

BIFM Training

Display Screen Regulations: Risk Assessments and how to carry them out

2-day course

Aim

To enable Facilities Managers to carry out Display Screen and Workstation Risk Assessments in accordance with their Health & Safety responsibilities.

Objectives

By the end of this course you will be able to describe:

The Display Screen Equipment Regulations, their scope and the obligations on employers

The principles behind the Regulations, including an introduction to Ergonomics, Visual Issues and Display Screen Work

Posture & Musculoskeletal Issues including causes of muscular discomfort and upper limb disorders; anthropometry and anatomy of the back, neck, shoulders, arms and hands

The main causes of environmental problems including space, noise, temperature, and air quality

Solutions and modifications to workstations and working practice

Organisational Issues including supervision, team & group working, rest breaks

How to Conduct Assessments including planning and practical preparations for the Assessments; explanation of checklists to be used; recording and documenting the results

Reporting the results of assessments, interpretation and implications and follow-up actions

How to implement an effective Action Plan and ensure ongoing compliance

Description

This DSE Assessors course has been accredited by the Institute of Ergonomics and Human Factors. At the end of this course delegates complete a two part assessment in order to receive a certificate from the Institute of Ergonomics and Human Factors. The first part of the assessment is a short multiple choice written assessment at the end of the course. The second part is done after the course, with the participants carrying out an assessment in their workplace and sending it in for marking.

The Display Screen Equipment Regulations

- Current status and background
- Main obligations on employers
- Scope of Regulations, definition of 'user'

The Scientific Principles behind the Regulations

- An introduction to ergonomics
- **Visual Issues and Display Screen Work:** causes of eyestrain; anatomy and physiology of the eye; solutions and modifications to workstations and working practice
- **Posture & Musculoskeletal Issues:** Causes of muscular discomfort and upper limb disorders; anthropometry and anatomy of the back, neck, shoulders, arms and hands; solutions and modifications to workstations and working practices
- **Environmental Issues:** causes of environmental problems; main factors e.g. space, noise, temperature, air quality; solutions and modifications to workstations and working practices
- **Organisational Issues:** Overview of organisational issues e.g. supervision, team group working, rest breaks

HOW TO ASSESS

Introduction to Assessments and Use of Checklists

- **How to Conduct Assessments:** planning and practical preparations for the Assessments; explanation of checklists to be used; recording and documenting the results
- **Practical Assessment Exercises:** delegates will conduct their own assessments on display screen workstations
- **Review of Assessment Exercises:** Reporting the results; checklist problems discussed; interpretation and implications; follow-up actions
- **Implementing an Effective Action Plan:** who is responsible? Who is involved? Tasks; timescales; avoiding problems; ongoing compliance

Full documentation and assessment checklists provided

ASSESSOR'S CERTIFICATE: This course, presented by System Concepts has been accredited by The Institute of Ergonomics and Human Factors, and delegates will receive a Certificate stating they are trained to conduct DSE & Workstation assessments.

Programme

Day 1

0930 Introduction

The Health & Safety (Display Screen Equipment) Regulations 1992

Visual Issues

Musculoskeletal Issues

Environmental Issues

Organisational Issues

Day one breaks:

1030-1050 Tea / coffee

1230-1330 Lunch

1500-1520 Tea / coffee

1630 Close

Day 2

0930 Introduction

How to Assess

Practical Assessment Exercises

Assessment Review and Action Planning

Review of Morning Assessment Exercises

Implementing an Effective Action Plan

Day two breaks:

1030-1050 Coffee

1230-1330 Lunch

1500-1520 Tea

1630 Close