

OFFICE SAFETY ½ DAY COURSE



Under The Health & Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, it is the responsibility of the employer to put in measures to adequately control Health & Safety in their organisation.

In 2001/2002 employers reported 851 major injuries and 2,526 over 3-day injuries in office-based premises.

This course has been designed to cover the health and safety requirements in relation to office premises. It will ensure that delegates gain a full understanding of their legal responsibilities, learn

how to prevent accidents and know what is required regarding welfare facilities and fire prevention and control.

The course will deal with hazards associated with office work and will include the following modules.

- *Understanding Health & Safety at Work*
- *Risk Assessments*
- *COSHH*
- *Manual Handling*
- *Display Screen Equipment*
- *Electricity at Work*
- *Slips, trips and falls*
- *Fire Prevention & Control*



This ½ day Course will be held at THE CLEVE HOTEL & COUNTRY CLUB, Mantle Street, WELLINGTON, Somerset, in the morning of Thursday 19th May 2006. The morning will include mid morning tea/coffee and 2 course lunch. After a short theory/practical assessment, delegates will receive a certificate of training
Comprehensive notes will be provided to all delegates

There is a maximum course loading of 15 delegates on a first come first served basis.

The Course rate of £60.00 + VAT per delegate will be payable at the time of booking.

Please complete the attached booking form and return it to:

Courses Co-ordinator
Wilkins Safety Group
Underhill Farm, Low Ham,
LANGPORT
Somerset TA10 9DP

For further information, please Tel: 01458 253682
Fax: 01458 259409

Email: courses@wilkinssafety.co.uk

Web: www.wilkinssafety.co.uk



COURSE BOOKING FORM

Please photocopy for further use

To reserve your places fill in details below and return to:
Wilkins Health & Safety Services. Underhill Farm, Low Ham, Langport, Somerset TA10 9DP.
Tel 01458 253682 Fax 01458 259409
e-mail: info@wilkinssafety.co.uk

Name:.....

Position.....

Company:.....

Address:.....

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TelNo:..... Fax No:.....

E-mail:.....

Please reserve usNo. Places on

Course Title **Office Safety Course - WHSS . OS . 1101**

Course Venue:...**Cleve Hotel, Mantle Street, Wellington, Somerset**

On Course date...19th **October 2011**

At the cost of **£72.00** including VAT per delegate.

Enclosed is our cheque in the sum of payable to **Wilkins Safety Group**

(a receipted VAT Invoice will be returned together with course agenda)

N.B. PLACES ARE LIMITED - BOOK NOW TO ENSURE YOUR PLACES

Any special dietary requirements:

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Any disabilities (Wheelchair user / hard of hearing etc.).....

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