

Sector Course List - Public Sector and Administration

●	GC100	Safety in Call Centres, Headset Users & Acoustic Shock	●	GC113	First Aid at Work Awareness
●	GC101	Asbestos Awareness	●	GC114	Safe use of Ladders in the workplace
●	GC103	Occupational Health & Stress in the Workplace	●	GC116	Managing Safety in the Crèche
●	GC104	Business Continuity for Small & Medium Enterprises (SME)	●	GC117	Office Safety & DSE Assessment
●	GC106	Control of Legionella in the Workplace	●	GC118	RIDDOR Explained & Accident Investigation
●	GC107	Corporate Manslaughter and Legislation	●	GC119	Manual Handling & Risk Assessment Awareness
●	GC108	COSHH Awareness & Assessment	●	GC120	Violence in the Workplace
●	GC109	Dealing with the Media in Major Incidences	●	GC121	Sharps & Needlestick Injuries
●	GC111	Emergency Planning/Major Incident Planning	●		
●	GC112	Fire Safety Awareness for Employees	●	SC100	Managing Safety

Completing a Protectus training course will provide you with the understanding and competence to meet the increasing demands of legislation and ensure that both you and your business are positioned to act on them. All Protectus courses can be customised to meet your specific requirements. All delegates will receive a certificate of attendance.

Introduction

The Public and Administration sector employs a large number of employees and its main hazards are slip and trips.

Statistics

According to the HSE in 2004/05 there were:

- Nine fatal injuries.
- The number of major injuries was 3,179

Major Injuries		Occupational ill health injuries
Manual handling/musculoskeletal injury	15% of 3,179	Musculoskeletal injuries
Slips and trips	44% of 3,179	Work related stress

Legislation

Legislation requires that managers and employees should be competent to perform their work. A person is regarded competent if they have sufficient training, experience and knowledge.

The Health and Safety at Work Act 1974 requires all employers to ensure the safety, health and welfare at work of all employees.

Under the Management of Health and Safety Regulations 1999; regulation 13 requires employers to provide adequate health and safety training.