



Training Made Easy

Office Health and Safety



**LEARNING
PARTNER**

GOLD

080



Office Health and Safety

Course Overview

This short modular course focuses on risk management and common hazards covering manual handling, display screen equipment, fire safety and workplace safety.

Learning outcomes

On successful completion of the course the delegates will be able to:

- Identify the hazards in the office covering areas such as fire, electricity, machinery and work equipment, display screen equipment and hazardous substances
- Evaluate risks in the office environment
- Use appropriate workplace precautions for specific risks or seek advice on workplace precautions
- Assist managers in preparing written risk assessments
- Follow their organisation's health and safety policy
- Co-operate and communicate on health and safety matters
- Carry out work activities without risk to themselves or others
- Report accidents and incidents monitor their own activities and assist managers in active monitorin

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when to train your staff*



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How long will it take?

This course is one-day.

Who is the course for?

The course is aimed at all levels of staff working within an office environment.

Certification

Delegates are awarded the Ligtas certification in Office Health and Safety.

Booking Terms and Conditions

For course booking terms and conditions please visit the Ligtas website [here](#).

To discuss this course or any other course, please contact us [here](#).

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Course Options

Virtual

The live classroom courses on Microsoft Teams offer the advantages of in-person training, allowing learners to engage with content and peers. Ligtas Virtual Training combines eLearning flexibility with tutor support through online sessions. Access course materials and interactive activities on the Ligtas LMS at your convenience, supplemented by scheduled virtual classroom sessions for a traditional training experience online.

Contact us for more information

Classroom

Immerse yourself in an interactive learning experience. The classroom option provides the perfect opportunity to engage directly with expert instructors, participate in group discussions, and benefit from hands-on practical exercises. Ideal for those who value real-time feedback and a structured learning environment.

We also offer closed courses delivered at clients' premises, contact us for more information.

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Ligtas

ENABLING SAFE ENVIRONMENTS

Ready to train your staff the Ligtas Way?

Take the next simple steps to unlock the
power of learning and development by
contacting Ligtas TODAY

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