

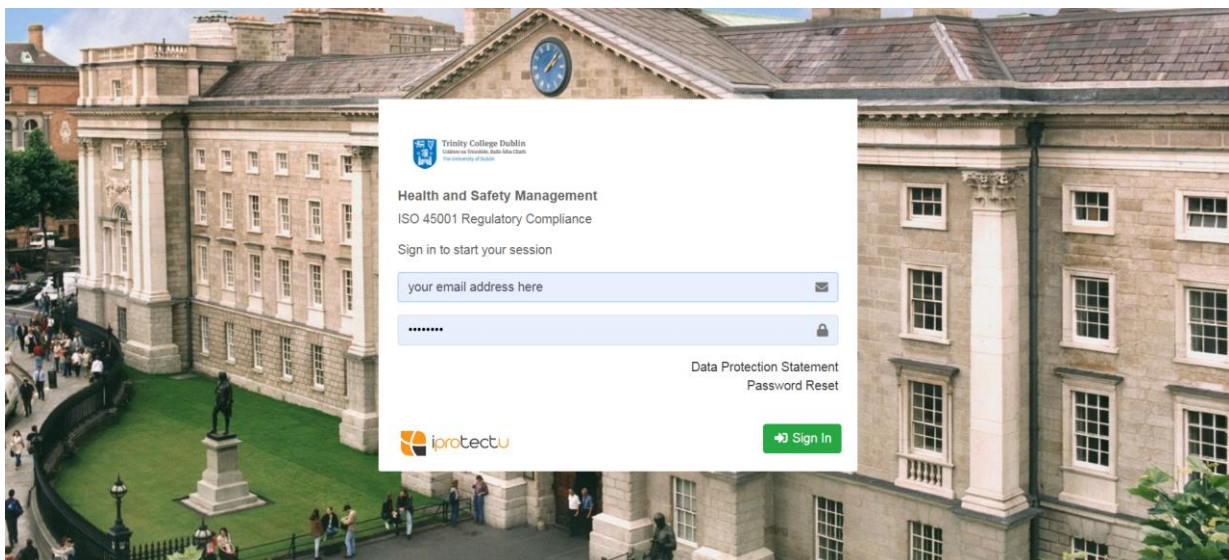
iProtectu Health, Safety and Environmental Management System

This document gives guidance on completing your (Display Screen Equipment) DSE Risk Assessment and Training.

Welcome to iProtectu, a web-based Health and Safety management solution that is designed to automate Trinity College Dublin's safety and online training systems. If you wish to learn more a short video guide for new users is available by clicking this link: [New User Guidance Video](#)

To access the system please visit: <https://iprotectu.tcd.ie/>

Please login to the iProtectu software when you see this screen using your TCD credentials (userID & password)



Guidance for Employees who work within the office and within the home

N.B. Complete Training first, then complete the Display Screen Equipment Risk Assessment

Step 1. Getting Started

To Start go to Training Resources which will bring you to the video-based e-Learning

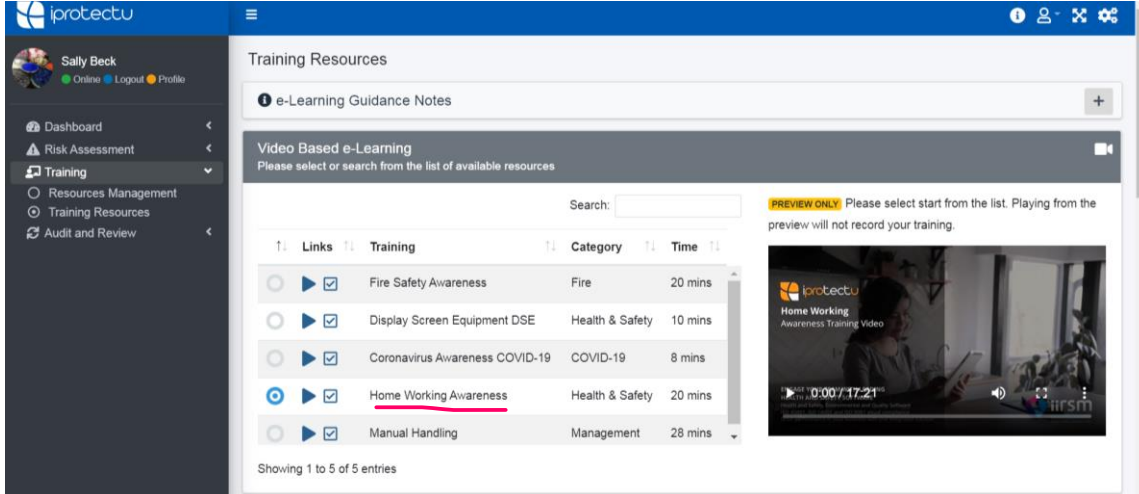
1A. Working in the office

If you are working in the office, then select the Display Screen Equipment DSE Training

