

Office First Aid and Workplace Safety

Duration: 5 Days

Language: en

Course Code: PO2 - 131

Objective

By the end of the course, participants will be able to:

- Recognize their roles in maintaining health and safety in an office setting.
- Conduct and support risk assessments to identify hazards in office environments.
- Respond effectively to accidents, injuries, or medical emergencies.
- Apply basic life support and administer first aid for common workplace injuries.
- Understand fire prevention principles and perform basic fire response actions.
- Promote a proactive approach to safety among colleagues and teams.
- Document and report incidents accurately and constructively.

Audience

This course is ideal for:

- Office Team Members.
- Health & Safety Coordinators.
- Office Managers.
- HR Professionals.
- Fire Wardens.
- First Aiders.
- Risk Management Personnel.
- Small Business Owners.

Training Methodology

The course employs a variety of instructional methods designed to promote active learning and practical understanding. These include interactive presentations, real-world case studies, group discussions, hands-on risk assessment simulations, and practical first aid and fire safety drills. By the end of the course, participants will be equipped with actionable tools, essential practical skills, and a clear understanding of how to enhance safety and emergency responsiveness in their office environments.

Summary

This course is designed to equip office-based staff and team leaders with essential knowledge and practical skills in workplace safety and first aid. Creating a safe and responsive office environment is not just a legal requirement, it's a responsibility that can save lives and protect your workforce.

Through this training, participants will learn how to identify health and safety risks, perform effective first aid in common office incidents, respond appropriately in case of emergencies, and understand the basic principles of fire safety. This course also includes techniques for assessing risks, maintaining safe procedures, and fostering a safety-focused office culture.

Course Content & Outline

Section 1: Fundamentals of Office Health & Safety

- Introduction to office-related risks and injuries.
- Roles and responsibilities in maintaining workplace safety.
- Safe systems of work and emergency planning.
- Common causes of accidents in office settings.

Section 2: Workplace Risk Assessment

- Identifying and assessing physical and health-related risks.
- Participation of employees in risk reporting.
- Ergonomic assessments and workstation safety.
- Mitigating hazards: trip hazards, poor lighting, electrical safety.

Section 3: First Aid for Office Environments

- Basic first aid principles.
- Handling minor injuries (cuts, bruises, sprains).
- Managing fainting, choking, and allergic reactions.
- How to handle stress-related medical emergencies.
- CPR and the use of AED (Automated External Defibrillator).

Section 4: Fire Awareness and Safety in the Office

- Understanding the fire triangle.
- Common fire risks in offices (equipment, wires, paper, etc.).
- Fire drills, alarm systems, and evacuation procedures.
- Proper use of fire extinguishers.
- Roles and duties of a fire warden.
- Maintaining clear emergency exits and escape routes.

Section 5: Building a Culture of Safety

- Implementing internal safety policies.
- Raising awareness and encouraging safety reporting.
- Appointing health and safety representatives.
- Emergency response planning and simulations.
- Continuous improvement in workplace safety.

Section 6: Incident Response and Reporting

- Reporting accidents and near-misses.
- How to investigate an incident.
- Learning from past events.
- Monitoring and documenting safety performance.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by The CPD Certification Service (CPD), and are certified under ISO 9001 and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Health, Safety & Environment HSE, Healthcare & Pharmaceutical, Human Resources Management (HRM), Management & Leadership

Tags

Safety Management, Office first aid, Workplace Safety

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