

Course aims and objectives

- To appreciate the health problems which may be caused by office work and how these can be avoided
- To identify appropriate risk reduction measures and prioritise these
- To be able to develop a management approach for undertaking assessment and managing those with health problems
- To understand the principles that should be applied when designing new offices and jobs.

Course Details

Content

- The risks to health from office work
- Design and layout of workstations
- DSE (VDU) work and assessment
- Design of office environments
- Design of office jobs
- Manual handling in the office
- Electrical safety
- Managing health and safety in the office
- Relevant regulations, standards and guidance

Training methods

The course will combine presentation of the theory with practical interactive exercises and group discussion. Practical assessments carried out during the course will enable delegates to practice their skills with the support and guidance of the course tutor.

Our Trainers and Their Qualifications

Hu-Tech has five qualified ergonomists who run the training courses. All trainers have extensive experience of applying ergonomics in a range of different industries but all have significant experience of the office environ-

ment. Hu-Tech has been providing training for a wide range of public and private sector companies for over 17 years.

Evidence of competency

Delegates are provided with a certificate confirming their attendance on the course.

Course Duration & Availability

This one-day course will be run at your premises, and thus can be tailored to match your specific business requirements. Delegate numbers are restricted to 12 to ensure maximum participation.

Costs

For details on cost please contact +44 (0) 1604 233 428.

We offer this as an in-house course at your premises, rather than as a public course. If you are interested in a public course, along similar lines, we offer the IOSH DSE Assessors Course.

For information visit www.hu-tech.co.uk or email: info@hu-tech.co.uk

Hu-Tech Ergonomics

Guildford

81 Addison Road
Guildford, GU1 3QE UK
Tel: +44 (0) 1483 457441
Fax: +44 (0) 1483 853382

Northampton

Saxon Court, 29 Marefair
Northampton, NN1 1SR. UK
Tel: +44 (0) 1604 233428
Fax: +44 (0)1604 604 967

Scotland

Alloa Business Centre
Whins Road, Alloa
Scotland FK10 3SA
Tel: +44 (0) 125 972 6631
Fax: +44 (0) 125 972 6620