



the **key** consultancy limited

DSE Assessment (Data Screen Display)

Aims

This one day course aims to develop the knowledge and practical skills of those responsible for making assessments of display screen equipment workstations.



I'm Chris Jones the Programme Manager for our DSE Assessment course. In the first instance speak to a member of our sales and marketing team and should you need any further advice and support they will arrange for me to contact you and discuss the course in greater depth.

Objectives

At the end of the programme you will be able to:

- Describe the legal requirements for risk assessment
- Outline the main requirements of the DSE Regulations
- Describe the risk factors associated with work at DSE workstations
- Identify factors involved in workstation assessments and risk assessment
- Develop and use a simple assessment model for DSE workstations
- Identify practical solutions to eliminate or minimise risks

Programme summary

Legal Review

Management of health and safety
Philosophy and principles of ergonomic risk assessment

Display Screen Equipment

Requirements of the regulations and detailed guidance

Anatomy and Physiology

The effects of static and dynamic biomechanics
The eye within the visual environment
The relevance of stress and fatigue

Risk Assessment

Workstation minimum requirements
Assessment of workstations
Practical application of DSE protocol
Developing practical ergonomic solutions
Developing and using a DSE protocol

Programme may be subject to change without prior notification

Fees

£165 + VAT per place (non-residential).

Dates

26 March 2012
29 June 2012
28 November 2012

The venue

This course is delivered at our training centre The Mount School in Bromsgrove, Worcestershire.



Alternatively, if you have a group of people we can deliver this course at your premises. Talk to us about your requirements and our competitive in-company training rates.

To reserve a place

Call us on **01527 575182** to check availability and reserve places on this course.

Why choose key?

.....because we care about the products we deliver; we care about our delegates; and we care about our profession and its impact upon our clients' effectiveness.

V1.0 11/11/11

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Registered in England No. 2943873. Registered office as above

The Key Consultancy Limited – Course Booking Form

(Please note our booking conditions and cancellation policy below).

Course and delegate details

Course title:		
Course fee:	Course dates:	
First name:	Surname:	Mr/Mrs/Ms/Dr/Miss
Position in company:		
Company name:		
Address:		
Postcode:	Tel:	Fax:
e-mail:		
I have read and agree to the cancellation policy set out below		
Authorised signature:		
Print name:		

Please let us know if you have any special requirements eg, dietary, access

CONDITIONS OF BOOKING	
An invoice and joining instructions will be sent on receipt of this booking form and a copy of the purchase order (if applicable). Invoices must be settled prior to attendance. Interest may be charged on late payments. Please read our cancellation policy below.	
Name and address to send the invoice	Purchase order number

Cancellation Policy

We will make every effort to accommodate changes to your schedule if for any reason you cannot attend your confirmed programme but please note our cancellation charges.

When **cancellation** is made more than 20 working days before the start of the course, the fees will be refunded in full. If less than 20 working days notice is given fees will be subject to 50% deduction. **Where less than 6 working days notice of cancellation is given fees will not be refunded and transfers cannot be considered.**

Substitutions may be made free of charge up to the last minute.

We will waive your cancellation fee and transfer your registration to a future programme under the following conditions:

- At least 6 working days notice from the start of the course has been given
- You pay your invoice in full

We will hold your account in credit and assign it to the next available programme which you must attend. If you cannot attend at the next opportunity your registration will lapse and your fees will not be refunded.

Fax back this form to 01527 576288, scan and e-mail to key@thekeyconsultancy.co.uk, or post it to: The Key Consultancy Limited, The Mount School, 277 Birmingham Road, Bromsgrove, Worcestershire, B61 0EP. Tel: 01527 575182.