1B. Working at home

If you are working in the home, then select the Home Working Awareness Training

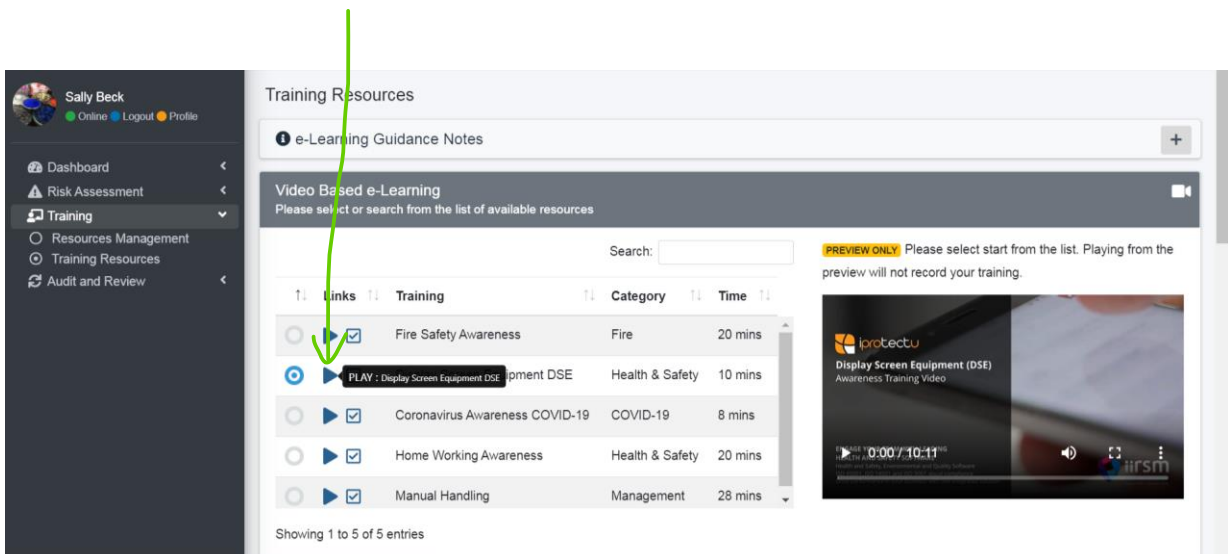
If you are a home worker then please complete the Home Working Awareness Video and followed by the DSE Risk Assessment.



The screenshot shows the iprotectu Training Resources interface. On the left is a navigation menu with options like Dashboard, Risk Assessment, Training, Resources Management, Training Resources, and Audit and Review. The main area is titled 'Training Resources' and contains an 'e-Learning Guidance Notes' section. Below this is a 'Video Based e-Learning' section with a search bar and a table of training resources. The table has columns for 'Links', 'Training', 'Category', and 'Time'. The 'Home Working Awareness' entry is highlighted with a red line. To the right of the table is a video player showing a preview of the 'Home Working Awareness Training Video'.

Links	Training	Category	Time
<input type="checkbox"/>	<input checked="" type="checkbox"/> Fire Safety Awareness	Fire	20 mins
<input type="checkbox"/>	<input checked="" type="checkbox"/> Display Screen Equipment DSE	Health & Safety	10 mins
<input type="checkbox"/>	<input checked="" type="checkbox"/> Coronavirus Awareness COVID-19	COVID-19	8 mins
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Home Working Awareness	Health & Safety	20 mins
<input type="checkbox"/>	<input checked="" type="checkbox"/> Manual Handling	Management	28 mins

To start any training press blue PLAY triangle (see arrow)



