

# Prep Room Management & Health & Safety for Senior Technicians

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This one-day discussion based course is intended for senior technicians or those aspiring to become senior technicians, although less experienced technicians are welcome to attend and will pick up useful tips.

The objective of the course is to explore and share ideas for running an efficient and effective prep room. The main emphasis will be on Health & Safety law, what the law requires of technicians, organizing the prep room, supporting practical work and leading a technician team.



The course involves a mixture of presenter input, discussion and tasks. There will be opportunities for participants to share their own good practice, raise their own concerns and identify possible solutions amongst themselves.

### During the day the following will be covered:

- Health & safety law, legal responsibilities of employer & employee, risk assessment.
- Prep room layout & equipment, organisation & storage of resources.
- Requisitions, overview & booking systems.
- Preparing for/clearing up practicals.
- Policies & procedures.
- Leading a technician team, prioritising tasks.

### To aid discussion participants are asked to bring along:

- \*Pictures of their own prep room, to include examples of how the prep room is organised, good practice, novel ideas eg inventive storage solutions and areas of concern.
- Examples of requisition forms.
- \*Pictures of systems used to record/display overview of practical requests.

\*Paper copies work best as these can be easily passed around the group.

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For: Senior Technicians

Duration: 1 Day

For details of the next scheduled course please see our website [www.cleapss.org.uk](http://www.cleapss.org.uk)

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