



Workplace Health *Connect*

Free and impartial advice on health at work in partnership with the HSE

E-LEARNING SYSTEM

USER MANUAL

Version 5.0
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CONTENTS

1.0 LOGGING ON

- 1.1 Manager / administrator log on
- 1.2 Facilitating trainee log on
- 1.3 Establishing your system for the “Trainee Identifier” logging on code

2.0 TRAINING

- 2.1 Overview
- 2.2 Selecting a training programme (as a manager or trainee user)
- 2.3 Viewing a training programme (as a manager or trainee user)
- 2.4 In programme trainee testing
- 2.5 End of programme trainee testing

3.0 TRAINING ADMINISTRATION & RESULTS

- 3.1 Overview
- 3.2 Filtering the training records
- 3.3 Creating groups for trainees
- 3.4 Allocating access to training programmes for each training group (Group Training Sets)
- 3.5 Creating individual training sets
- 3.6 Editing trainee details
- 3.7 Editing logon passwords
- 3.8 Batch entry of trainee details
- 3.9 Editing organisation details

4.0 RISK MANAGMENT

- 4.1 Overview
- 4.2 Creating a new risk assessment
- 4.3 Completing a risk assessment
- 4.4 Recording hazard details

APENDIX 1 – Trainee logon instruction sheet

1.0 LOGGING ON

1.1 Manager / administrator log on

To access the system you require a PC with the following:

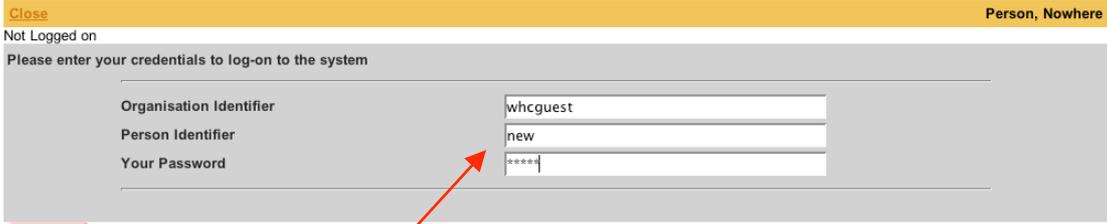
- Broadband internet connection (i.e. not a normal phone line)
- Sound/speakers
- 'Flash Player' installed - If you do not have this, it is free and can be downloaded from:

<http://www.macromedia.com/shockwave/download>

To access the system go to:

http://www.humanfocus.org.uk/CBTbyB/Entry_WHC.aspx

The following screen will appear...



To logon enter your login codes
in these three boxes

The system has two user levels – Manager (i.e. the person who controls the system) and Trainee (i.e. your staff who will logon to take training).

1.2 Facilitating trainee log on

Trainees (i.e. your staff) will log on to the system in the same way as defined in Section 1.1. However, they will have a different first-time **Trainee Identifier** code so that the system can identify them as a trainee (provided with your joining details). When they first access the system it will ask them to enter their details in order to set up their personal account. Once this has been done, the system will store their details and recognise them each time they subsequently log on.

This information allows you to identify those staff who have completed training.

When each trainee logs on for the first time, they are also requested to select from different trainee groupings which you may have established to help you administrate training in your organisation (i.e. Location, site/department, job title – see Section 3.2 for more detail). They will do this via the following log on screen:

Whatever is entered here (**Trainee Identifier**) will be used as the trainees password the next time they log on

The screenshot shows a web interface for 'WHC Guest Trainee Details Page'. The breadcrumb trail is 'Home Page > Log-In > Client Details'. The user is logged in as 'none, WHC Guest'. A sidebar menu includes 'Home Page', 'Login Page', 'Details Page', 'Undertake Training', 'Risk Management', and 'Admin & Results'. The main form contains the following fields:

- Organisation Identifier: whcguest
- Trainee Identifier: (empty text box)
- Trainee e-Mail: (empty text box)
- Family Name: (empty text box)
- Given Name: (empty text box)
- Site / Location: (dropdown menu)
- Department: (dropdown menu)
- Training Set: Office (dropdown menu)

The 'Training Set' dropdown is circled in red, with an arrow pointing to it from the text 'Training group information'.

Common Master : WHC : [Log-Out](#)

To help you brief your staff a trainee instruction sheet has been provided in Appendix 1 which you can give to your colleagues (this is also provided as a separate Word document which you can edit). This will tell them everything they need to get started. Customise this sheet by inserting your organization’s log on codes and circulate to your employees.

1.3 Establishing your system for the “Trainee Identifier” logging on code

You will need to decide on the Trainee Identifier system for your organisation. The system will accept any text / numerical entry in this box, i.e. whatever the trainee enters in the **Trainee Identifier** box when they register will become their personalised **Trainee Identifier** code. It is important that you establish a system that is:

- Easy for the trainee to remember (in case they forget and you have to remind them).
- A system that allows you to double check who their identity

Suggested systems for the trainee identifier includes the trainees:

- Email address (if they all have one)
- An employee / payroll number

- A combination of letters from their Christian and Surname (i.e. first three letters from each – so John Smith would use “johsmi” as their trainee identifier).

The trainee instruction sheet provided in Appendix 1 has been utilizes the third, name-based, system. However, you may wish to change / edit this sheet if you prefer an alternative system.

