



Andrew Goddard Associates Ltd
CDM Advisers and Health & Safety Consultants

Office Safety.



Andrew Goddard Associates Ltd

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iirsm
APPROVED TRAINING



Office Safety | www.aga-ltd.co.uk



Office Safety.

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When working in an office we don't necessarily think about any dangers or risks to our health and wellbeing that we could be exposed to. We all need to be aware of these factors and how we can minimise the risk to ourselves and our colleagues.

Test and Certifications:

At the end of the course you will be given a test of 20 multiple choice questions. The required pass rate is 85%.

You will be able to download and print (if required) a digital certificate on completion of the course.

Main course certificates last 3 years.

Who is this training for?

This course is suitable for anyone who works in an office environment. By completing this course, workers will be able to complete their job and use their training to effectively manage situations they may become exposed to.

What does the course cover?

- What is Office Safety?
- Manual Handling.
- Aggression and Violence.
- Display Screen Equipment (DSE).
- Bullying in the Workplace.
- Basic Fire Safety.
- Safety Signage – Know what they mean.
- Basic First Aid.
- Security.

Training Outcomes:

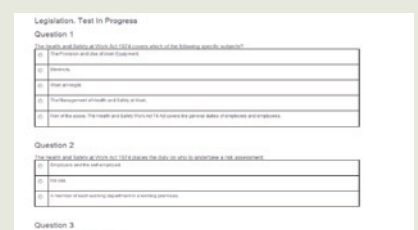
- Understanding Office Safety and why it is important.
- How to deal with aggression and violence.
- How to deal with bullying in the workplace.
- Understanding Basic Fire Safety.
- Understanding Basic First Aid.
- Understanding Display Screen Equipment and how it affects you and your work space.
- Understanding Manual Handling.



Video Presentations.



Interactive games.



Test and Certification.

“The latest national statistics show that 144 workers were killed at work in the UK. It was recorded that an estimated 72,7020 employee were reported to have some sort of non-fatal injury at work. Where approximately 4.5 million working days were lost due to non-fatal workplace injuries.”

Health and Safety Executive - HSE

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