

## 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