2.0 TRAINING

2.1 Overview

The training module facilitates health and safety training via a series of video programmes. These programmes are punctuated by interactive sessions. At the end of each video training session the trainee takes a test. The results are automatically scored and stored. This module is accessible to all users.

2.2 Selecting a training programme (as a manager or trainee user)

From the home page (see below) click on the “Undertake Training” button on the top menu bar.

Home Page ian Pemberton, WHC Guest

Welcome **ian Pemberton**
Manager from WHC Guest

Home Page
Thank you for visiting our web-site.
Your browser must allow cookies in order to use this web application.

Common Master : WHC : [Log-Out](#)

The following training menu page (see below) will then appear. This page provides a list of the available video training programmes. The manager can decide what training programmes will be displayed for each trainee (see Section 3.3 and 3.4).

Home Page > Undertake Training ian Pemberton, WHC Guest

Programme Selection
Please select the required programme package

	Program Title	Code	Last Date	Outcome
Select	Introduction to Risk Assessment	WHC001	Tue 05 Sep 2006	Movie
Select	Making Risk Assessment Effective	WHC002	Thu 13 Jul 2006	Movie
Select	Conducting health and safety training	WHC003	Tue 05 Sep 2006	Movie
Select	Health & Safety in Offices - Intro for all Empls	WHC004	Thu 22 Jun 2006	Movie
Select	Health & Safety in Industry - Intro for all Empls	WHC005	--- none ---	--
Select	Essentials of manual handling risk assessment	WHC006	Thu 13 Jul 2006	Movie
Select	Manual handling in Offices	WHC008	--- none ---	--
Select	Manual handling in Warehouses	WHC009	Tue 05 Sep 2006	Movie
Select	Manual handling in Catering	WHC010	--- none ---	--
Select	Essentials of display screen risk assessment	WHC011	--- none ---	--
Select	Display Screen Work	WHC013	Mon 04 Sep 2006	Movie
Select	Working safely with laptops	WHC014	Thu 22 Jun 2006	Movie

To undertake training press on the relevant **Select** button. If you are watching the video for the first time, the programme will then start to play (it may take up to 5-10 seconds to load and start).

If you have already watched a programme, or part of a programme, the following page will appear (see below). This page provides details of your last viewing and enables you to either watch the programme from the beginning again (press the **Start** button) or continue to watch the programme from where you last left it (press the **Continue** button).

Home Page > Undertake Training Ian Pemberton, WHC Guest

- Home Page
- Undertake Training**
- My Results
- My Assessments**
- Risk Management
- Admin & Results

Programme Selection

Please select the required programme package

WHC001 : Introduction to Risk Assessment	
Previous Initial Date/Time	Tue 05 Sep 2006 09:47
Last Finished Section Title	Introduction to Risk Assessment
Last Finished Section Date/Time	Tue 05 Sep 2006 09:47

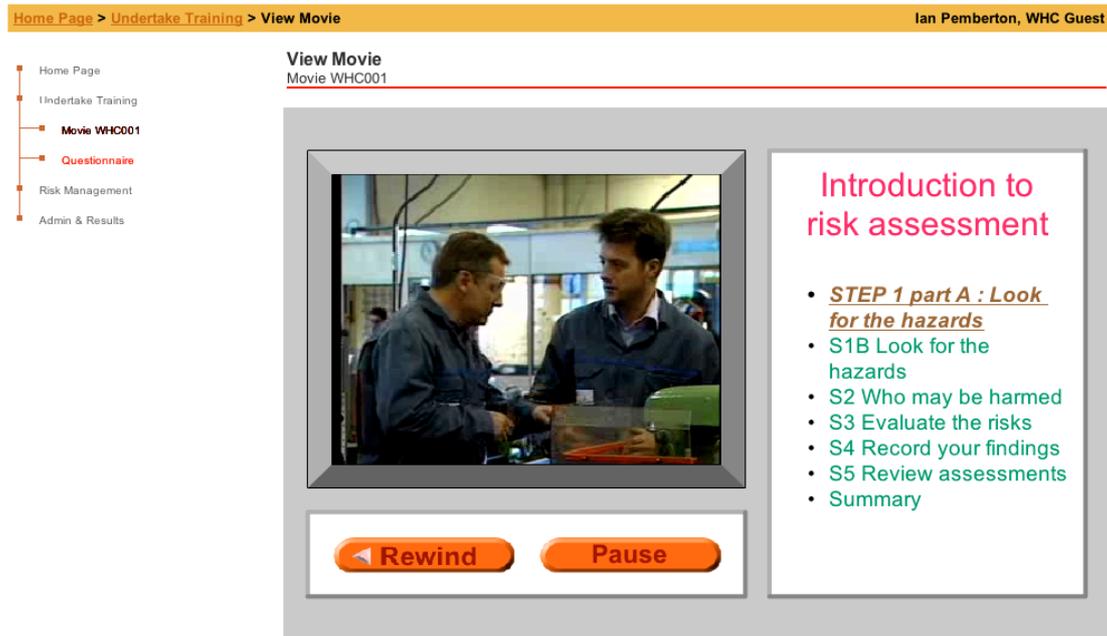
Start from the beginning, OR

Continue where you last left the programme, OR [Cancel](#)

Common Master : WHC : [Log-Out](#)

2.3 Viewing a training programme (as a manager or trainee user)

A typical video training page is shown below. The video has an audio track – so if you cannot hear anything please adjust your volume control and/or ensure that your PC has sound facilities.



