Office Risk Assessment

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. The first step in developing the skills needed to carry out a risk assessment is to understand the principles of risk assessment.

Aim

By the end of this couse you will have developed the necessary skills to assess the risks associated with the office environment using the principles of risk assessment.

Scope

During this course, you will learn to:

- Identify office hazards
- Identify the people who might be affected
- Evaluate the risks and identify control measures

For

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

Prerequisite material

Participants must complete the 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.

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