

COURSE GUIDE



**ONLY
£29.00**

WORKPLACE SAFETY:

**OFFICE SAFETY
INTERACTIVE TRAINING COURSE**

Why do I need this course?

There are many areas of the office that workers are exposed to potential hazards. Whether it's manual handling, display screen equipment, risk of fire, or electricity, there's always something that could cause a danger to your workforce.

This course aims to create awareness of the risks, hazards and staff responsibilities of office safety, and the relevant steps to preventing incidents from occurring.

What's covered in each course chapter?

There are six chapters to this course which will each cover the following:

1. Fire Safety

- Reacting to an emergency situation
- Good housekeeping practices

2. Manual Handling

- Water resources
- Pollution

3. DSE

- The hazards and risks
- Working with display screen equipment

4. Slips, Trips & Falls

- Preventing slips, trips and falls

5. Electrical Awareness

- The hazards and risks

6. Office Security

- Protecting yourself and your organisation

What are the benefits of the course?

Every employer has a duty of care to ensure that their workplace and workers are safe. This course will benefit anyone who works in an office, by offering relevant information to allow them to identify potential hazards and take action against them.

How will the course work?

This interactive course will be delivered online to users who can study from their own computers or portable device from anywhere they choose.

The course makes use of modern illustrational graphics to ensure it remains engaging throughout, and users will also be quizzed throughout the process, testing their knowledge at certain points along the way. This will be in preparation for a compulsory self-test at the end of the training course.

Each user will receive informative advice and guidance wherever needed, and the course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Upon successful completion of the course, trainees will receive a certificate which can be downloaded at no extra charge.

Course Length:

35 minutes

Price:

£29.00