The screenshot shows a web-based training interface. At the top, there is a navigation bar with the text "Home Page > Undertake Training > View Movie" and the user name "Ian Pemberton, WHC Guest". On the left side, there is a vertical navigation menu with the following items: "Home Page", "Undertake Training", "Movie WHC001" (highlighted in red), "Questionnaire", "Risk Management", and "Admin & Results". The main content area is titled "View Movie" and "Movie WHC001". It features a video player showing two men in a workshop setting. Below the video player are two orange buttons: "Rewind" and "Pause". To the right of the video player is a table of contents for the video, titled "Introduction to risk assessment". The table of contents lists the following sections:

- **STEP 1 part A : Look for the hazards**
- S1B Look for the hazards
- S2 Who may be harmed
- S3 Evaluate the risks
- S4 Record your findings
- S5 Review assessments
- Summary

Each video is broken into a series of sections or chapters. The frame to the right of the video box displays the title of each section and indicates which section is being viewed (underlined and in bold).

Below the video box are two video controls – **Rewind** and **Pause**. **Rewind** will return the video to the beginning of the current section being viewed. 'Pause' temporarily suspends the video programme.

Please note that as with any web-based system, there is a time-out facility (i.e. if you press **Pause** and take no further action for 5 minutes, the system will automatically log you off). If this occurs, you will have to log on to the system again.

2.4 In programme trainee testing

Many training videos (i.e. those aimed at frontline training) have mini tests in between each section of the programme. A typical mini test frame is shown below. If the trainee gets the answer wrong they are required to repeat their entry until successful.

The screenshot displays a web-based training interface. At the top, a navigation bar shows the path: Home Page > Undertake Training > View Movie, with the user name 'Ian Pemberton, WHC Guest' on the right. A left-hand navigation menu lists: Home Page, Undertake Training, Movie WHC013 (highlighted), Questionnaire, Risk Management, and Admin & Results. The main content area is titled 'View Movie' and 'Movie WHC013'. It features a large grey-bordered box containing a test question: 'There is no link between your physical and mental health.' To the right of the question is a vertical box labeled 'TEST YOUR KNOWLEDGE'. Below the question are two buttons: a green 'True' button and a red 'False' button. At the bottom left of the page, there is a 'Common Master' section with a 'Log-Out' link and a set of small, partially visible icons.

The results of these mini tests are not stored for future reference – they are intended to provide interaction during the training session and ensure that the trainee has grasped the main learning points, i.e. the questions relate to the session will have been viewed.

2.5 End of programme trainee testing

At the end of each training programme, the trainee will automatically be routed to the following introduction screen which explains how the test system operates.

The screenshot shows a web interface with a yellow header containing the breadcrumb "Home Page > Undertake Training > Knowledge Test" and the user name "Ian Pemberton, WHC Guest". On the left is a vertical navigation menu with items: Home Page, Undertake Training, Movie WHC013 (highlighted), Questionnaire, Risk Management, and Admin & Results. The main content area is titled "Display Screen Work" and contains an "INTRODUCTION" section. The text explains that a short quiz will test understanding, that users can abandon training for 0% or skip the test for 0% (in favor of a Risk Assessment), and that a score of more than 75% is required to pass. It ends with "Good luck!". Below this is "The Knowledge Test" section with a red "Continue" button and links for "Abandon Training" and "Skip Test". At the bottom, it says "CBT Master : WHC : [Log-Out](#)".

If the trainee selects the **Continue** button the following training test page (a typical example is shown below) is displayed. These tests typically consist of 10-12 true / false (i.e. Yes/No) questions. The trainee is required to make a selection for each question and then submits their answers by pressing the 'Submit' button.

The screenshot shows a web interface with a yellow header containing the breadcrumb "Home Page > Undertake Training > Knowledge Test" and the user name "Ian Pemberton, WHC Guest". On the left is a vertical navigation menu with items: Home Page, Undertake Training, Movie WHC013 (highlighted), Questionnaire, Risk Management, and Admin & Results. The main content area is titled "Display Screen Work" and contains "Test Your Knowledge : 1". Below this is a list of 12 questions, each with a "Yes" and "No" radio button. The questions are: 1:1 (seat height), 1:2 (back rest support), 1:3 (back rest position), 1:4 (footrest), 1:5 (leaning), 1:6 (copy-stands), 1:7 (viewing distance), 1:8 (leaning forward), 1:9 (sitting position), 1:10 (hardcopy reading), 1:11 (brightness control), and 1:12 (resting arms). At the bottom, it says "Store and Score" and a red "Submit Answers" button. At the bottom, it says "No Master : : [Log-Out](#)".

The results of these end-of-programme tests are automatically scored and stored. Individual trainees can view their own training results (see 2.1). The results of all trainees can only be viewed by Manager Users of the system (see Section 4.0).

If the trainee successfully passes the test, the system automatically generates

a pass certificate in a separate window (example shown below). This document includes their name, the title of the training programme and the date of the test. The certificate can then be printed off.



3.0 TRAINING ADMINISTRATION & RESULTS

3.1 Overview

The Administration & Results module enables the administration of the health and safety training (e.g. decide what training different trainees will receive), analysis of training results, and the control of trainees (e.g. the checking or changing of passwords). This module is accessible only to Manager Users.

To access the Administration & Results module select **Admin & Results** from the menu selection tree at the left of the screen (see below -circled).

