



Essentials of HSE for Office Managers

Who Should Attend?

This seminar is suitable for all office managers who require an understanding of the need for, and factors involved in, the provision and maintenance of a safe working environment.

Content

- Provision of a safe place of work
 - Access and egress
 - Housekeeping
 - Traffic routes
 - Internal transport
 - Temperature
 - Lighting
 - Welfare facilities/arrangements
- First aid provision
- Ergonomics and workstation design
- Electrical Hazards
- Fire Prevention
- Accident reporting
- Displaying and disseminating information
- Consulting with employees
- Risk assessment

Please note that the precise content of this course can be tailored to those of interest to your industry



Duration

One day (7 Hours)

Course Fees

In-Company (UK)

£950 + VAT plus £25 per delegate
at client's own premises

All delegates will be issued with a workbook and a Certificate of Attendance.

This course can also be run outside of the UK and we also offer courses at our own training centre. Contact us for further details.

For further details on this course and any other training requirements:

web : www.rrc.co.uk

e-mail: info@rrc.co.uk

telephone: **+44 (0)20 8944 3108**



In-Company Training

RRC Training help you to create training solutions to suit your business' needs. We offer a broad spectrum of Health and Safety training, from NEBOSH, IOSH and CIEH accredited courses, to courses providing more generic health and safety skills.

Whether its an off the shelf course adapted to meet your requirements, or a bespoke course designed to meet your specific needs, RRC can deliver it anywhere in the world in the way most effective for your business.

Our *Diploma Bite* courses even allow your staff to build up Diploma-level knowledge topic by topic so they can learn about what's relevant to their role or industry without embarking on a full Diploma programme.



Professional Qualification Courses

- NEBOSH National General Certificate in Occupational Safety and Health
- NEBOSH National Certificate in Construction Safety and Health
- NEBOSH International General Certificate in Occupational Safety and Health
- NEBOSH Certificate in Fire Safety and Risk Management
- NEBOSH National Diploma in Occupational Health and Safety Practice

Certificated Courses

- CIEH Principles of COSHH
- CIEH Principles of Manual Handling
- IOSH Working Safely
- IOSH Supervising Safely
- IOSH Managing Safely
- IOSH Managing Environmental Responsibilities
- IOSH Directing Safely
- RRC Key-to-Safety (Levels 1, 2 and 3).

Short Courses

- Basics of Health & Safety Management
- Emergency Planning
- Worker Health & Safety Consultation (*Diploma Bite*)
- Developing a Positive Health & Safety Culture (*Diploma Bite*)
- Introduction to Human Factors in Industrial Safety (*Diploma Bite*)
- Principles of Health and Safety Law (*Diploma Bite*)
- Aspects of Civil & Criminal Law (*Diploma Bite*)
- Introduction to Measuring Health & Safety Performance (*Diploma Bite*)
- General Workplace Health, Safety & Welfare Issues (*Diploma Bite*)
- Managing External Contractors
- Business Contingency Planning (Basic Awareness)

Short Courses

- Basic Workplace Risk Assessment (*Diploma Bite*)
- Safe Systems of Work & Permits to Work
- Introduction to Failure Tracing Methods (*Diploma Bite*)
- Incident & Accident Investigation (*Diploma Bite*)
- Fire Safety for Fire Marshals/Fire Wardens
- Fire Safety Awareness
- The Essentials of Fire Risk Assessment
- Basic Principles of Fire & Explosion (DSEAR) (*Diploma Bite*)
- Stress, Substance Misuse & Violence in the Workplace (*Diploma Bite*)
- Introduction to Management of Confined Spaces (*Diploma Bite*)
- Introduction to Safe Storage, Handling & Transport of Dangerous Substances (*Diploma Bite*)
- Work Equipment – Introduction to Selection, Use, Maintenance & Testing (*Diploma Bite*)
- Introduction to Machinery Safety (*Diploma Bite*)
- Introduction to Electrical Safety (*Diploma Bite*)
- Introduction to Mechanical Handling
- Construction Health & Safety Basics (*Diploma Bite*)
- Introduction to Environmental Pollution & Waste Management (*Diploma Bite*)
- The Construction (Design and Management) Regulations 2007
- Carriage of Dangerous Goods
- DSE Training for Assessors
- Manual Handling Operations
- General Introduction to Asbestos
- Managing Occupational Road Risk

These are just some of the short courses available. If you are interested in a course that is not listed here, please contact us and we will be happy to discuss your requirements.