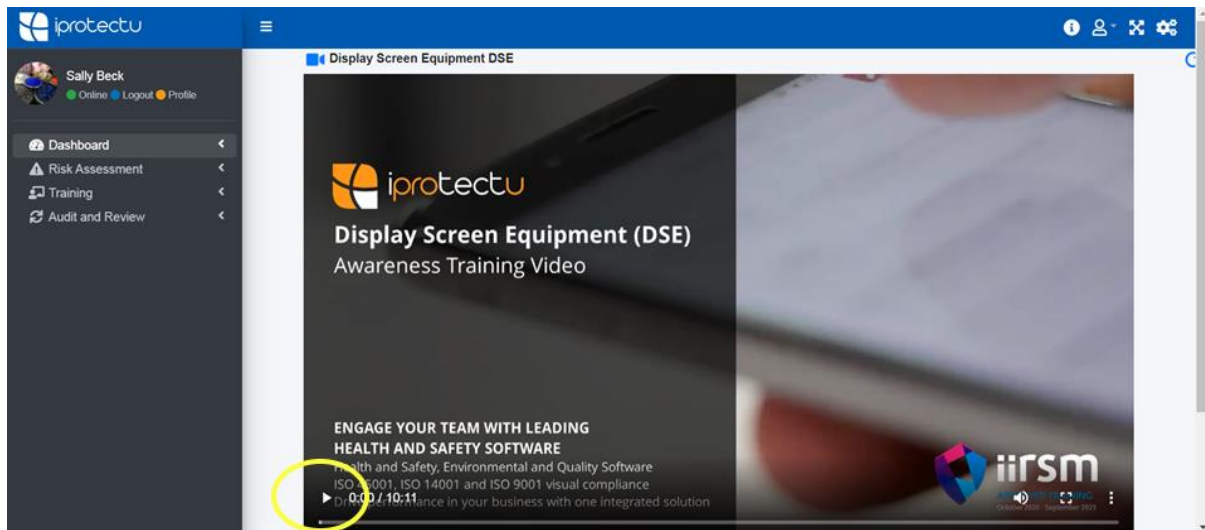
This screenshot is similar to the one above but highlights the 'Display Screen Equipment DSE' video. A green arrow points from the text above to the blue play button icon next to the video title in the table. The video player on the right now shows a preview of the 'Display Screen Equipment (DSE) Awareness Training Video'.

Links	Training	Category	Time
<input type="checkbox"/>	<input checked="" type="checkbox"/> Fire Safety Awareness	Fire	20 mins
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> PLAY : Display Screen Equipment DSE ment DSE	Health & Safety	10 mins
<input type="checkbox"/>	<input checked="" type="checkbox"/> Coronavirus Awareness COVID-19	COVID-19	8 mins
<input type="checkbox"/>	<input checked="" type="checkbox"/> Home Working Awareness	Health & Safety	20 mins
<input type="checkbox"/>	<input checked="" type="checkbox"/> Manual Handling	Management	28 mins

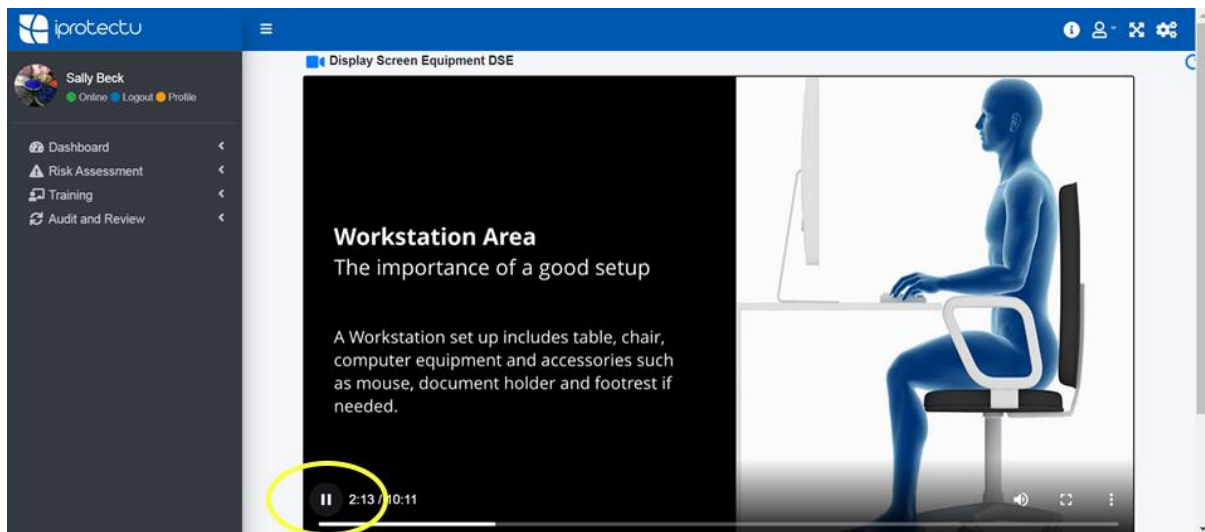
Screen opens, press arrow triangle to play and watch. You can stop the video at any point