Home Page Ian Pemberton, WHC Guest

Welcome Ian Pemberton
Manager from WHC Guest

Home Page
Thank you for visiting our web-site.
Your browser must allow cookies in order to use this web application.

Common Master : WHC : [Log-Out](#)

Navigation Menu:

- Home Page
- Login Page
- Undertake Training
- Risk Management
- Admin & Results** (circled in red)

On first entry to the administration module you will go to the page shown below. This displays the training records for your account / organisation. The top table displays a list of the registered trainees (in this case there are two).

Home Page > Admin and Results > Select Results Report

Test results for Trainees from WHC Guest
Please select the required Trainee's results

Filter on Trainees :: [Report List-View](#) :: [Goto Filter](#)

Workslident	E-Mail	SiteLocation	Department	TrainingSet	TraineeAKA	Select
manager	iang@workplacehealthconnect.net	-	-	-	Ian Pemberton	Select
guest		-	-	Office	Guest	Select

Viewer Data : All : Movie Clips : Knowledge Test : RA Questionnaire

Training Records Summary For Selected Trainee (latest test result)

CBT Identifier	Result Date/Time	CBT Title	Test Score	Viewer
Doco1		Cookies - Text File		
Doco2		Interests - Word file		
Doco3		London Connections - Adobe File		
RM02		General RA		
RM05		Manual Handling		
RM06		Display Screen Equipment		
RM07		Stress		
RM08		Sickness Absense		
WHC001		Introduction to Risk Assessment		
WHC002		Making Risk Assessment Effective		
WHC003		Conducting health and safety training		
WHC004		Health & Safety in Offices - Intro for all Emps		
WHC005		Health & Safety in Industry - Intro for all Emps		
WHC006		Essentials of manual handling risk assessment		
WHC008		Manual handling in Offices		
WHC009		Manual handling in Warehouses		
WHC010		Manual handling in Catering		

Annotations:

- To filter the list of trainees (i.e. cut the list down to make it manageable) click here (see section 3.2)
- List of trainees
- Display filter buttons
- Training results for the selected trainee (i.e. the trainee highlighted in the window above)

To view the results of an individual trainee, click on the **Select** button next to the relevant trainee (i.e. on the top table – see above). The system then displays all training records held for that trainee in the bottom table of this

page (see example page above). To view the records of a specific test (i.e. answers to specific questions) press the viewer select button next to the appropriate training record.

3.2 Filtering the training records

The list of training records can be filtered based on a number of criteria (i.e. to cut-down the size of the list if there are a lot of trainees, or to analyse training records). To filter the list of training records click **Go to Filter** (see below)

The following filter page will be displayed. Select the desired filtering criteria and press 'Trainee Reports' on the top menu bar to return to the list of trainee records. The list displayed will then be based on the selected criteria.

You can save filter settings here, i.e. for searches you might perform on a regular basis

3.3 Creating groups for trainees

The system has a number of different groups, or categories, that can be created to help administrate your trainees (i.e. to help in searching results and deciding who will watch different programmes).

To set-up these groups select **Set Up Groups** from the navigation tree on the left of the screen (circled on the sample page below).

Home Page > Admin and Results > Configure > Grouping Set-up Ian Pemberton, WHC Guest

Grouping Details and Set-up

Please select the required Group to edit

Site / Location / Arena	Use: <input type="radio"/> Delete All Titles	No. of Titles = 0	Show
Department / Group	Use: <input type="radio"/> Delete All Titles	No. of Titles = 0	Show
Training Set / Job Type	Use: <input type="radio"/> Delete All Titles	No. of Titles = 2	Show

Training Set Add New Title

Edit	Delete	Training Set	GroupNotes	No of Trainees
Edit	Delete	Office		1
Edit	Delete	Workshop		0

Manager Master : WHC : [Log-Out](#)

The above page will appear. The three different types of trainee grouping are:

1. **Site / Location / Arena** – e.g. if you have an office or workplace in more than one location you can list these for trainees to select from when they first log on. Examples might be “*Manchester Office, Birmingham Depot*”. Etc.
2. **Department / Group** – e.g. if you have different departments or work teams on any given site you can list these for trainees to select from when they first log on. Examples might be “*Distribution, Sales Team, Accounts*” Etc.
3. **Training Set / Job Type** – e.g. if you have different job titles / roles you can list these for trainees to select from on first log on. Examples might be “*Team Leader, Warehouse Operative, Sales Representative*” Etc.

Group categories 1 and 2 are optional and do not need to be used – their role is to assist in the filtering and searching of training results, i.e. if you do not make any entries, the drop down menu on first logon will remain blank (see Section 1.2). For smaller organizations, items 1 and 2 might be considered as unnecessary.

Group category 3 (i.e. Training Set / Job Type) is mandatory. The **Training Set / Job Type** category is used to create the menu of training programmes that will be available to trainees in your organisation (i.e. the list of programmes that each trainee will see and have access to). Trainees might undertake the same training (i.e. everyone has the same **Training Set**), or, different individuals might watch different programmes (i.e. there are different **Training Sets** depending on what job they perform or perhaps what work team they are in. The way in which you organize these **Training Sets** is entirely your decision. As a minimum, you will require a single category which you might call **Everyone** or **All**.

To create categories in any of the three groups press the relevant **Select** button on the top frame (see above). Enter the title for the desired category in the bottom frame and press the **Add new title frame** button. Categories can then be deleted or edited by selecting the appropriate button.

