



Essential Office Safety

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COURSE CONTENT

Aim

The aim of this course is to bring together in one package many of the safety issues which confront anyone working in the office environment, and therefore streamline the essential training process which is required by law.

Pre-requisite

No prior knowledge of safety legislation is required, although some knowledge may be advantageous.

Course Duration

Most of the elements are approximately one hour long (guideline only). First Aid module is 2 hours.

Optimum Number

The optimum number of persons on this course will be ten.

Training Aids

Use will be made of lecture notes, audio-visual presentation and discussion.

COURSE SYLLABUS

- The course is offered as a freestanding group of elements, so that the clients may choose those elements which they consider most relevant to their needs. Once identified these elements can be delivered over a full or half day training basis.
- Most of the videos used were made specifically for the office environment.
- Most of the elements are approximately one hour long (guideline only). First Aid module is 2 hours.

Dates available on request