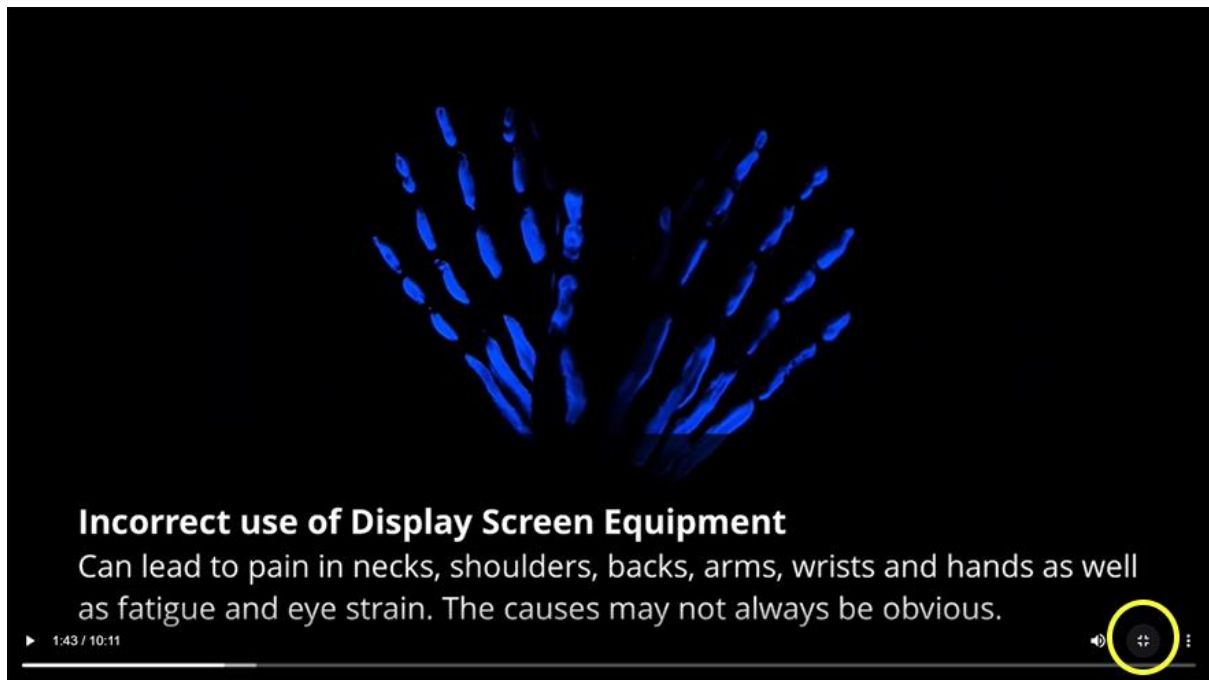
To play press triangle arrow:



