COVID-19: DISPLAY SCREEN EQUIPMENT (DSE) COLLECTION AND DELIVERY FROM CAMPUS

WORKPLACE HEALTH, SAFETY AND WELLBEING
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THE RETURN TO OUR CAMPUSES ROADMAP SHOWS ALL OF THE COVID-19 DOCUMENTS AVAILABLE, PLEASE CLICK HERE TO VIEW THE ROADMAP.
The procedures proposed within this document form part of the University’s ongoing support for staff members working at home during the COVID-19 pandemic. The University’s Business Continuity Group (BCG) recognises that working at home remains a reality for many staff members and, in certain circumstances, will be expected to be extended into academic year 2020/21. This document explains how certain Display Screen Equipment (DSE) and other office items such as office furniture and IT equipment can be relocated to staff members’ homes to support them during this extended working period and prevent the onset of DSE-related illness.

The health support services\(^1\) (including those for DSE related illness) that have been operational since March 2020 at the University will continue throughout the period of working at home and into 2021 as required.

The approval to allow staff members to collect items from campus (or have items delivered from campus) will be dependent on the measures of protection the University has in place at any one time. Suspension of collection / delivery services will occur if the University decides there is a level of risk to warrant such action. Specialist items that can be delivered by external suppliers will continue to be provided if a decision is taken to suspend the campus collection / delivery procedure.

\(^1\)Manager Referral to Occupational Health, home working risk assessment form, provision of specialist IT and specialist ergonomic equipment for Musculoskeletal Disorders (MSD) and remote DSE assessments via Zoom.
SECTION 2: COLLECTION OR DELIVERY OF ITEMS FROM CAMPUS

At an agreed date, those working at home during the period of 01 July to 31 December 2020 will be provided the option to either collect DSE items from campus or, if collection is not possible, the University will arrange a delivery from campus to a home address. A process chart has been provided in Appendix 1 showing the approval and administration steps.

A Head of Department/Section will be responsible for providing approval to staff members to collect or have items delivered from campus; the process of administering this can be delegated to another Senior Manager within the department if appropriate. Workplace Health, Safety and Wellbeing will help to administer this process following approval by the Head of Department/Section.

Collection from campus will be limited to include the following DSE items: laptop computer keyboards, mice, monitor screens, office chairs and any personal items. If a staff member working at home requires a desk or ergonomic furniture, this must be pursued through Occupational Health. Any specialist items of IT equipment to support teaching programmes or other specialist technology requirements must be pursued through Innovation and Technology Solutions (ITS).

2 In some instances, it may be more efficient to deliver items from an external supplier than to use a University vehicle due to the location of a staff member's home address in the UK or overseas.

Collection / Delivery request and approval process in brief

1 The staff member requesting equipment should complete a home working risk assessment form (.docx) and submit this to their Head of Department /Section (or the nominated representative).

2 The form should then be reviewed by the Head of Department /Section /Nominated representative.

3 If approved by the Head, the form should be forwarded to the Workplace Health, Safety and Wellbeing (WHSW) team via safety@essex.ac.uk.

4 A Campus Equipment Collection/ Delivery Request form should then be issued by Workplace Health, Safety and Wellbeing via the COHORT system and completed by the staff member.

5 Upon receipt/approval of collection/delivery form, either: i) Collection details should be provided for the staff member by WHSW so a collection can be arranged with the Patrol Officer team; or ii) WHSW should arrange with ITS or Estates a delivery of DSE items from Campus to the staff member's home address.
Appendix 1 Flowchart for the collection or delivery of Display Screen Equipment during the Covid-19 pandemic – extended home working period

**HOME WORKER** completes [home working risk assessment form](#). and forwards form to HEAD OF DEPARTMENT/SECTION. HOME WORKER to note on form what items are needed for use at home.

HEAD OF DEPARTMENT/SECTION agrees DSE items can be either collected from Campus or, agrees delivery of DSE items is required.

HEAD OF DEPARTMENT/SECTION to send home working risk assessment to safety@essex.ac.uk confirming items are required.

Documentation assessed by Workplace Health, Safety and Wellbeing Admin. Details of HOME WORKER entered into COHORT system and either:

1) **EMAIL** to HOME WORKER from WHSWB containing link to complete a COLLECTION REQUEST NOTE

   or;

2) **REQUEST** sent to ITS to arrange DELIVERY of items from Campus

   or;

3) **DELIVERY** of SPECIALIST (non-stocked) items arranged via external supplier

**COLLECTION FROM CAMPUS**

- COLLECTION NOTE approved.

