

How do I...

Complete my Display Screen Equipment (DSE)

Contents

1. Introduction	1
2. Why do I need a DSE assessment?	1
3. How do I complete my DSE assessment?	2
4. What happens next?	4

Introduction

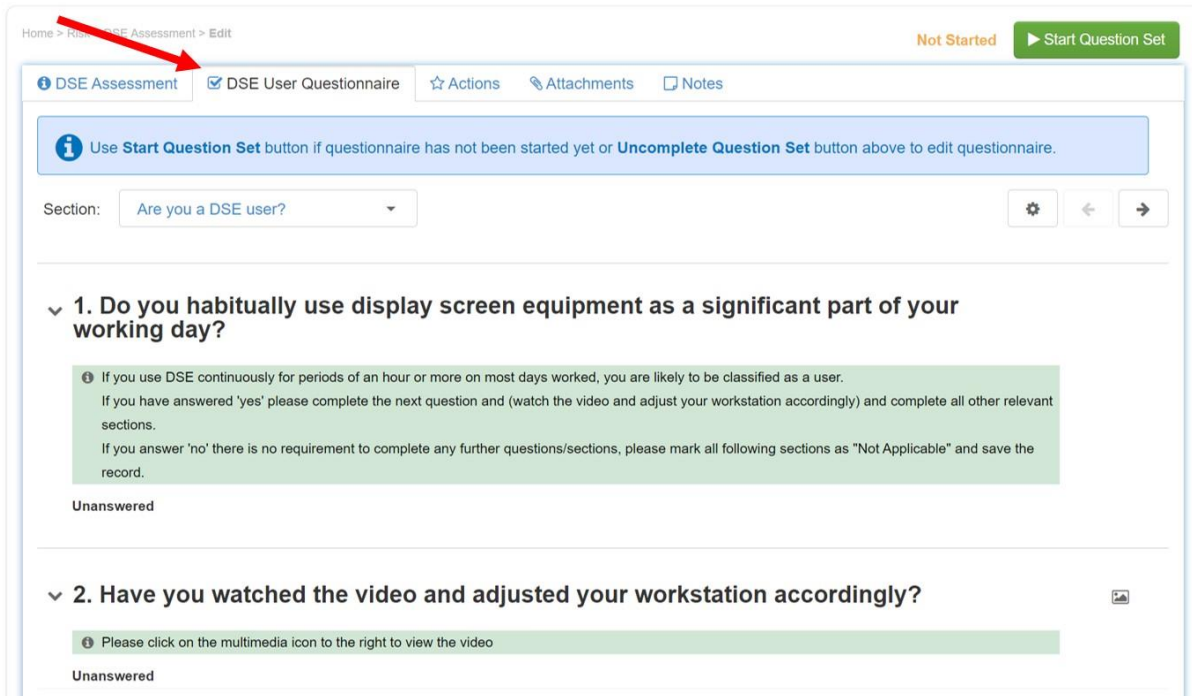
- 1.1. The information below summarises how to complete a DSE assessment. For further information on this topic, please refer to the Council's H&S Display Screen Equipment Standard available on the Intranet.
- 1.2. The term 'Display Screen Equipment' (DSE) includes:
 - Conventional workstations, which would normally comprise of a desk, chair, keyboard, mouse and any other equipment associated with the display screen (computer monitor);
 - Non-conventional workstations, which can be viewed as any workstation that does not conform to point 1 above, such as hot desk arrangements with docking ports or workstations where more than one computer monitor is used; and
 - Any work equipment having a screen that displays information which covers, but is not limited to, desktop computers, laptop computers, electronic notebooks and hand held units.

2. Why do I need a DSE assessment?

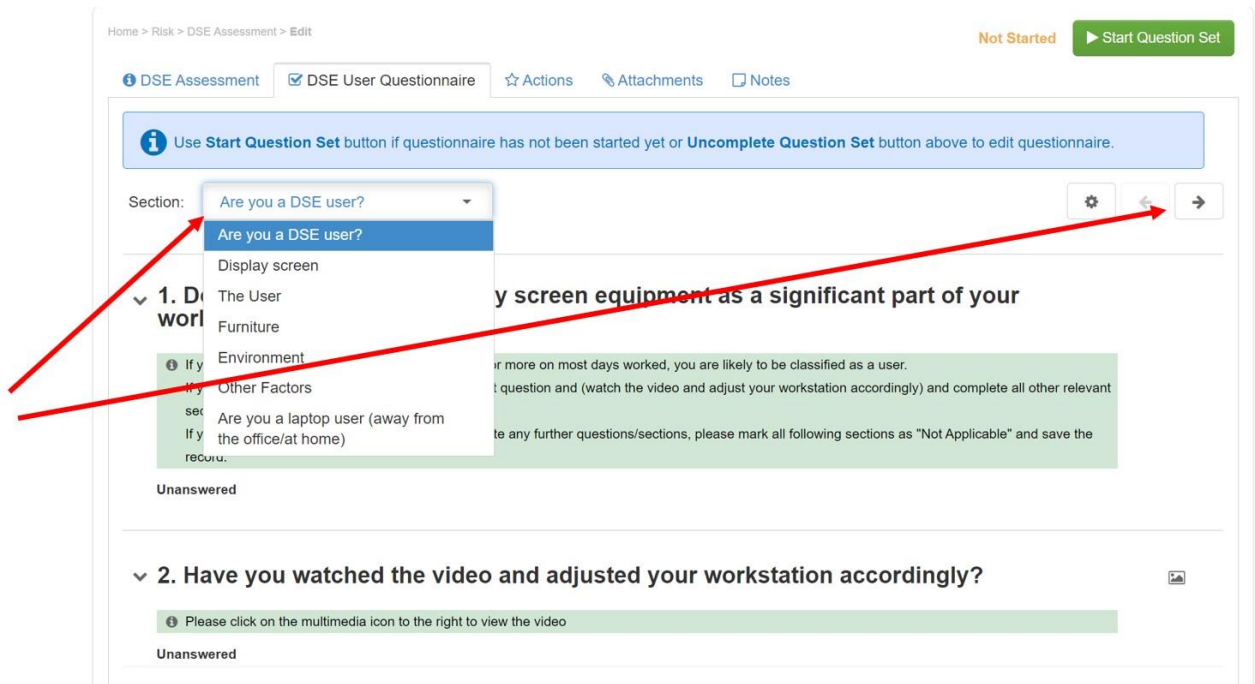
- 2.1. Where a member of staff uses DSE as part of a work activity, the use of that DSE shall be assessed. The aim of the assessment is to identify those members of staff who are considered to be DSE users and minimise the risk of adverse effects to health due to incorrect use of DSE by the implementation of suitable controls.
- 2.2. How do I get a DSE assessment? If you require a DSE assessment please access Assure (the online health and safety management system) to self generate an assessment.