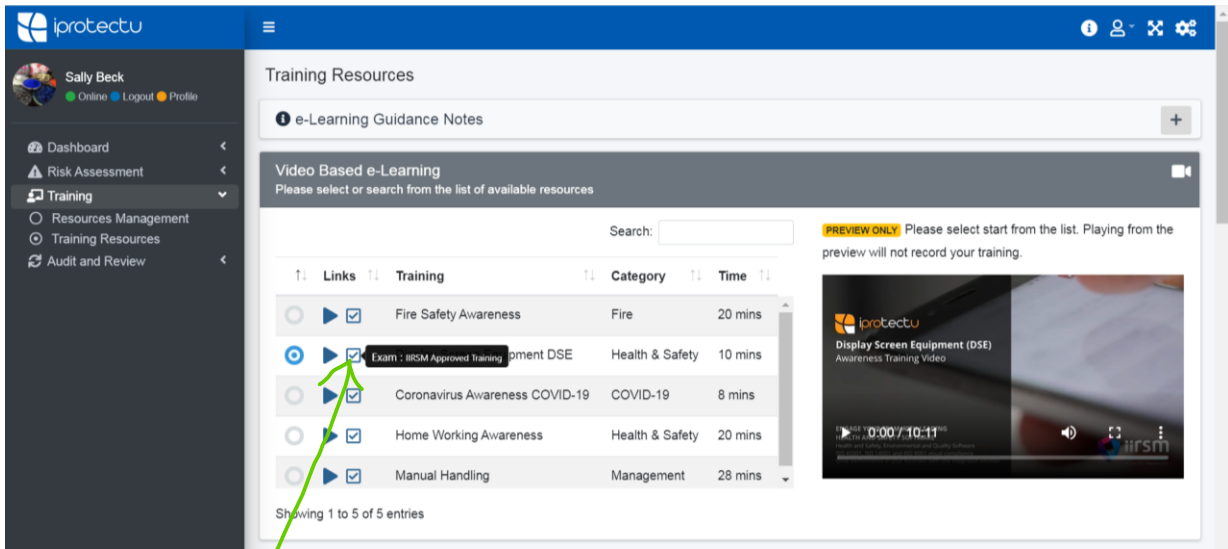
To stop playing press pause icon:



To open screen fully press square icon:



Step 2. Complete examination



iprotectu

Sally Beck
Online Logout Profile

Dashboard <
Risk Assessment <
Training >
Resources Management
Training Resources
Audit and Review <

Training Resources

e-Learning Guidance Notes +

Video Based e-Learning
Please select or search from the list of available resources

Search:

PREVIEW ONLY Please select start from the list. Playing from the preview will not record your training.

Links	Training	Category	Time
<input type="checkbox"/>	<input checked="" type="checkbox"/> Fire Safety Awareness	Fire	20 mins
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Exam : IRSM Approved Training - Display Screen Equipment DSE	Health & Safety	10 mins
<input type="checkbox"/>	<input checked="" type="checkbox"/> Coronavirus Awareness COVID-19	COVID-19	8 mins
<input type="checkbox"/>	<input checked="" type="checkbox"/> Home Working Awareness	Health & Safety	20 mins
<input type="checkbox"/>	<input checked="" type="checkbox"/> Manual Handling	Management	28 mins

Showing 1 to 5 of 5 entries

iprotectu
Display Screen Equipment (DSE)
Awareness Training Video

0:00 / 10:11

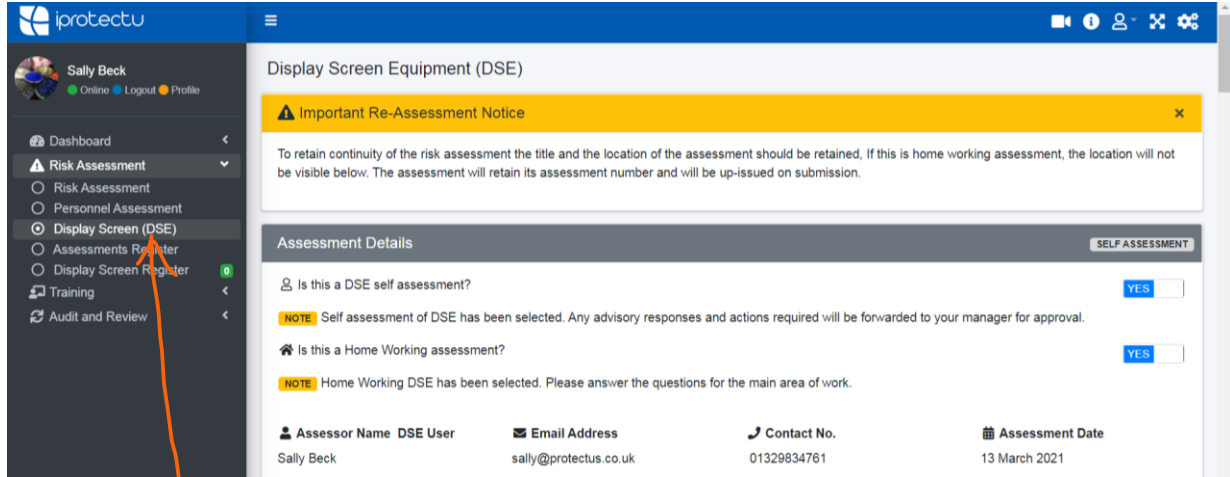
Once you have completed the course click on exam icon and complete the questions

A certificate will be issued within 24 hours into your training record.