- HOME WORKER to contact PATROL OFFICER team for Campus. Date provided by PATROL OFFICER team.

- HOME WORKER to notify Workplace Health, Safety and Wellbeing of collection date and provide photograph of PC/laptop at home.

- Workplace Health, Safety and Wellbeing notify ITS of collection from Campus so desk can be prepared.

- HOME WORKER collects from Campus. PATROL OFFICER to escort to room and provide access. Trolley to be made available to assist with computer items.

**DELIVERY FROM CAMPUS**

- DELIVERY request approved.

- Workplace Health, Safety and Wellbeing admin to contact HOME WORKER and obtain address for delivery.

- Workplace Health, Safety and Wellbeing to forward details to ITS or Estates for delivery.

- Cost code and delivery address required.

- ITS / Estates to either:

  Collect items from office location of user and post to address provided or:

  Arrange for delivery of items direct from supplier (ITS).

- Items delivered to HOME WORKER.

- HOME WORKER to notify Head of Department/Section delivery complete.

**DELIVERY FROM EXTERNAL SUPPLIER (SPECIALIST)**

For Specialist ergonomic equipment:

- Workplace Health, Safety and Wellbeing to arrange for delivery of items such as specialist furniture and some ergonomic items.

For Specialist IT equipment: Details to be forwarded to ITS

See separate flowchart for process.

Details of items provided for use at home recorded on the Departments Work Equipment Register.
APPENDIX 2: COLLECTION FROM CAMPUS PROCEDURE

1 Following approval to collect items, home worker contacts the Information Centre (or specific Campus liaison) to arrange a collection date.

2 When collection date provided, staff member then notifies Workplace Health, Safety and Wellbeing (WHSW) of the collection date. WHSW then notify ITS who will prepare IT items/desk items for collection.

3 Items arranged on desk by ITS ready for collection (items sterilised at end of preparation).

4 Collection day: staff member to park at the recommended location on Campus (e.g. Under Podia for Colchester, the Gateway Building at Southend).

5 Staff member is to meet a Patrol Officer at the designated meeting point (e.g. the Information Centre at the Colchester Campus).

6 Patrol Officer escorts staff member to office area (trolleys to be provided to help transport IT items if needed).

7 Items collected and loaded by staff member into vehicle.

8 If assistance is required for loading purposes, Porters or Patrol Officers to help, if appropriate, with regard to manual handling and hygiene rules.

9 Upon return home, items to be cleaned and if required, staff member to contact WHSW or ITS for assistance with setup of items.

10 Staff member to notify Head of Department/Section and WHSW collection is complete.

11 Department updates equipment register to note items now at staff members home.

12 ITS and WHSW to follow up with staff member that items installed correctly, safely and to provide additional DSE support if required.

Returning items to Campus

All items taken from campus are to be returned i) when the staff member returns to working on campus full time ii) if the staff member leaves employment at the University. Items are to remain at home if the staff member works from home on a permanent basis.

Each Department should keep a register of equipment; items being used at home will be noted on the register. When items are returned the register should be updated and items placed into circulation within offices on campus. PAT testing must be completed prior to recirculation with other office items.

3 Preferably, Patrol Officer team to group together collections to take place on certain days of the week; certain times of the day.
APPENDIX 3: DELIVERY PROCESS

Following receipt of a delivery request (via the COHORT system):

1. Workplace Health, Safety and Wellbeing notify Estates and Campus Services that a furniture item (chair or desk) requires relocation to a staff member's home address.

2. On an agreed date, Estates and Campus Services (Portering Team) will move any furniture items from an office to an agreed preparation point on Campus for packing.

3. A university vehicle will deliver the items to a staff members home address (15-mile limit from campus).

NB for addresses more than 15 miles from campus, it is likely to be more cost efficient for the University to deliver items using an alternative route. In these cases, WHSW will inform the member of staff of the delivery mechanism that will be used.

4. Delivery will be to the doorstep only; no installation will occur inside the staff member's home.

5. Upon delivery, items to be cleaned by staff members and if required, staff member to contact WHSW or ITS for assistance with setup of items.

6. Staff member to notify Head of Department/Section collection is complete.

7. Department updates equipment register to note items now at staff members home.

Returning items to Campus

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