3. How Do I complete my DSE assessment?

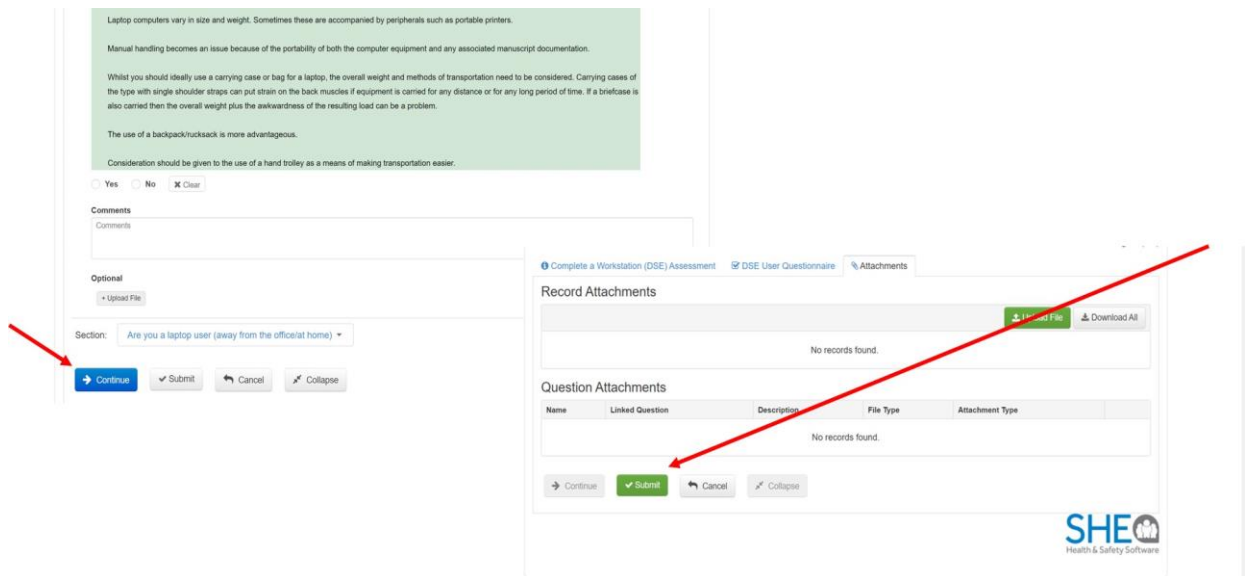
- 3.1. You can access Assure (the online health and safety management system) via the link on the front page of the Intranet under the Health and Safety Section.
- 3.2. If you do not have access to the Council's intranet:
 - Hillingdon employees can access a portal to the system via the following link <https://sheassure.net/hillingdoncouncil/portal/hillingdon/index>
 - School employees can access a portal to the system via the following link <https://sheassure.net/hillingdoncouncil/portal/schools/index>
- 3.3. The link will redirect you to the Assure portal. Under the heading 'What do you want to do?' click on 'Complete a Workstation (DSE) Assessment'.
- 3.4. Please complete all mandatory fields in the first page/tab using the drop down lists where available and then click 'continue' at the bottom of the page. Nb: the green text boxes offer guidance at various stages of the assessment.
- 3.5. By clicking 'continue' the system will now transfer you to the second/page tab where you can answer more specific questions relating to your use of DSE.



3.6. Complete all relevant questions in the seven sections that apply to you. You can navigate the sections using the drop down menu or the cursor arrows, see image below:



- 3.7. During the assessment you can also indicate that you are NOT a DSE user in the 'Are you a DSE user?' section. This record will be saved in Assure and will inform your manager accordingly.
- 3.8. A short video in section 1 will explain how a workstation should be set-up correctly; you should check if your workstation needs adjustments and make them accordingly at this stage.
- 3.9. After completing all relevant sections click 'continue' and then 'submit'. See image below:



4. What happens next?

- 4.1. Once you have confirmed you wish to 'Submit' your DSE assessment your line manager will receive an email notification. They should contact you forthwith to discuss any identified issues and determine what measures need to be implemented to minimise any risk to you of injury/ill health.
- 4.2. If you have any queries arising from your DSE assessment and specifically the implementation of control measures, you should discuss them with your line manager in the first instance. If you require further assistance contact Health and Safety Services on healthandsafetyadvisory@hillingsdon.gov.uk.

