

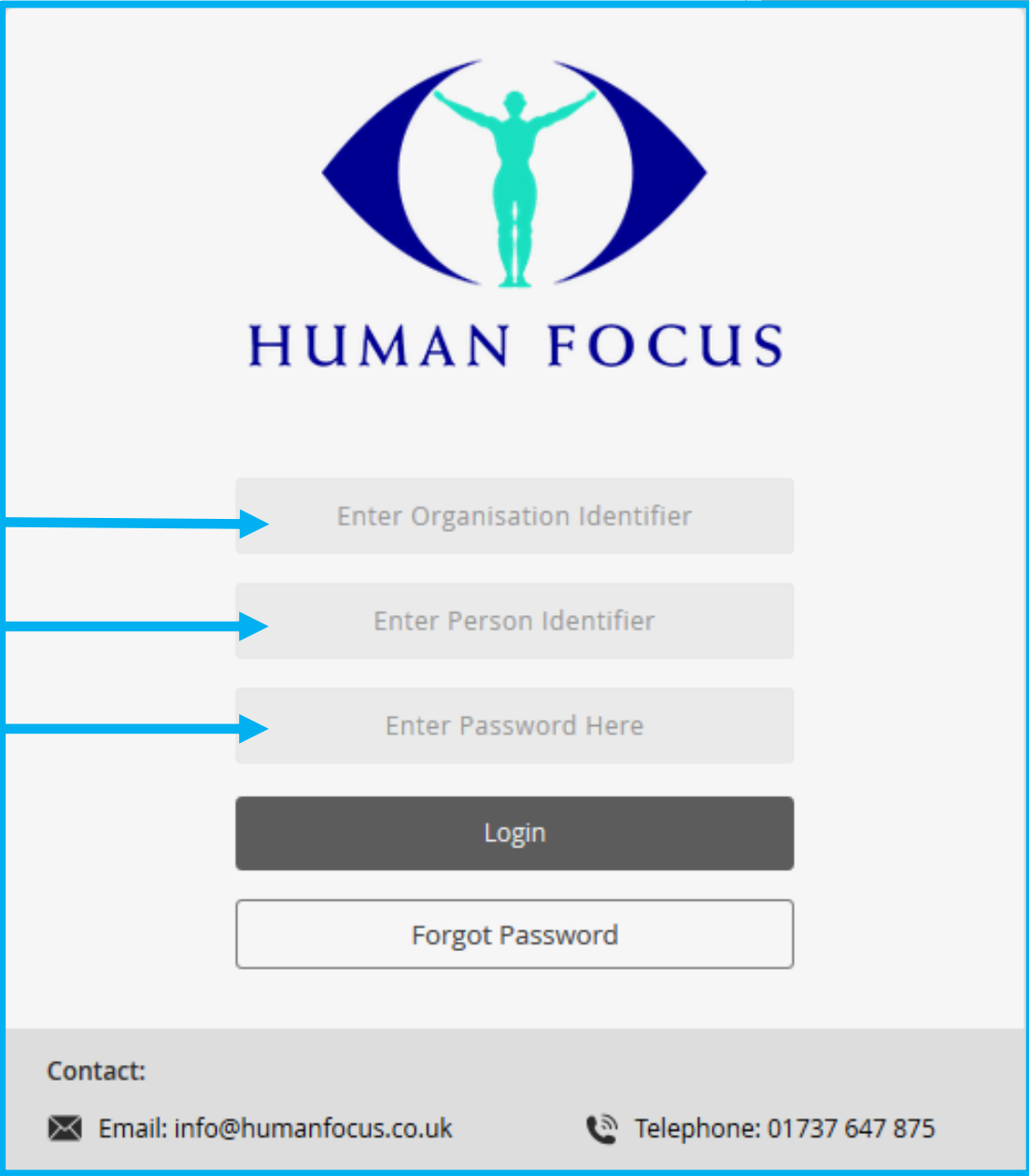
Using the Display Screen
Equipment Trainee Assessment

Login as the *Manager/Administrator* of your Human Focus account

Enter in this box: «Org_ID»

Enter in this box: *Manager*

Enter in this box: «Password»



The image shows a login interface for Human Focus. At the top center is the Human Focus logo, which consists of a stylized human figure with arms raised, enclosed within a blue eye-like shape. Below the logo, the text "HUMAN FOCUS" is displayed in a blue, serif font. The login form contains three input fields, each with a light gray background and rounded corners. The first field is labeled "Enter Organisation Identifier", the second "Enter Person Identifier", and the third "Enter Password Here". Below these fields is a dark gray "Login" button and a white "Forgot Password" button with a thin black border. At the bottom of the form, there is a gray footer area containing contact information: "Contact:" followed by an email icon and "Email: info@humanfocus.co.uk", and a telephone icon and "Telephone: 01737 647 875". Three blue arrows point from the text on the left to the corresponding input fields in the form.