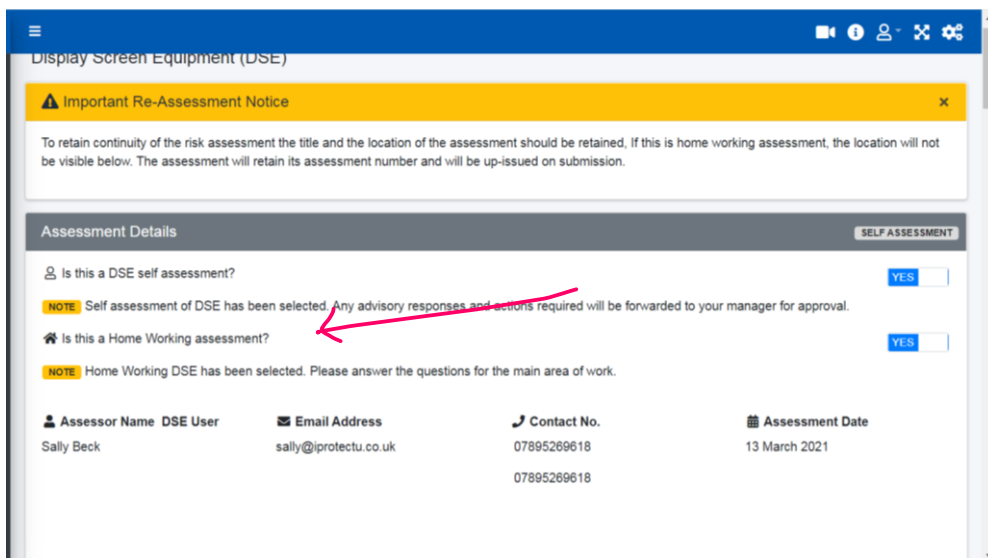
Step 3. DSE Risk Assessment

You are now ready to complete your Display Screen Equipment (DSE) Risk Assessment

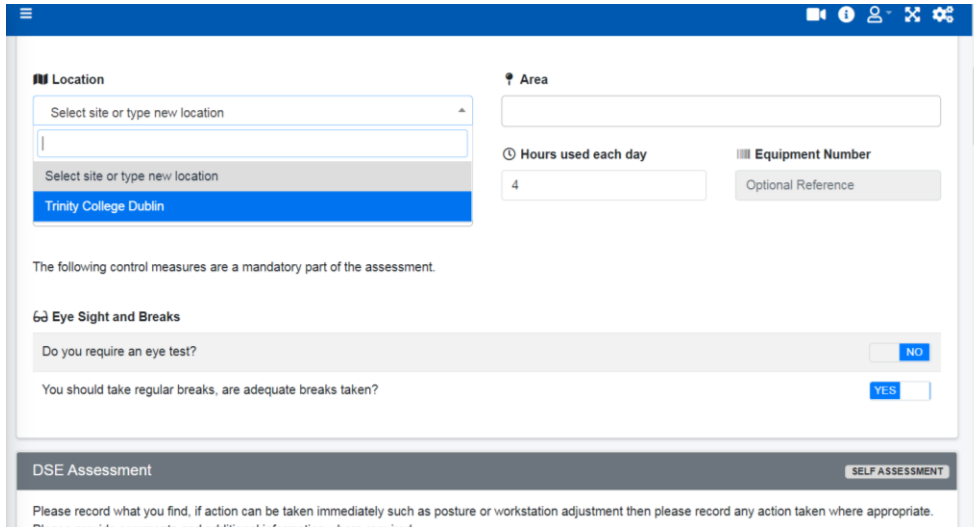


Go to Risk Assessment and click on Display Screen (DSE)

- A. If you are a home worker do not give your home address. When you complete the Display Screen Equipment Click **Yes** to the question below as this will remove the location and area box as you do not give your home address.



