

## Health and safety

Unfortunately, thousands of people injure themselves at work every year. In 2020 and 2021, close to half a million workers suffered some form of non-fatal injury in the workplace. Around a third of these were due to slips, trips and falls. About the same proportion again involved 'manual handling'; the official terminology for physically lifting, moving or pushing something around.

Other workplace dangers are less obvious. Almost 80% of British working adults have said that they commonly experience work-related stress, for example. Even the seemingly simple act of sitting at your desk carries a degree of risk if your office workstation is incorrectly set up. For all these reasons, and more, it's important to have a good understanding of the health and safety dangers that surround us at work and how to mitigate them.

### Description

Aimed at civil servants of all grades, this digital course is designed to help you understand your health and safety responsibilities within the workplace. It explores the dangers of workplace stress, how it can be prevented and why it must be treated as seriously as any other area of health and safety. It also covers basic fire safety and how to recognise the various potential hazards that could cause slips, trips or falls in the workplace.

There's the chance to learn about what manual handling is and how to manage it properly, whether that's by maintaining a correct posture or using equipment to assist you. The course also covers how to make simple, health-related adjustments to your display screen equipment and your wider workstation set-up.

### What does it involve?

This course commences with an infographic that introduces you to the course and the subjects it covers. You'll then work your way through five online tutorials. Each of these lasts 10 minutes and covers a different aspect of health and safety awareness. These are followed by a final assessment in which you'll need to score at least 80% in order to pass this course.

### What's the outcome?

Having completed the course, you'll know how to identify the signs of stress and will be equipped with strategies for dealing with it. As well as knowing what can be done to prevent slips, trips and falls, you'll also understand how to prevent a fire and what to do in a fire-related emergency. You'll be able to assess whether or not it's safe to attempt a manual handling task and, if it is safe, how best to do this. Finally, you'll also be able to describe how best to use display screen equipment correctly in order to avoid any discomfort and possible medical issues.

## Learning activities



Infographic



Online  
tutorials



Assessment

### Delivery method:

Digital 

### Estimated learning time:

1 hour 10 minutes

## How to book

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