3.4 Allocating access to training programmes for each training Group (Training Sets)

For each **Training Set / Job Type** category created (see 3.3 for more guidance) it is necessary to decide what training programmes trainees will have access to (i.e. the training programmes they will see on the training select screen – see 2.2)

To allocate the desired range of training programmes to each **Training Set / Job Type** group select **Trainee Control** from the navigation tree on the left of the screen following page will appear (see below).

Home Page > Admin and Results > Control > Trainee Control Ian Pemberton, WHC Guest

- Home Page
- Undertake Training
- Risk Management
- Admin & Results
- Trainee Control**
- Trainee Editor
- Password Editor
- Add Trainees
- Results
- Account Set Up
- Set Up Groups
- Downloads

Trainee Training Control

Please select the required View

Control Grid Style
Training Set - CBT Identifiers Trainees (list) Trainees (paged) Non-Trainees

Training Set - Training Identifier (double click on grid to toggle).

CBT Ident	Training Group	Office	Workshop
Doco1		<input type="radio"/>	<input type="radio"/>
Doco2		<input type="radio"/>	<input type="radio"/>
Doco3		<input type="radio"/>	<input type="radio"/>
WHC001		<input type="radio"/>	<input type="radio"/>
WHC002		<input type="radio"/>	<input type="radio"/>
WHC003		<input type="radio"/>	<input checked="" type="radio"/>
WHC004		<input type="radio"/>	<input type="radio"/>
WHC005		<input type="radio"/>	<input type="radio"/>
WHC006		<input checked="" type="radio"/>	<input type="radio"/>

These codes represent training programmes – click on **Undertake Training** (as a Manager User) for a full listing of the titles.

A cell that is highlighted in colour indicates that a training programme has been selected.

Training programmes can then be allocated to each **Training Set / Job Type** group via the table shown (see above for specific guidance).

3.5 Creating Training Sets for Individual Trainees

The system enables you to allocate a different menu (i.e. **Training Set**) of training programmes for individual trainees. To create Training Sets for individual trainees select the **Trainees (list)** button (shown below). This enables the selection of programmes for individual trainees

Training programmes can then be allocated to individual trainees via the table shown (see above for specific guidance).

3.6 Editing Trainee details

To edit details of individual trainees (i.e. which training group(s) they are allocated to or personal details) click on the **Trainee Editor** on the navigation tree on the left of the screen (see below).

3.7 Editing logon passwords

To edit the log on passwords for both Trainee and Manager users select **Password Editor** from the navigation tree on the left of the screen (see example page below).

Home Page > Admin and Results > Control > Password Editor Ian Pemberton, WHC Guest

Password Editor
Please enter your Manager Password. Then select the 'password type' radio button, and then enter your new New Password, confirmed.

Password Type	Manager Password	
<input type="radio"/> Trainee		
<input type="radio"/> Manager	New Password	
<input type="radio"/> Reset All	Confirm New	
<input type="radio"/> Selected	Works Identifier	

Reset : When all entries have been made, press [HERE](#) to tell the system.

Select which passwords are to be edited here

Enter new password details here

Selecting the **Trainee** button enables the editing of the first-time log on password for all new trainees.

Selecting the **Manager** button enables the editing of the log on password for all manager users.

Selecting the **Reset All** button will affect all passwords

Selecting the **Selected** button enables the editing of individual trainee passwords.

3.8 Batch entry of trainee details

Trainees can be registered on the system in two ways. Firstly, trainees can be asked to enter their details on first time log on. Alternatively, the administration module enables batch entry of trainee details by a Manager User – this can be a viable option for smaller organizations. To access the batch entry facility select **Add Trainees** from the navigation tree within the **Admin & Results** module (see below).

Enter trainee details in these windows

The screenshot shows the 'Batch Add Trainees' interface. At the top, a breadcrumb trail reads 'Home Page > Admin and Results > Control > Batch Add Trainees' and the user is identified as 'Ian Pemberton, WHC Guest'. A navigation tree on the left includes 'Home Page', 'Undertake Training', 'Risk Management', 'Admin & Results' (highlighted), 'Trainee Control', 'Trainee Editor', 'Password Editor', 'Add Trainees' (circled in red), 'Results', 'Account Set Up', 'Set Up Groups', and 'Downloads'. The main area is titled 'Batch Add Trainees' with the instruction 'Enter details for up to 10 Trainees'. It features a table with 10 rows and three columns: 'No.', 'Works Identifier', 'e-Mail Address', and 'Trainee A.K.A.'. Below the table are several form fields: 'Trainee Type' (set to 'Normal'), 'Site Location', 'Department Group', and 'Training Set', each with a dropdown menu. There are also 'Refresh' and 'Insert New Record Batch' buttons. A checkbox for 'Use Default Passwords' is checked. Red arrows point from the explanatory text to the 'Works Identifier' column, the 'e-Mail Address' column, the 'Trainee A.K.A.' column, the 'Training Set' dropdown, and the 'Insert New Record Batch' button.

Whatever is entered in this window will act as the trainee's **Person Identifier** when they log on

Select the training groups to which the current batch of trainees will be allocated

When you are ready to insert the new trainee records press this button

Once these details have been entered, individual trainees will need to be informed of their individualized **Person Identifier** logon code.

3.9 Editing organisation details

Organisation details (i.e Contact details of the Manager User, plus other functional settings) can be edited by selecting **Account Set Up** from the navigation tree within the **Admin & Results** module (see below).

