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ADMINISTRATION AND SECRETARIAL | AS-042

Office Health, Safety and Wellbeing Coordination

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Course content

Why Attend

Offices may appear low risk, but slips, trips, poor workstation set-up, fire hazards, electrical faults, stress and fatigue all affect people's health and productivity. In many organisations it is the office manager or administrator who coordinates safety arrangements, keeps records and acts as the first point of contact for concerns.

This Office Health, Safety and Wellbeing Coordination training course equips administrative professionals to support a safe and healthy workplace. Participants learn how to carry out simple office risk assessments, coordinate fire and emergency arrangements, support display screen equipment assessments, manage first aid and incident records and work with contractors safely.

Course Methodology

• The course is practical and discussion-based. Participants complete an office hazard walk using photographs and floor plans, carry out a sample risk assessment and workstation assessment, plan an evacuation drill, review incident reports and design a simple wellbeing initiative for their own workplace.

Course Objectives

• Explain the duties and roles involved in office health and safety

• Identify common office hazards and assess the risks

• Coordinate fire safety, evacuation and emergency arrangements

• Support workstation and display screen equipment assessments

• Manage first aid provision, incident reporting and records

• Coordinate contractor and maintenance safety in the office

Target Audience

• Office managers and facilities coordinators

• Administrators with health and safety responsibilities

• Fire wardens and first aid coordinators



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Course content

• HR and wellbeing coordinators



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Course outline

Detailed course outline

Day-by-day outline for Office Health, Safety and Wellbeing Coordination.

Day 1 - Health and Safety Responsibilities in the Office

- 09:00-09:34 | Why health and safety matters in office environments
- 09:34-10:08 | Legal duties of employers, managers and employees in overview
- 10:08-10:42 | The coordinating role of office managers and administrators
- 10:42-11:00 | Health and safety policies, responsibilities and arrangements
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Health and safety policies, responsibilities and arrangements (continued)
- 11:46-12:20 | Consulting and communicating with staff on safety matters
- 12:20-13:27 | Working with safety advisers and building management
- 13:27-14:00 | Review of common office accidents and their causes

Day 2 - Hazards and Risk Assessment

- 09:00-09:30 | Common office hazards: slips, trips, falls and manual handling
- 09:30-10:00 | Electrical safety, portable equipment and cable management
- 10:00-10:30 | The five steps of a simple risk assessment
- 10:30-11:00 | Recording findings and agreeing practical control measures
- 11:00-11:30 | Coffee break
- 11:30-12:00 | Recording findings and agreeing practical control measures (continued)
- 12:00-12:30 | Housekeeping, lighting, temperature and ventilation
- 12:30-13:00 | Risks for new and expectant mothers, young and vulnerable workers
- 13:00-14:00 | Exercise: office hazard walk and risk assessment



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Day 3 - Fire Safety and Emergency Preparedness

- 09:00-09:34 | Fire risks in offices and basic fire prevention measures
- 09:34-10:08 | Roles of fire wardens and evacuation coordinators
- 10:08-10:42 | Planning and running evacuation drills effectively
- 10:42-11:00 | Evacuation of visitors and people with disabilities
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Evacuation of visitors and people with disabilities (continued)
- 11:46-12:20 | Other emergencies: medical incidents, power loss and security alerts
- 12:20-12:53 | Emergency contact lists and communication arrangements
- 12:53-14:00 | Exercise: planning an evacuation drill for a multi-floor office

Day 4 - Workstations, First Aid and Contractors

- 09:00-09:34 | Display screen equipment risks and good workstation set-up
- 09:34-10:08 | Carrying out and recording workstation self-assessments
- 10:08-10:42 | Ergonomics for hybrid and home-based workers
- 10:42-11:00 | First aid needs assessment, kits and first aider cover
- 11:00-11:30 | Coffee break
- 11:30-11:46 | First aid needs assessment, kits and first aider cover (continued)
- 11:46-12:20 | Accident and near-miss reporting and investigation basics
- 12:20-12:53 | Managing contractors and maintenance work safely
- 12:53-14:00 | Exercise: workstation assessment and adjustment



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Day 5 - Wellbeing and Continuous Improvement

