



Legal/Best Practice



Skill Builder

Career Builder

# Health and Safety – Office Safety and Manual Handling

**Course Code: CTO17**

This course is appropriate for all office staff, but would be particularly beneficial for Managers, Supervisors, Team Leaders and Health and Safety Co-ordinators. It demonstrates the importance of good safety practices within the office and explains basic preventative measures to avoid accidents and injuries.

## Who is it for?

- All office staff
- Particularly Managers, Supervisors, Team Leaders and Health and Safety Co-ordinators

## Course at a glance

- Health and Safety law and regulations, what it means to employer and employee
- Housekeeping

- Workplace regulations
- First aid
- Fire safety
- Work at height in an office environment
- Control of Substances Hazardous to Health (COSHH)
- Manual handling review
- Electrical safety and PAT testing
- Risk assessment
- Course assessment and review

	At Brandon Training Centre	On-site
<b>Duration</b>	½ day	½ day
<b>Cost</b>	£95 + VAT	£99 + VAT
<b>Minimum number of delegates</b>	1 – attending an Open Course Booking	8
<b>Maximum number of delegates</b>	12	12
<b>Certification</b>	Brandon Training Certificate with Training ID Card. Records are available to view on-line	

Note: All pricing is based on Per Delegate rates unless otherwise indicated. For more information or to book a training date, please contact the Training Team on: 01179 718 555 or [www.brandontraining.co.uk](http://www.brandontraining.co.uk)