

Course Overview

The DSE and Wellbeing Toolkit course provides learners with an understanding of the potential health risks associated with DSE work. They will learn how to correctly set up a safe workstation and the methods to identify and reduce risk.

Who is the course for?

Anyone with a responsibility for conducting DSE assessments including office/facilities/health and safety managers, supervisors, and those responsible for carrying out DSE risk assessments.

Benefits for Employers

- ▶ The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, requires employers to analyse and reduce workstation risk. Employers must make sure workstations meet specified requirements and provide training and information to employees. The DSE and Wellbeing Toolkit course will make sure that you are meeting these legal obligations, avoiding prosecution.
- ▶ Badly designed workstations can cause fatigue and stress, as well as work related upper limb disorders (WRULD)'s. This can majorly impact the worker's ability to carry out tasks, ultimately affecting their productivity. Making sure staff can correctly set up their workstation will reduce the risk of health problems associated with DSE and ensure employees can work effectively and efficiently.

Course Key Facts

Duration: 40-60 minutes

Course Content

The course focuses on the following areas:

- ▶ **Module 1:** Workstation set-up
- ▶ **Module 2:** Increase activity at work
- ▶ **Module 3:** Manage your DSE work routine
- ▶ **Module 4:** Using mobile DSE devices
- ▶ **Module 5:** DSE accessories

Assessment

A risk assessment is completed throughout the course and is available to email to a colleague or an email mailbox.

Learning Outcomes

- ▶ Identify hazards (including less obvious ones) and assess risks from the workstation.
- ▶ Identify additional sources of information.
- ▶ Draw conclusions from assessments and identify steps to reduce risks.
- ▶ Make a clear record of the assessment and communicate the findings to those who need to take appropriate action, and to the worker concerned.
- ▶ Recognise limitations so that further expertise can be called on if necessary.

Benefits of Online Learning

- ▶ Learners are gifted with complete control over their studies, choosing where and when to learn as they desire.
- ▶ With online training, organisations can have complete oversight over the staff's progress with insightful reports analysing their workforce's efforts.
- ▶ Incredible cost-effectiveness when compared to alternative learning methods, especially classroom learning.
- ▶ Engaging, proactive activities heighten learner retention.
- ▶ Astutis Learning Checks strategically located throughout the course ensure learners can only move on when ready.
- ▶ Those who work from home can play an active role in the training unlike before.

Features of an Online Course

- ▶ **Learning checks** – built into the course to check your knowledge
- ▶ **Mind map activities** – helps to summarise the main points visually and acts to aid your memory.
- ▶ **Listing activities** - easy to digest information through key points.
- ▶ **Categorising activities** – making it easier for you to recall ideas or process information.
- ▶ **Activity positioning** – Activities are spread throughout the course helping you to embed your learning before moving on to the next section.

