

Bulletin:
**Display Screen Equipment
(DSE) annual review**

25 February 2021

To: Heads of Department/Section, Executive Deans,
HSLOs and DHSOs, Faculty Managers, DSE Facilitators

For action

This bulletin should be circulated to all staff members that use a computer, laptop or DSE item as part of their job role.

Display Screen Equipment (DSE) annual review 2021

Prolonged use of Display Screen Equipment (DSE) in uncomfortable postures can result in aches and pains and visual fatigue. In some cases, it can lead to permanent disability. For this reason, the University is required by law to ensure that the workstations of all staff members who use DSE for work are assessed for risks to their health and safety. DSE includes computer, laptops, and similar display equipment.

Assessment

Each year, staff members are asked to review their DSE self-assessment to help report and monitor any ill-health effects from using computer workstations. This year, with so many staff members working from home during the pandemic, the DSE process has been modified to support staff members that use a computer to work from home. For staff members working at home completion of the *Home Working Risk Assessment* (HWRA) form is required. For staff members working on campus, completion of a *DSE self-assessment* form is required.

For action by staff members working at home:

Staff members should now review their [Home Working Risk Assessment](#) (HWRA) form, once reviewed the form should be forwarded to your Line Manager or Supervisor to action.

You should review or complete a *Home Working Risk Assessment* if:

- you have not reviewed your *Home Working Risk Assessment* within the past 6 months
- you have not completed a *Home Working Risk Assessment*;
- there have been significant changes to your work or workstation since the last time you completed an assessment;
- you are experiencing aches and pains that may be related to DSE work.

If you already have an existing *Home Working Risk Assessment* form, you can note the review date and any changes needed on it, then submit the form to your Line Manager or Supervisor.

For action by staff members working on campus:

Staff members working on campus should review their current [DSE self-assessment form](#) or complete a new *DSE self-assessment* form.

You should review or complete a *DSE self-assessment* if:

- you have not reviewed your *DSE self-assessment* within the past 12 months
- you have not completed a *DSE self-assessment*;
- there have been significant changes to your work or workstation since the last time you completed an assessment;
- you are experiencing aches and pains that may be related to DSE work.

The completed *DSE self-assessment* form should be sent to your Line Manager to action.

For action by Line Managers / Supervisors:

Upon receipt of a *Home Working Risk Assessment (HWRA)* form:

Where ill-health is reported and/or if IT equipment or furniture is needed at home; please send the completed HWRA to your **Faculty or Departmental DSE Coordinator**. There is a process in place to support staff members working from home, your Faculty or Departmental DSE Coordinator will collate forms on behalf of the relevant Section and inform Workplace Health, Safety and Wellbeing that support is required. Workplace Health, Safety and Wellbeing will review the information provided and take action as appropriate.

DSE Facilitators:

For this year's annual DSE review we are not asking DSE Facilitators to assess staff members working at home however, if DSE related ill-health is reported and/or if IT equipment or furniture is needed at home; please ask the staff member to complete a *Home Working Risk Assessment* form and send the form to their Line Manager.

Upon receipt of a *DSE self-assessment (for those working on campus)*:

DSE self-assessments should be reviewed and actioned as far as practicable given the current protection measures currently in place at the University. If you require DSE support for staff members working on campus please contact Workplace Health, Safety and Wellbeing via safety@essex.ac.uk.

Computer Safety Training

The University is required by law to ensure employees who use DSE are trained in its safe use. If you have not yet completed the University's online Computer Safety course, this can be arranged by emailing Workplace Health Safety and Wellbeing at safety@essex.ac.uk or by enrolling online at <https://moodle.essex.ac.uk/course/view.php?id=125>

New and expectant mothers

At the time of this bulletin new and expectant mothers are advised to work from home, this is in line with the current COVID19 protection measures. Where new pregnancy is reported, completion of a [Pregnancy Risk Assessment](#) and [Home Working Risk Assessment](#) is required. If a pregnancy risk assessment already in place, please ensure it is reviewed and updated as required.

Eye care arrangements

The University has available eye testing arrangements, an [eye-test voucher scheme](#) is available to all staff members. If you have any queries on eye testing arrangements, please contact the Occupational Health team via ohquery@essex.ac.uk.