

Office Safety

Introduction

This training session is intended for anyone who works in an office environment. The office is generally regarded as a safe environment but each year, many thousands of office workers are injured and fatalities, in some cases. Recent times have seen a dramatic increase in incidents of sick building syndrome (SBS), work related upper limb disorders, stress, staff and security issues and so on, with all the associated human and financial costs.

Learning Outcomes

On completion of this course delegates will understand :

- Legislation overview
- Office hazard identification and risk assessment
- Managing office safety
- Workstation assessment and display screen equipment (VDU)
- Security and fire precautions

Course Duration

One Day

Max 10 Students

Instructor

Certificated Instructor

Certification

Certificate of Attendance



SUITE 153, ST LOYES HOUSE,
20 ST LOYES STREET, BEDFORD, MK40 1ZL
TEL: 0870 490 8035

www.incatraining.co.uk Email: info@incatraining.co.uk