Overview

Assessing the office environment for risk involves a careful examination of anything that could cause harm and a decision about whether there are enough precautions already in place.

Aim

To develop skills in assessing the risks associated with the office environment

Scope

This course covers:
- Identifying office hazards and the associated harm
- The people who may be affected by the harm
- Evaluating the risks and identifying control measures

For

Staff who are responsible for the supervision or management of work in an office environment.

Prerequisite material

Participants must complete the UCL Moodle e-learning course the ‘Principles of Risk Assessment’ before attending this course. Information about enrolling onto the module will be provided when booking your place on this course.

A record of training will be verified only when both the the ‘Principles of Risk Assessment’ e-learning module and attendance on the course are completed.

How to book

For availability and to book, please visit the Single Training Booking System.

Please note after the course scheduled on 02 November 2017 this course will be closed for review in 2018. Should you require advise and/or training in Office Risk Assessment, then please contact Safety Services.

Course duration

Half Day Course 2.5 hours

Cost

Free to UCL staff. A ‘no show’ fee of £50 will be charged to your department if you fail to attend when booked on the course event.

Further Information

Contact Safety Services on 020 3108 8592 or UCL ext. 58592
Email: safetytraining@ucl.ac.uk