



ERGONOMICS

WYVERN BUSINESS SYSTEMS

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ERGONOMICS

In it's simplest form, Ergonomics is working in a way that puts the minimal amount of stress on your body, for the period of time that you are sat in a position.

As humans, we are all different, heights, weights, shapes and sizes, no two people are the same, and as such no workstation should be the same either. In relation to the layout and design of your desk set-up, there are many factors that should be considered in order to maximise the ergonomic benefit available to you.

At Wyvern, we offer a Full UK D.S.E. Ergonomic Assessment Service. Employing specialist D.S.E. Trained Assessors who can offer a practical and impartial workstation assessment, with guidance and advice to adjust your current set-ups, and if required additional equipment recommendations to enhance the current set-up.



ERGONOMOMIC ASSESSMENT

We have been asked to carry out an Ergonomic Assessment for you. The aim of this Ergonomic Assessment is to gain a better understanding of your Ergonomic needs in order to design a working environment which puts minimal amounts of stress on your body.

Enclosed in this brochure is an outline of your Ergonomic Assessment process.

Please note, during Covid-19 we are trying to limit contact as much as possible.

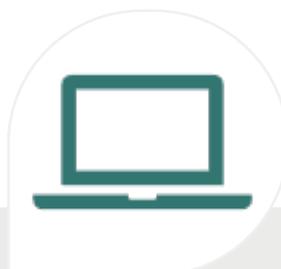
YOUR ASSESSMENT

The assessment will usually last about 30-45 mins via Zoom or Teams. The Assessor will review your current workstation set up and talk to you about your work/study needs. During the assessment the Assessor will consider how your study is affected by the symptoms of any existing Medical conditions and will recommend any appropriate products to suit your individual needs.

Following the Ergonomic Assessment, our assessor will complete a full written report. The report will contain background information, details on your current working environment and will also list the assessor recommendations for you.

The report is sent to your DSA assessor and/or relevant funding body to review and agree to fund equipment they deem suitable. Once agreed you will receive a letter as proof of funding.

You will need to send this letter to us to order your equipment.



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BOOKING YOUR ERGONOMIC ASSESSMENT

To book in your Ergonomic Assessment, please contact us through one of the following methods:

TELEPHONE

0800 2300 347 (Toll-free)

TELEPHONE

01432 845138

EMAIL

ergo@wbs.uk.com

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ASSESSMENT PROCESS

1 The Assessment takes place

Your assessment will usually last about 30-45 minutes via Zoom or Teams.

2 The report is created

Following the Ergonomic Assessment, your assessor will complete a full written report. The report will contain background information, details on your current working environment and will also list the assessor recommendations for you. This will take around 3-5 working days. Your assessment report is then sent to your DSA assessor and/or relevant funding body for approval (2-3 weeks). Once agreed you will receive a letter as proof of funding.

3 An order is submitted

Once we have received your order submission, we will check all of the paperwork is correct and process your order on to the system within 1 working day. A confirmation email will be sent to you outlining the next steps.

4 Equipment delivery

The supply and delivery of your equipment can take between 6-8 weeks, once we receive your order confirmation.

5 Delivery, set-up and familiarisation

The engineer will take all the items being delivered out of their boxes on arrival. The engineer will then set up these items and give you a brief familiarisation on what we are supplying you with. This can take up to 1.5 hours depending on the equipment/software on your order and how many questions you have during your set up.*

If you have any special requirements with regards to your delivery, please let us know.

*Due to the recent COVID-19 pandemic, we may have limited availability whilst adhering to government guidelines, but will do our best to support you as much as possible.



FINISHING/WITHDRAWING FROM YOUR COURSE

Please note that you only have funding available to you if you are still studying on your course. If you have finished or withdrawn from your course then you will need to advise us immediately. Failing to do so will result in you being liable for any costs incurred. If you have an updated DSA2 Letter, you must provide this immediately. Any costs incurred when funding is not in place may be chargeable to you.

How long will this process take?

- Assessment - 30-45 minutes (online)
- Measurements (if needed onsite or subject to agreement with assessor) - 15 minutes
- Assessor to produce report - 3-5 working days (subject to when measurements can be carried out)
- Confirmation of report by funding body - (2-3 weeks)
- Supply/delivery of equipment - 6-8 weeks once we receive your order confirmation

Please note that due to the current government guidelines, there may be a delay in carrying out any face to face appointments and item availability whether it is for measurements or delivery. Rest assured we will remain to keep you updated, our main priority is the safety of our students and staff.

Please note, due to your equipment being government funded, once you have chosen your desk size and confirmed the recommendations with your assessor, this cannot be changed.

