Office



## Why do you need it?

To give an all round understanding of health and safety within the workplace and to enable individuals to identify hazards and risks.

## Who is it for?

This is a course for all employees who work in an office environment and need a basic understanding of health and safety issues and what is expected of them.

## Pre-requisites

None

## Aims:

- To raise awareness of health and safety in the workplace
- To make employees aware of what responsibilities they have
- Improve the safety performance of the company

## Content

- How safe is the office?
- Health and Safety Law and Approved Codes of Practise
- Identifying hazards and risks
- Controlling and calculating risks
- Control of Substances Hazardous to Health (COSHH)
- Fire
- Manual Handling
- Suspect packages and bomb alerts
- First Aid
- Reportable injuries, diseases and dangerous occurrences (RIDDOR)
- Drug and alcohol abuse

## What next:

- Manual Handling
- First Aid
- Fire awareness

Duration: 1 day

**For more details contact us on 01322 221900**