



Health and Safety Bulletin

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

Display Screen Equipment (DSE) Assessment 2025-26

To help prevent DSE related injuries and to ensure the University meets its legal obligations we ask that staff members periodically complete a DSE self-assessment form.

The DSE assessment form for the 2025-26 academic year is available to complete in [HR Organiser](#) and can be accessed via the *Forms and Feedback* dashboard. Guidance on the assessment process for staff members, line managers and DSE Facilitators is [available on the Staff Directory](#).

FOR ACTION BY 31st JULY 2026: All staff members who use computers for their work must have completed the DSE assessment form by the end of this academic year. DSE assessments will be reviewed by line managers or DSE Facilitator once completed. Line Managers/DSE Facilitators must review, action and close DSE assessments for relevant staff members in the *People Manager* system by 31st July 2026.

[General advice on DSE and assessment](#) can be accessed on the Staff Directory. Additional guidance and resources are available on the Staff Directory for health conditions associated with use of DSE.

Eyesight and Eye Care: 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.

12 November 2025

For Action