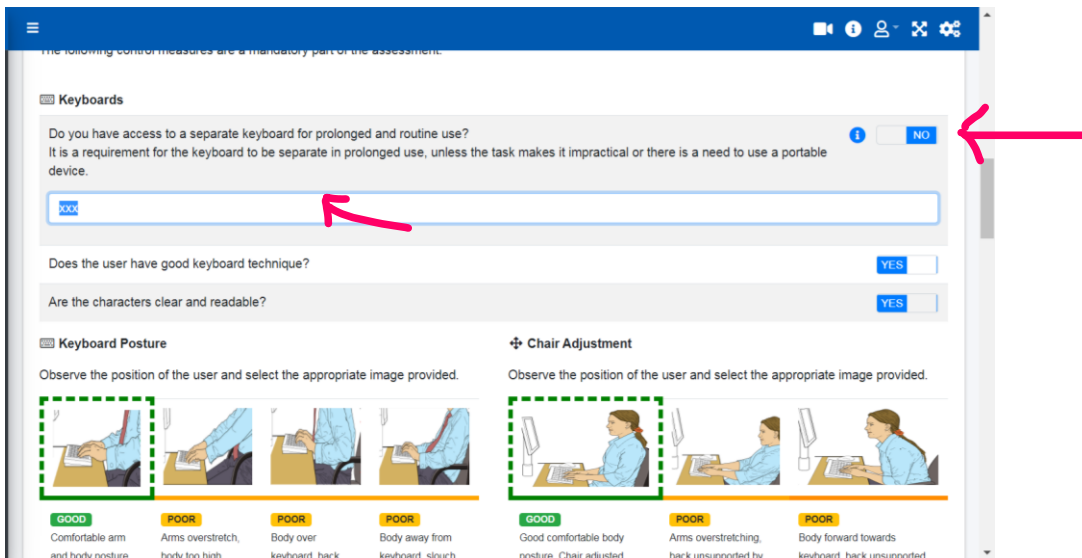
- B. If you not a homemaker then you will be given a location and area to complete and detail is in the dropdown.



The screenshot shows a web-based assessment form. At the top, there are navigation icons. Below that, there are two dropdown menus: 'Location' and 'Area'. The 'Location' dropdown is open, showing 'Trinity College Dublin' as a selected option. To the right, there are input fields for 'Hours used each day' (with the value '4') and 'Equipment Number' (with the text 'Optional Reference'). Below these fields, there is a section titled 'Eye Sight and Breaks' with two questions: 'Do you require an eye test?' (answered 'NO') and 'You should take regular breaks, are adequate breaks taken?' (answered 'YES'). At the bottom, there is a 'DSE Assessment' section with a 'SELF ASSESSMENT' button and a note: 'Please record what you find, if action can be taken immediately such as posture or workstation adjustment then please record any action taken where appropriate. Please provide comments and additional information where required.'

Go to location and click on location – Trinity College Dublin, then click on area and start typing in your department and click on the correct selection.

The DSE Risk Assessment will open a comment box if you answer questions that require action. Please ensure you give a comment if you answer any question with a No.



This screenshot shows the 'Keyboards' and 'Chair Adjustment' sections of the assessment. The 'Keyboards' section has three questions: 'Do you have access to a separate keyboard for prolonged and routine use?' (answered 'NO'), 'Does the user have good keyboard technique?' (answered 'YES'), and 'Are the characters clear and readable?' (answered 'YES'). Below the 'NO' answer, there is a comment box with the text 'xxx'. A red arrow points to this comment box, and another red arrow points to the 'NO' button. The 'Chair Adjustment' section has three images showing different body postures: 'GOOD' (Comfortable arm and body posture), 'POOR' (Arms overstretching, body too high), and 'POOR' (Body over keyboard, back), and another 'POOR' (Body away from keyboard, slouch). Below these are three more images for 'Chair Adjustment': 'GOOD' (Good comfortable body posture, Chair adjusted), 'POOR' (Arms overstretching, back unsupported by keyboard, back unsupported), and 'POOR' (Body forward towards keyboard, back unsupported).



The screenshot shows a web application interface with a blue header bar. Below the header, there are two main sections. The first section is titled 'Action Plan' and contains a search bar, a table with columns for Task, Category, Originator, Assigned, Due, Status, and Files, and buttons for Create, Edit, and Delete. The second section is titled 'Complete Assessment' and contains a 'Submit Form' button, which is highlighted with an orange arrow.

Once you have completed the form press the submit form button

For additional information or to gain access to the risk and safety management features, please discuss with your systems administrators at safetyoffice@tcd.ie.

On behalf of the Trinity Safety Office and iProtectu, we thank you for your support and co-operation.