The screenshot shows the 'Organisation Details and Set-up' page. The breadcrumb trail is 'Home Page > Admin and Results > Configure > Set-up Organisation'. The user is 'Ian Pemberton, WHC Guest'. The page title is 'Organisation Details and Set-up' with a subtitle 'Modify contents and then 'Store Changes''. The main content area is divided into several sections:

- Organisation Name:** WHC Guest (used in forms)
- Tests Pass Mark:** 75 (%) (used in tests)
- Trainee AKA Builder:** P12 P11 (for new trainees)
- Movies Redirect URL:** (used in movies)
- Download, No Cache:** Inhibit all Cache Management (bad ISP cache)
- H&S Contact Details:** A table with columns for 'Delete', field name, value, and 'Add New'.
- Log Archiving Intervals:** A table with columns for interval name, value, and unit.
- Personal Information Titles:** A table with columns for 'Delete', title, and value.
- Extra Information Strings:** A section for additional data.

Annotations and their corresponding elements:

- Organisation name:** Points to the 'Organisation Name' field.
- Pass mark for training tests (defaults to 75%):** Points to the 'Tests Pass Mark' field.
- Sets the order in which trainee information is displayed, i.e. P12 = Family Name followed P11 = Given Name:** Points to the 'Trainee AKA Builder' field.
- Account Set Up:** Points to the 'Account Set Up' item in the left navigation tree.
- Contact details for the main Manager user:** Points to the 'H&S Contact Details' table.
- These set the intervals at which data is archived:** Points to the 'Log Archiving Intervals' table.
- These windows enable the setting of the personal information that is requested from Trainee Users when the first log on. The system defaults to the settings shown, i.e. Family Name and Given Name:** Points to the 'Personal Information Titles' table.
- This box switches the download cache on or off.** Points to the 'Download, No Cache' checkbox.
- This box enables the system to retrieve training videos from an account holders intranet (if this has been agreed):** Points to the 'Movies Redirect URL' field.

4.0 RISK MANAGEMENT

4.1 Overview

The Risk Management module facilitates the conducting and recording of health and safety risk assessments. This module is only available to Manager Users.

To access the Risk Management module, click on **Risk Management** on the navigation tree at the left of the screen (see below). The following Risk Manager page will appear (see below). From this page risk assessments records can be created and edited / updated.

List of risk assessments currently created

Risk level of the assessment, i.e. green = low, yellow = medium, red = high

Number of actions – the first figure is the number of actions outstanding, the second figure is the number of actions created

Home Page > Risk Management Ian Pemberton, WHC Guest

Risk Management for WHC Guest.
Please select the Risk Assessment Task

Assessment type | Display Screen Equipment | to **Start** a new Risk Assessment Task.

Select	Assessment Type	Title	Date	Risk	Actions
Continue >	General RA	Testing	13 Jul 2006	Yellow	3 / 3
Continue >	General RA		22 Jun 2006	Red	0 / 0

Common Master : WHC : [Log-Out](#)

4.2 Creating a new risk assessment

The risk management module provides a number of pre-defined hazard identification checklists (the number of checklists available are dependent on the type of account you have). Common hazard identification templates include:

- General risk assessment (i.e. all hazards)
- Sickness absence
- Stress
- Manual handling
- Display screen equipment

To create a new risk assessment, select the type of risk assessment required from the pull down menu at the top of the Risk Manager page (circled below).

Select the type of risk assessment required

To begin the assessment press this button

Home Page > Risk Management Ian Pemberton, WHC Guest

Risk Management for WHC Guest.
Please select the Risk Assessment Task

Assessment type | Display Screen Equipment to Start a new Risk Assessment Task.

Select	Assessment Type	Title	Date	Risk	Actions
Continue >	General RA	Testing	13 Jul 2006	Yellow	3 / 3
Continue >	General RA		22 Jun 2006	Red	0 / 0

Common Master : WHC : [Log-Out](#)

To update an existing risk assessment press here

When a new risk assessment is selected, or an existing risk assessment is updated, the following page will be displayed (see below):

Enter the title of the risk assessment here (this is what will be displayed in the "Title" column on the main display on the Risk Manager page (see above)).

Home Page > Risk Management > RMA Hazard List Ian Pemberton, WHC Guest

Health & Safety Manager
Risk Assessment

INTRODUCTION

The Hazard Check-List and Detail pages that follow; will allow you to check your working environment for any un-necessary risks, to your employee's and visitor's health and safety.

Please note that you may need to comply with your recommendations, to meet Health and Safety at Work rules.

General RA Hazard Check-List

Please enter a short name for this Risk Assessment (used in selections)

Optional Entries (appear in reports)

Please enter a more complete description of this Risk Assessment

Date of Assessment

This Assessment produced by

Identify Hazards
Identify the main hazards for this activity

From a legal perspective, to be suitable and sufficient, risk assessments must have a description of the situation or context within which they have been carried out, i.e. Where? What operation / tasks? Enter these details here

Name of the risk assessor

Date of the assessment

Update / save you work by pressing this button – any entries you make will not be saved until this button is pressed

Scroll down the above page to access the hazard identification checklist – example shown below:

Update / save you work by pressing this button – any entries you make will not be saved until this button is pressed

