



# Safety in the office – basic awareness course

## Health and safety – can't see the wood for the trees?

Health and safety training is a legal requirement for all staff, whether you are the boss or an employee, but where do you start? As an employer, have you identified the hazards in your office? How do you make sure that you are carrying out relevant risk assessments? How can you provide cost effective training for your staff? As an employee, you too have a responsibility for health and safety; what can you do to help make your office a safe place to work? What should you do if there's an accident or a fire?

## Who should attend?

The course has been designed to meet the needs of all office staff working in small to medium sized companies. It provides a sound basis for developing a safe working environment.

### Programme:

9.00am	Registration and coffee
9.15am	Introduction and domestics Why health and safety training? Accidents waiting to happen Hazard spotting
10.30am	Refreshments
10.45am	Risk Assessments Accident and fire procedures Film – It's just an office darling Questions
1.00pm	Close

For more information please call Rebecca Russell or Claire Silvester on 01491 873323 or email [claire.silvester@goode.co.uk](mailto:claire.silvester@goode.co.uk)



**Goode Management, Goode House, The Street, South Stoke, Reading RG8 0JS.**  
[www.goodemanagement.co.uk](http://www.goodemanagement.co.uk)



## To book your place:

Simply fill in this form and return it with your cheque made payable to **Goode International Ltd**, to Goode Management, Goode House, The Street, South Stoke, Reading RG8 0JS. The course is £65 +VAT (£76.37) for each delegate. Refreshments, training pack and certificate of attendance are included in the price.

<b>Dates:</b>	Friday 4 <sup>th</sup> April – Linton Lodge, Oxford OX2 6UJ	<input type="checkbox"/>
	Friday 2 <sup>nd</sup> May – Shillingford Bridge, Nr Wallingford OX10 8LZ	<input type="checkbox"/>
	Monday 9 <sup>th</sup> June – Whiteleaf Training, Didcot OX14 6PO	<input type="checkbox"/>
	Friday 12 <sup>th</sup> September - – Linton Lodge, Oxford OX2 6UJ	<input type="checkbox"/>
	Friday 24 <sup>th</sup> October – Shillingford Bridge, Nr Wallingford OX10 8LZ	<input type="checkbox"/>
	Friday 28 <sup>th</sup> November – Whiteleaf Training, Didcot OX14 6PO	<input type="checkbox"/>

**Fee:** £65 + VAT (£76.37) per delegate      Number of delegates: \_\_\_\_\_

**Total fee enclosed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**email address:** \_\_\_\_\_