

ABERTAY TRAINING Ltd – HQ 26 Meenashesk Place, Strabane BT82 9DX
For all your Training Needs in England, Scotland, Wales and Ireland
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Office Safety Training Course



Office Safety Course

Level: This course is for all persons working in offices who need to know office safety at work.

Time: 1 Day dependent on client requirements.

Certification: Yes all candidates will receive the Office Safety Awareness Certification

Cost: £350 inclusive per group for in-house course at your company of up to 12 people.

Course Syllabus:

- Identify the hazards & evaluate risks covering manual handling, display screen equipment & fire safety in the office environment.
- Use appropriate workplace precautions for specific risks or seek advice on workplace precautions.
- Assist in preparing written risk assessments.
- Follow the company's health & safety policy.
- Co-operate & communicate on health & safety matters.
- Reducing the risks of work activities without risk to themselves or others.
- Report relevant accidents & incidents, monitor their own activities, & assist managers in active monitoring.



Health & Safety Trainer & Assessor Course

Why not train one of your staff members to teach the Office Safety training courses which would increase the training for that staff member but also include lots of flexibility in the training of staff especially in periods of high staff turnover.

The Trainers Course is on £295 inclusive and is over 3 days. Other Trainer Courses include First Aid, AED and Manual Handling.



Health & Safety In-house Booking Form

REMEMBER: We can cover all courses in England, Scotland, Ireland N/S and Wales and the costs below is the full cost for a course in your workplace for up to 12 persons

You can fill in the form by typing directly on the form and also you can select the course by clicking in the select box to tick it before printing the form to send

Booking an In-house course is as easy as ABC

- A. Select Course – Just click in the select box to highlight it
 B. Choose your Date & Venue – Your company Address or if you don't have a venue give us a call
 C. Select Candidates – Fill in the names only if you know them now

	A. Select Course	Cost	Select		A. Select Course	Cost	Select
1	HSE First Aid (4 day) New	£ 950		11	Fire Safety	£ 350	
2	HSE First Aid (2 day) Renew	£ 650		12	Fire Warden	£ 450	
3	First Aid Appointed (1 day)	£ 350		13	Office Safety	£ 350	
4	Public Lifesaver First Aid	£ 250		14	COSHH	£ 350	
5	CPR Training	£ 150		15	PPE Safety	£ 350	
6	Child & Baby Lifesaver	£ 200		16	Visual Display Safety	£ 350	
7	AED Defib Training	£ 350		17	Risk Assessment	£ 350	
8	Medical Gases	£ 350		18	Confined Spaces	£ 450	
9	Manual Handling (Objects)	£ 350		19	Confined Spaces -Managers	£ 650	
10	Manual Handling (People)	£ 350		20	Health & Safety Awareness	£ 350	

We give discounts for large groups and have other courses which can be tailored to meet your needs so give us a call
 For CIEH, IOSH and NEBOSH call **0845 0 95 95 95** for details

Dates/Times	B. Choose your Dates & Venue	
Dates:..... Start Time: Finish Time:	Company: Address: Town: Postcode:	
Places	Payment for maximum of 12 candidates	
C. Your Candidate Names		Correspondence Details
1.) 2.) 3.) 4.) 5.) 6.)	7.) 8.) 9.) 10.) 11.) 12.)	Name:..... Organisation:..... Address:.....Postcode..... Tel: Fax: Email

PAYMENT TERMS

- Course must be booked 10 days before start date and fees must accompany booking form.
- Cancellations within 7 working days of the start of the course will incur a cancellation fee of 40% of the course cost. If candidate does not show on course then cancellation fee is 100%
- The trainer will not be asked to conduct any training outside of Abertay Training Ltd
- In the event of Abertay Training having to re-arrange the dates or location of a course the company will be offered a full refund of their course fees.

Have you enclosed your remittance? – Cheques payable to Abertay Training or send purchase order
 Send booking form to Paul Horsburgh, Abertay Training Ltd - HQ, 26 Meenashesk Place, Strabane BT82 9DX
 Fax Booking form to **0845 0 95 95 96** then post