Record the presence / absence for each hazard here

Identify Hazards
Identify the main hazards for this activity

Workplace		Yes	No	
1	Slips and Trips <i>Wet floors, greasy/dirty floors, mats that slide, temporary spillages, misaligned floors, clutter, and trailing cables.</i>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="v"/>
2	Heating / Ventilation <i>Hot environments, cold environments, draughts, odours and lack of fresh air.</i>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="v"/>
3	Lighting <i>Poorly lit areas, glare and shadows.</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="button" value="v"/>
4	Access, egress, obstructions, working space, and traffic routes <i>Insufficient space, collision vehicles, and collision with people.</i>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="v"/>
5	Fire safety <i>Sources of ignition, flammable materials, poor housekeeping, blocked escapes, blocked alarms, lack of signs, inadequate fire detection, inadequate fire fighting equipment and escape plan.</i>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="v"/>
6	Services <i>Accidental contact with: underground cables, underground pipes, overhead cables, and power supplies in buildings.</i>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="v"/>

When a hazard is recorded (i.e. "Yes" is selected) this drop down menu arrow will appear when the frame has been refreshed / work saved. Click on this arrow to record details about this hazard (see 4.4 for more detail)

4.3 Completing a risk assessment

To complete a risk assessment (i.e. create a permanent record which cannot be altered to provide a clear statement of the situation on a given date) go to the bottom of the relevant hazard identification checklist and click the “Finish Assessment” button (see below). This will fix the **Yes / No** answers entered and prevent any further actions from being entered. However, outstanding actions can still be updated after the **Finish Assessment** button has been clicked.

33 Working hours Yes No
Shift work, long hours.

34 Sickness absence management Yes No
Poor management of sick / absent employees which prolongs absence or promotes ill health.

Other

35 Other: Please List (free text box entry) Yes No
Please list in hazard details.

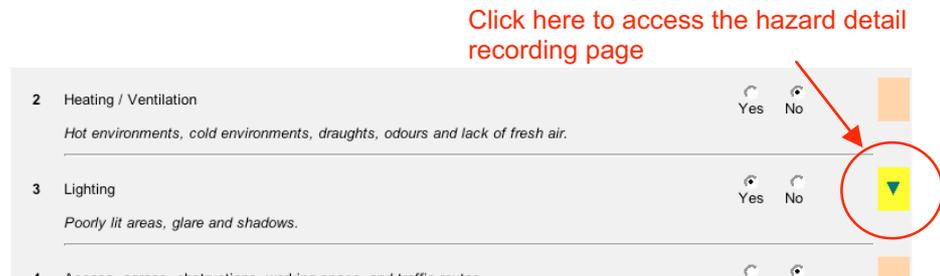
Finish Assessment > Abandon

CBT Master : WHC : [Log-Out](#)

Click here to finish recording your risk assessment, i.e. once you have finished identifying hazards and deciding what actions are required. The system will not allow the assessment to be finished until all hazards have an entry (i.e. a “Yes” or “No” entry). Do not finish the assessment until you are satisfied that you have entered all actions that are required (see Section 4.4)

4.4 Recording hazard details

When the a hazard is recorded as being present (i.e. a “Yes” entry on the hazard identification checklist) details of the hazard need to be recorded. To access the hazard detail page click on the drop-down menu arrow next to the relevant hazard (see below):



The following hazard detail recording page will appear (see below). Enter further detail about the hazard on this page.

Home Page > Risk Management > RMA Hazard List > RMA Hazard Detail Ian Pemberton, WHC Guest

Risk Manager Assessment for WHC Guest
General RA : Check-List Hazard Details : Testing

Workplace : Slips and trips Unacceptable Controls Required Adequate controls

Slips and Trips Wet floors, greasy/dirty floors, mats that slide, temporary spillages, misaligned floors, clutter, and trailing cables.

Further details about this hazard(s)

Describe the nature of the hazard here

How could people be exposed to this hazard(s)

Inadequate workplace design
 Inadequate equipment design
 Poor housekeeping
 Lack of know-how / training
 Risk taking / corner cutting

Carpet slips at front entrance
Detail how people might be exposed here

Details of existing control measures

Spill kits for spillages
 Work system to cordon off hazardous areas
 Regular floor maintenance

Detail existing controls here

Action **Are improvements needed? If so provide brief description** **Add Action**

1 Done
 Provide no-slip carpeting
Describe necessary action here

Save changes and return to Check-List.

CBT Master : WHC : [Log-Out](#)

Record the level or risk here

Tick boxes provide prompts

When an action has been completed click this button

Add action boxes by clicking this button

APENDIX 1 – Trainee log on instruction sheet

LOGGING ON INSTRUCTIONS **HEALTH & SAFETY E-LEARNING SYSTEM**

1 GETTING STARTED

Ideally you should have for approximately half an hour (per training module) with access to a PC with the following:

- Broadband internet connection (i.e. not a normal phone line)
- Sound/speakers
- 'Flash Player' installed If not, it is free and can be downloaded from:

<http://www.macromedia.com/shockwave/download>

If you are logging on whilst at work all of the above should already be in place and you can go straight to the system.

2 THE FIRST TIME YOU ACCESS THE SYSTEM

Access the Internet (either from the *Start* menu or from the shortcut on the Desktop).

In the address bar, at the top of the page, type in the web address as it appears below and press *Enter*:

http://www.humanfocus.org.uk/CBTbyB/Entry_WHC.aspx

The following screen will appear...

Close Person, Nowhere

Not Logged on

Please enter your credentials to log-on to the system

Organisation Identifier whcguest

Person Identifier new

Your Password *****

Log-On >

- Enter [insert your Organisation Identifier] here
- Enter [insert your generic Person Identifier] here
- Enter [insert your generic Password] here

Enter the codes in the three login boxes as shown above.

