



MANOR HOUSE HEALTH AND SAFETY

Safety in the Office

Course Duration	Half Day
Who will Benefit	Office managers, supervisors, anyone with an interest in office safety
Relevant Legislation	The Health and Safety at Work etc Act 1974 The Management of Health and Safety at Work Regulations 1999 Provision and Use of Work Equipment Regulations 1998 Health and Safety (Display Screen Equipment) Regulations 1992 Workplace (Health, Safety & Welfare) Regulations 1992 Regulatory Reform Order (Fire Safety) Regulations 2005
Course Objectives	To ensure that delegates have a thorough knowledge of the everyday hazards in an office. To give a basic understanding of ergonomics in the office. To be able to identify potential hazards, and take remedial action to prevent harm. To understand the need to have competent people carrying out risk assessments To understand the need to have regular fire drills, and to have all equipment checked
Maximum Number of Delegates	20 depending upon room size

Premises need to have a mains electricity supply, comfortable seating for all delegates.