Enter Organisation Identifier

Enter Person Identifier

Enter Password Here

Login

Forgot Password

Contact:

Email: info@humanfocus.co.uk

Telephone: 01737 647 875

Viewing the Trainee Assessment List

► From Home page click on Administration - Training Reports - DSE Assessments options on the navigation tree.

HUMAN FOCUS | Select Language | Powered by Google Translate | Admin Manager User | Logout | Chatbot

Health & Safety Manager - Trainee Risk Assessments

Select assessment from current trainee risk-assessments.

Apply Filter **Update Filter** Show: Current Assessments Archived Assessments

Site Location: - Department Group: - Training Set: -

Select Field: Personal-Identifier Trainee-AKA Select Type: Starts with Contains Ends with Filter text: -

Current Trainee Risk Assessments

Pager: 10 20 50 All Selected Hide **Export to Spreadsheet**

Select	Pers-Ident	Trainee	Site-Location	Department	Training-Set	Assessment Type	Start Date	Risk	Actions	Details
Select	mallyhaycock	Mally Haycock	Lucy	-	-	Display Screens Risk Analysis	08 Feb 2016	 	0 / 2	Archive
Select	karlahewitt	Guest Account Access	Paul	-	-	Display Screens Risk Analysis	10 Sep 2015	 	0 / 3	Archive
Select	matthewsimpson	Matthew Simpson	-	-	-	Display Screens Risk Analysis	27 Jul 2015	 	0 / 3	Archive
Select	manager	Demonstration Account	-	-	-	Display Screens Risk Analysis	02 Feb 2015	 	0 / 3	Archive
Select	manager	Demonstration Account	-	-	-	Display Screens Risk Analysis	20 Jan 2015	 	0 / 0	Archive

► Search for the trainee

Health & Safety Manager - Trainee Risk Assessments

Select assessment from current trainee risk-assessments.

Apply Filter

Update Filter

Show : Current Assessments Archived Assessments

Search or employees by Site Location, Department and/or Training Set

Click Update Filter, once you have made your selections

Site Location: [-] Department Group: [-] Training Set: [-]

Select Field: Personal-Identifier Trainee-AKA

Select Type: Starts with Contains Ends with

Filter text: []

Current Trainee Risk Assessments

Pager 10 20 50 All Selected Hide

Export to Spreadsheet

Select	Pers-Ident	Trainee	Site-Location	Department	Training-Set	Assessment Type	Start Date	Risk	...
Select	mallyhaycock	Mally Haycock	Lucy	-	-	Display Screens Risk Analysis	08 Feb 2016	High	
Select	karlahewitt	Guest Account Access	Paul	-	-	Display Screens Risk Analysis	10 Sep 2015	High	
Select	matthewsimpson	Matthew Simpson	-	-	-	Display Screens Risk Analysis	27 Jul 2015	High	
Select		Account	-	-	-	Display Screens Risk Analysis	02 Feb 2015	High	0 / 3 Archive
Select		Account	-	-	-	Display Screens Risk Analysis	20 Jan 2015	High	0 / 0 Archive
Select		Account	-	-	-	Display Screens Risk Analysis	20 Jan 2015	High	0 / 1 Archive
Select	manager	Demonstration Account	-	-	-	Display Screens Risk Analysis	23 Jul 2012	Low	1 / 3 Archive

Search for employees by Person Identifier/Trainee AKA

Search for employees by page

Accessing and updating Trainee assessment

Manual Traffic Light System

Number of outstanding actions on assessment

Select	Pers-Ident	Trainee	Site-Location	Department	Training-Set	Assessment Type	Start Date	Risk	Actions	Details
Select	mallyhaycock	Mally Haycock	Lucy	-	-	Display Screens Risk Analysis	08 Feb 2016	Red	0 / 2	Archive
Select	karla		Paul	-	-	Display Screens Risk Analysis	10 Sep 2015	Red	0 / 3	Archive
Select	matthew		-	-	-	Display Screens Risk Analysis	27 Jul 2015	Red	0 / 3	Archive
Select	mar		-	-	-	Display Screens Risk Analysis	02 Feb 2015	Red	0 / 3	Archive
Select	mar		-	-	-	Display Screens Risk Analysis	20 Jan 2015	Red	0 / 0	Archive
Select	mar		-	-	-	Display Screens Risk Analysis	20 Jan 2015	Red	0 / 1	Archive
Select	manager	Demonstration Account	-	-	-	Display Screens Risk Analysis	23 Jul 2012	Yellow	1 / 3	Archive

Once you have found the employee click on the “Select” button to access the assessment.

