

Managing Office Safety & Display Screen Equipment

Introduction

Designed for those responsible for implementing safety systems for the office and the assessment of safety operations.

By the end of the course delegates will be able to provide appointed personnel with an understanding and awareness of the requirements of Health & Safety Management Principles and Practices.

Course Objectives

- **An understanding** of Risk Assessments associated with an office environment
- **Gained an appreciation** of how risks are assessed and recorded
- **Material** to develop their own assessment processes and monitoring systems
- **Completed** a practical assessment

Duration: 1 Day Course

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Course Content

Introductions

Health and Safety Law
Brief Overview

Managing Workplace Health & Safety
Company Safety Planning

Corporate & Individual Planning
Accidents Statistics
COSHH – Fire – Electricity
Manual Handling

Accident Prevention
Safe Systems at Work

Display Screen Equipment Regs
Repetitive Strain Injury (RSI's)
Work Related Upper Limb Disorder
VDU Workstation Risk Assessments – **Practical Session**
Guidance for VDU
Workstation Operators

Planning for Safety
Organising & Auditing
Office Risk Assessment with **Practical Exercises**
Action Plan for the Future