When you first access the system, the following registration screen will appear – please enter your details to set up your personal account:

The screenshot shows the 'WHC Guest Trainee Details Page' with a navigation menu on the left and a form on the right. The form fields are: Organisation Identifier (whcguest), Trainee Identifier, Trainee e-Mail, Family Name, Given Name, Site / Location (dropdown), Department (dropdown), and Training Set (Office dropdown). A 'Save Details' button is at the bottom left. Red annotations include: a note '* All other entries are self explanatory' pointing to the dropdowns; a note 'Select the option(s) from these windows. Please note, some of these windows might be blank – if they are please ignore.' pointing to the dropdowns; and a note 'Enter your personal identifier here, i.e. the first 2 letters of your first name, followed by the first letter of your middle name, followed by the first 2 letters of your surname' pointing to the Trainee Identifier field.

Home Page > Log-In > Client Details none, WHC Guest

WHC Guest
Trainee Details Page

Home Page
Login Page
Details Page
Undertake Training
Risk Management
Admin & Results

Organisation Identifier whcguest
Trainee Identifier
Trainee e-Mail
Family Name
Given Name
Site / Location -
Department -
Training Set Office

* All other entries are self explanatory

-1 Save Details

Common Master : WHC : [Log-Out](#)

Select the option(s) from these windows.
Please note, some of these windows might be blank – if they are please ignore.

Enter your personal identifier here, i.e. the first 2 letters of your first name, followed by the first letter of your middle name, followed by the first 2 letters of your surname

Whatever you enter in the **Trainee Identifier** box (see above) will become your personal identification code, i.e. it is like your PIN number. Our organization has adopted a system that utilizes letters from your name. So, please enter the first 2 letters of your first name, followed by the first letter of your middle name, followed by the first 2 letters of your surname, i.e. some called Mark Stephen Rogers would enter **masro** in the **Trainee Identifier** box. Please take care to enter this information correctly.

3 THE SECOND AND SUBSEQUENT TIMES YOU ACCESS THE SYSTEM

On your second and subsequent visits to the system please use your personal trainee identifier – this should be entered in the ***Trainee Identifier*** box (see below). You will find that the system then recognises you and presents you with your previous training records. So on subsequent visits you will enter the following to access the system:

The screenshot shows a login form with the following fields and annotations:

- Organisation Identifier:** whcguest
- Person Identifier:** new
- Your Password:** *****

Red arrows point from the following text to the respective input fields:

- Enter [*insert your Organisation Identifier*] here
- Enter your personal identifier here, i.e. the first two letters of your first name, first letter of your middle name, first two letters of your surname
- Enter [*insert your generic Password*] here

4 ACCESS THE TRAINING PROGRAMMES

Once you have logged on the following 'Home Page' will appear. To access the training click on 'Undertake Training' on the top menu bar:

The screenshot shows the Home Page with the following content:

- Home Page** (top left)
- Welcome Ian Pemberton** (top right)
- Manager from WHC Guest** (top right)
- Home Page** (main heading)
- Thank you for visiting our web-site.**
- Your browser must allow cookies in order to use this web application.**

The 'Undertake Training' link in the top menu bar is circled in red.

Common Master : WHC : [Log-Out](#)

The following training menu frame will appear (see below). Select which training you wish to take from the options.

Home Page > Undertake Training Ian Pemberton, WHC Guest

- Home Page
- Undertake Training**
- My Results
- My Assessments
- Risk Management
- Admin & Results

Programme Selection

Please select the required programme package

	Program Title	Code	Last Date	Outcome
<input type="button" value="Select"/>	Introduction to Risk Assessment	WHC001	Tue 05 Sep 2006	Movie
<input type="button" value="Select"/>	Making Risk Assessment Effective	WHC002	Thu 13 Jul 2006	Movie
<input type="button" value="Select"/>	Conducting health and safety training	WHC003	Tue 05 Sep 2006	Movie
<input type="button" value="Select"/>	Health & Safety in Offices - Intro for all Emps	WHC004	Thu 22 Jun 2006	Movie
<input type="button" value="Select"/>	Health & Safety in Industry - Intro for all Emps	WHC005	--- none ---	--
<input type="button" value="Select"/>	Essentials of manual handling risk assessment	WHC006	Thu 13 Jul 2006	Movie
<input type="button" value="Select"/>	Manual handling in Offices	WHC008	--- none ---	--
<input type="button" value="Select"/>	Manual handling in Warehouses	WHC009	Tue 05 Sep 2006	Movie
<input type="button" value="Select"/>	Manual handling in Catering	WHC010	--- none ---	--
<input type="button" value="Select"/>	Essentials of display screen risk assessment	WHC011	--- none ---	--
<input type="button" value="Select"/>	Display Screen Work	WHC013	Mon 04 Sep 2006	Movie
<input type="button" value="Select"/>	Working safely with laptops	WHC014	Thu 22 Jun 2006	Movie

The programme will take a short time to load and then starts; simply listen and watch, and, follow the prompts when asked. Each programme takes approximately 20 minutes. Please make sure you have enough uninterrupted time to complete the training.

If the keyboard is idle (i.e. you walk away from the computer and do not click when prompted) the programme will disconnect after 5 minutes. At the end of the training programme there is a short test.