



FAQ:

How long will the E-Learning take?

Depending on the Profile options you selected, between 20 and 45 minutes. It is important that you select all the Profile options that apply to you.

Is there a test or exam?

There is a short multiple-choice quiz at the end of the E-Learning.

My circumstances have changed so my Profile is no longer current, what should I do?

If your Profile changes you can click on the 'Restart the program' button in your actions list. This will enable you to select a new Profile which will in turn provide you with new E-Learning content and a risk assessment. Please only restart the program when necessary.

How often should we complete assessments?

If you experience no changes in your personal circumstances eg, in your role, the location you work, the equipment you use and the options in the Profile screen, the system will automatically email you to advise you when your next assessment is due. If you have experienced a change in any of these areas, it is important that you log back in to complete a new risk assessment. If your Profile options need to be changed, click the 'Restart the program' button in your action list so that you can update your Profile, and complete the course using your new Profile.

I use multiple desks; do I need to complete an assessment for each one?

If you work at more than one desk regularly please ensure:

- Your Profile selections include anything applicable for both desks
- You complete a risk assessment for each desk (you can click on the risk assessment action after completing your first assessment to complete another one)

I hot desk, do I need to complete a new assessment every day?

No. Once you have completed the E-Learning you will be competent to set up your own workstation and do not need to complete a new risk assessment every day. However, it is important that you adjust any workstation (including the chair) that you work at to ensure it meets your individual needs.

Is it compulsory to complete this course?

Yes. As an employer we are committed to ensuring the health, safety and well-being of all our employees and this course is a key way of doing this. There are also legal requirements for certain parts of the course to be completed.