Assessment of Display Screen Equipment
Foundation Workshop

Overview
Employers have a legal duty to assess the risks to employees who regularly use Display Screen Equipment (DSE) as part of their normal work activities. DSE comprises a desk, chair, screen and keyboard (including the mouse or pointing device). The first stage of the assessment must establish that these four components are adequate, e.g. that the chair can be adjusted. The second stage of the assessment involves identifying poor workstation layouts, environments and practices.

UCL requires that departments appoint one or more DSE assessors to carry out workstation assessments.

Information
The workshop will be in 3 parts and involve the following activities:

Part 1 (activity based)
- adjusting / improving the workstation layout
- recommending improvements / changes and corrective actions / safe practices

Part 2 (trainer led demonstration)
- using the RiskNET tool to issue User assessments
- interpreting the results from the participants assessment
- recording recommendations
- what happens when the assessment is signed – off

Part 3 (issuing assessments)
- participant will log-on to riskNET and issue user assessments

For
Staff who have been appointed as a departmental Display Screen Equipment (DSE) Assessor

Pre requisites
1: Participants must complete the Assessment of Display Screen Equipment module delivered via UCL Moodle before attending this workshop
2: Participants must agree with their departmental management the names of Users they will assess.
   NB These User names will be used during part 3 of the workshop

How to book
To book a place please visit the Single Training Booking System.

Course Duration
2.5 hours

Cost
Free to UCL staff.
A ‘no show’ fee of £50 will be charged to your department if you fail to attend when booked on the course event.

Further Information
Contact Safety Services on 020 3108 8592 or UCL ext. 58592.
Email: safetytraining@ucl.ac.uk