

# Sample Half-Day Course Outline

This course can be tailored for either front line staff or managers. The Trainer will develop a course and agree the contents of it ahead of time with you, dependent on the needs of the group and your specific requirements.

## The Aim of the Course:

To raise awareness and confidence levels within the group with regards to the issues surrounding personal safety through proactive, practical strategies.

## Benefits of attending this course:

- Raised awareness of the importance of personal safety at work
- Exploration of specific concerns that the group may face achieving a balanced approach to risk
- Development of practical strategies and the confidence to avoid situations that may threaten personal safety at work
- Production of Personal Action Plans that individuals can adopt to help keep themselves safe.
- Action points for the organisation to consider to help manage Personal Safety at work.

## Contents of session

**Why is Personal Safety important?** Dependant on the group we can look at either:

- ✓ Exploring the legal perspective - who is responsible and what should an organisation do to manage the risks?
- or
- ✓ The risks that relate to the group - using Dynamic Risk Assessment Techniques to identify the groups personal concerns and put them into perspective.

**Reducing the Risks.** Dependent on the needs of the group we may discuss one or two of the following:

- ✓ Strategies for travelling out and about safely, whether by public transport, by car or on foot.
- ✓ Tracing Systems. How to keep in contact with lone workers when they are away from base.
- ✓ Lone working safely, whether at the office, on reception, in retail or other environments.
- ✓ Visiting in other People's Homes, either cold calling at the door or going inside the home.

**Planning your own actions.** To make training effective the organization and individuals need to commit to make changes after the session. Dependent on the group, we may facilitate delegates to:

- ✓ Prepare action plans for the organisations and teams so that they can carry the ideas forward and make changes to working practices.
- ✓ Prepare individual action plans of ideas and strategies that can be adopted by group members to help them keep safe.

Please note: We are not normally able to cover information on the defusion and de-escalation of violence and aggression. This is a complex topic and we are not able to do it justice on a half day course.