- 09:00-09:34 | Understanding workplace stress, causes and warning signs
- 09:34-10:08 | Supporting colleagues and signposting to help
- 10:08-10:42 | Workload, breaks and healthy working patterns
- 10:42-11:00 | Practical wellbeing initiatives that staff value
- 11:00-11:30 | Coffee break
- 11:30-12:19 | Practical wellbeing initiatives that staff value (continued)
- 12:19-12:53 | Health and safety inspections, audits and checklists
- 12:53-13:27 | Keeping records and reporting to management
- 13:27-14:00 | Personal action plan for a safer and healthier office



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Seminar dates

Available seminar dates

Live dates and pricing for Office Health, Safety and Wellbeing Coordination generated from the course details page.

Date	Location	Format	Fee
7 - 11 December 2026	London	Classroom	**€2,915**
14 - 18 December 2026	Barcelona	Classroom	**€2,275**
21 - 25 December 2026	Frankfurt	Classroom	**€2,175**
18 - 22 January 2027	London	Classroom	**€2,915**
25 - 29 January 2027	Barcelona	Classroom	**€2,275**
4 - 8 January 2027	Frankfurt	Classroom	**€2,175**
11 - 15 January 2027	Dubai	Classroom	**€2,845**
22 - 26 February 2027	London	Classroom	**€2,915**
1 - 5 February 2027	Barcelona	Classroom	**€2,275**
8 - 12 February 2027	Frankfurt	Classroom	**€2,175**



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Date	Location	Format	Fee
15 - 19 February 2027	Geneva	Classroom	**€3,315**
1 - 5 March 2027	London	Classroom	**€2,915**
8 - 12 March 2027	Barcelona	Classroom	**€2,275**
15 - 19 March 2027	Frankfurt	Classroom	**€2,175**
22 - 26 March 2027	Istanbul	Classroom	**€2,825**
12 - 16 April 2027	London	Classroom	**€2,915**
19 - 23 April 2027	Barcelona	Classroom	**€2,275**
26 - 30 April 2027	Frankfurt	Classroom	**€2,175**
5 - 9 April 2027	Kuala lumpur	Classroom	**€2,425**
17 - 21 May 2027	London	Classroom	**€2,915**



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Date	Location	Format	Fee
24 - 28 May 2027	Barcelona	Classroom	**€2,275**
3 - 7 May 2027	Frankfurt	Classroom	**€2,175**
10 - 14 May 2027	Madrid	Classroom	**€3,400**
7 - 11 June 2027	London	Classroom	**€2,915**
14 - 18 June 2027	Barcelona	Classroom	**€2,275**
21 - 25 June 2027	Frankfurt	Classroom	**€2,175**
5 - 9 July 2027	London	Classroom	**€2,915**
12 - 16 July 2027	Barcelona	Classroom	**€2,275**
19 - 23 July 2027	Frankfurt	Classroom	**€2,175**
26 - 30 July 2027	Paris	Classroom	**€2,810**



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Seminar dates

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Date	Location	Format	Fee
9 - 13 August 2027	London	Classroom	**€2,915**
16 - 20 August 2027	Barcelona	Classroom	**€2,275**
23 - 27 August 2027	Frankfurt	Classroom	**€2,175**
2 - 6 August 2027	Rome	Classroom	**€2,830**
6 - 10 September 2027	London	Classroom	**€2,915**
13 - 17 September 2027	Barcelona	Classroom	**€2,275**
20 - 24 September 2027	Frankfurt	Classroom	**€2,175**
25 - 29 October 2027	London	Classroom	**€2,915**
4 - 8 October 2027	Barcelona	Classroom	**€2,275**
11 - 15 October 2027	Frankfurt	Classroom	**€2,175**



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Seminar dates

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Date	Location	Format	Fee
18 - 22 October 2027	Amsterdam	Classroom	**€3,215**
1 - 5 November 2027	London	Classroom	**€2,915**
8 - 12 November 2027	Barcelona	Classroom	**€2,275**
15 - 19 November 2027	Frankfurt	Classroom	**€2,175**
22 - 26 November 2027	Cape Town	Classroom	**€1,825**
13 - 17 December 2027	London	Classroom	**€2,915**
20 - 24 December 2027	Barcelona	Classroom	**€2,275**
27 - 31 December 2027	Frankfurt	Classroom	**€2,175**
6 - 10 December 2027	Dubai	Classroom	**€2,845**
7 - 11 December 2026	Online / Live	Online / Live	**€1,625**