- ▶ Manual Traffic Light System (Risk Column)
- ▶ Grey - Automatic based on completion
- ▶ Red - Unacceptable - urgent controls needed
- ▶ Yellow - Broadly acceptable - further controls possible
- ▶ Green - Adequately controlled

Trainees Risk Assessment Results

- ▶ Once you have selected a trainee, the assessment will appear.

Trainees Risk Assessment results

Display Screens Risk Analysis, Trainee : Guest Manager, Mon 23-Jul-2012 13:48.

Trainee Risk Hazards

Please select the Risk Assessment Hazard to view

Re-fresh Titles

Automatic based on completion

Unacceptable - urgent controls needed

Broadly acceptable - further controls possible

Adequately controlled

Pager 10 20 50 All Selected Hide **Export to Spreadsheet**

	<u>Problem No</u>	<u>Problem Title</u>	<u>Action Title</u>	<u>Action Status</u>	<u>Action Score</u>	<u>Recomendation Extract</u>	<u>Due-Done Date</u>
Select	1	Numb or Tingling	Correct posture	Done	100		
Select	2	Sore Eyes	Environment	Init	0		
Select	3	Electric Shocks	Static electricity	Init	0		

In this section you will find the actions highlighted by the employee. Click on the “Select” button to the left of one of these actions.

Risk Hazard Details

- ▶ The following table will appear below.

Risk Hazard Details	
Question	While working do you experience dry or sore eyes?
Answer	Yes
Problem Title	Sore Eyes
Problem Notes	Whilst working, experiences dry or sore eyes.
Action Title	Environment
Action Notes	Check user has had a recent eye-test, environment may be causing problems, sick buildings.
Action Status	Init
Action Score	0
Recomendation	
Due-Done Date	
Edit	

Click 'Edit'

Risk Hazard Details

Action Notes

This is predefined text that has been inputted for you. This can be edited or deleted.

Recommendation

Make notes of recommendations you have made to the employee

Risk Hazard Details	
Question	While working do you experience dry or sore eyes?
Answer	Yes
Problem Title	Sore Eyes
Problem Notes	Whilst working, experiences dry or sore eyes.
Action Title	Environment
Action Notes	<p>Check user has had a recent eye-test, environment may be causing problems.</p>
Action Status	<input checked="" type="radio"/> Init <input type="radio"/> Pending <input type="radio"/> Ignore <input type="radio"/> Accept <input type="radio"/> Done
Action Score	0
Recommendation	
Due-Done Date	

Update Cancel

Action Status

Pending - Action is outstanding

Ignore - Action was answered incorrectly or is not applicable

Accept - Accept the Action needs to be addressed

Done - Action has been adequately controlled.

Due-Done Date -

Date you have agreed the recommendation to be completed

- ▶ Once all details have been inputted select 'Update' or 'Cancel'

Risk Hazard Details

- Once the actions have been completed you can decide whether the status of this assessment is still “Unacceptable - urgent controls needed” or if you can change this to “Broadly acceptable - further controls possible”.

Trainees Risk Assessment results

Display Screens Risk Analysis, Trainee : Guest Manager, Mon 23-Jul-2012 13:48.

Trainee Risk Hazards



Please select the Risk Assessment Hazard to view

Re-fresh Titles

- Automatic based on completion
- Unacceptable - urgent controls needed
- Broadly acceptable - further controls possible
- Adequately controlled

- Once you have completed a recommendation and the Action Score is 100, click onto left menu Trainee RM list.

Actions completed out of total actions.

Select	Pers-Ident	Trainee	Site-Location	Department	Training-Set	Assessment Type	Start Date	Risk	Actions	Details
Select	manager	Demonstration Account	-	-	-	Display Screens Risk Analysis	12 Sep 2011		Completed	Archive
Select	manager	Demonstration Account	-	-	-	Display Screens Risk Analysis	23 Jul 2012		1 / 3	Archive