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Date	Location	Format	Fee
14 - 18 December 2026	Online / Live	Online / Live	**€1,625**
21 - 25 December 2026	Online / Live	Online / Live	**€1,625**
18 - 22 January 2027	Online / Live	Online / Live	**€1,625**
25 - 29 January 2027	Online / Live	Online / Live	**€1,625**
4 - 8 January 2027	Online / Live	Online / Live	**€1,625**
11 - 15 January 2027	Online / Live	Online / Live	**€1,625**
22 - 26 February 2027	Online / Live	Online / Live	**€1,625**
1 - 5 February 2027	Online / Live	Online / Live	**€1,625**
8 - 12 February 2027	Online / Live	Online / Live	**€1,625**
15 - 19 February 2027	Online / Live	Online / Live	**€1,625**



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Date	Location	Format	Fee
1 - 5 March 2027	Online / Live	Online / Live	**€1,625**
8 - 12 March 2027	Online / Live	Online / Live	**€1,625**
15 - 19 March 2027	Online / Live	Online / Live	**€1,625**
22 - 26 March 2027	Online / Live	Online / Live	**€1,625**
12 - 16 April 2027	Online / Live	Online / Live	**€1,625**
19 - 23 April 2027	Online / Live	Online / Live	**€1,625**
26 - 30 April 2027	Online / Live	Online / Live	**€1,625**
5 - 9 April 2027	Online / Live	Online / Live	**€1,625**
17 - 21 May 2027	Online / Live	Online / Live	**€1,625**
24 - 28 May 2027	Online / Live	Online / Live	**€1,625**



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Date	Location	Format	Fee
3 - 7 May 2027	Online / Live	Online / Live	**€1,625**
10 - 14 May 2027	Online / Live	Online / Live	**€1,625**
7 - 11 June 2027	Online / Live	Online / Live	**€1,625**
14 - 18 June 2027	Online / Live	Online / Live	**€1,625**
21 - 25 June 2027	Online / Live	Online / Live	**€1,625**
5 - 9 July 2027	Online / Live	Online / Live	**€1,625**
12 - 16 July 2027	Online / Live	Online / Live	**€1,625**
19 - 23 July 2027	Online / Live	Online / Live	**€1,625**
26 - 30 July 2027	Online / Live	Online / Live	**€1,625**
9 - 13 August 2027	Online / Live	Online / Live	**€1,625**



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Date	Location	Format	Fee
16 - 20 August 2027	Online / Live	Online / Live	**€1,625**
23 - 27 August 2027	Online / Live	Online / Live	**€1,625**
2 - 6 August 2027	Online / Live	Online / Live	**€1,625**
6 - 10 September 2027	Online / Live	Online / Live	**€1,625**
13 - 17 September 2027	Online / Live	Online / Live	**€1,625**
20 - 24 September 2027	Online / Live	Online / Live	**€1,625**
25 - 29 October 2027	Online / Live	Online / Live	**€1,625**
4 - 8 October 2027	Online / Live	Online / Live	**€1,625**
11 - 15 October 2027	Online / Live	Online / Live	**€1,625**
18 - 22 October 2027	Online / Live	Online / Live	**€1,625**



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Date	Location	Format	Fee
1 - 5 November 2027	Online / Live	Online / Live	**€1,625**
8 - 12 November 2027	Online / Live	Online / Live	**€1,625**
15 - 19 November 2027	Online / Live	Online / Live	**€1,625**
22 - 26 November 2027	Online / Live	Online / Live	**€1,625**
13 - 17 December 2027	Online / Live	Online / Live	**€1,625**
20 - 24 December 2027	Online / Live	Online / Live	**€1,625**
27 - 31 December 2027	Online / Live	Online / Live	**€1,625**
6 - 10 December 2027	Online / Live	Online / Live	**€1,625**