

How do I...

Process and submit Display Screen Equipment (DSE)

Contents

1. Introduction	1
2. Do my staff need a DSE assessment?	1
3. How do I obtain a DSE assessment for my staff?	2
4. How do I access and process my staff member's DSE assessment?	2
5. When should a DSE assessment be reviewed?	4

Introduction

- 1.1. The information below summarises how managers can complete a staff members DSE assessment.
- 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;
 - 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 dual screens are 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.
- 1.3. For further information on this topic, please refer to the Councils H&S Display Screen Equipment Standard available on the Intranet.

2. Do my staff need a DSE assessment?

- 2.1. Where a member of staff uses DSE as part of a work activity the use of that DSE must 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.

3. How do I obtain a DSE assessment for my staff?

- 3.1. Please direct staff members to Assure portal (the online health and safety management system) where they can complete a DSE Assessment under the section titled 'What do you want to do'. (as shown below)

London Borough of Hillingdon Portal

Welcome to Assure
Record incidents and more here.

What do you want to do?

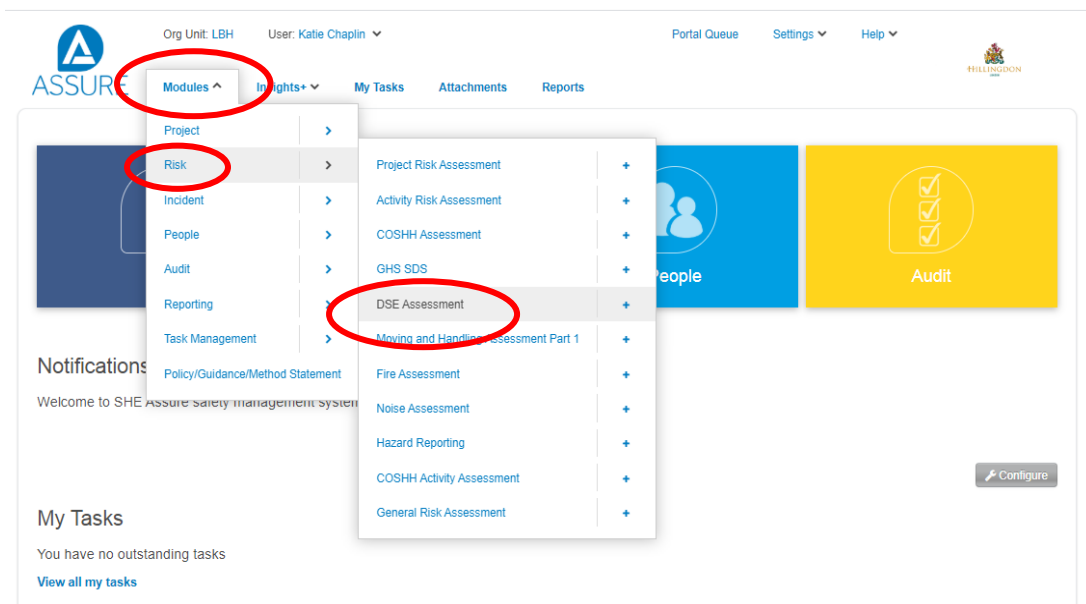
- Complete a Workstation (DSE) Assessment
- Report a Hazard
- Report a Near Miss (no injury or damage)
- Report Injury or Ill Health
- Report Injury or Ill Health with Damage (e.g. equipment)
- Report Damage Only (e.g. equipment or environment etc.)

- 3.2. To access the Assure Portal, please advise staff to click the 'Assure' link within the Health and Safety section on the Intranet homepage
- 3.3. If staff do not have access to the Council's intranet:
- Hillingdon employees can access the Assure portal via the following link <https://sheassure.net/hillingdoncouncil/portal/hillingdon/index>
 - School employees can access the Assure portal via the following link <https://sheassure.net/hillingdoncouncil/portal/schools/index>
- 3.4. Staff must populate all fields. Nb: the green text boxes offer guidance at various stages of the assessment.
- 3.5. Once all fields are complete, staff must click on the 'Continue' button to proceed to the 'DSE User Questionnaire' section. All 7 sections of the questionnaire must be completed before the DSE assessment can be submitted. Staff should provide as much detail as possible about their current workstation set-up.

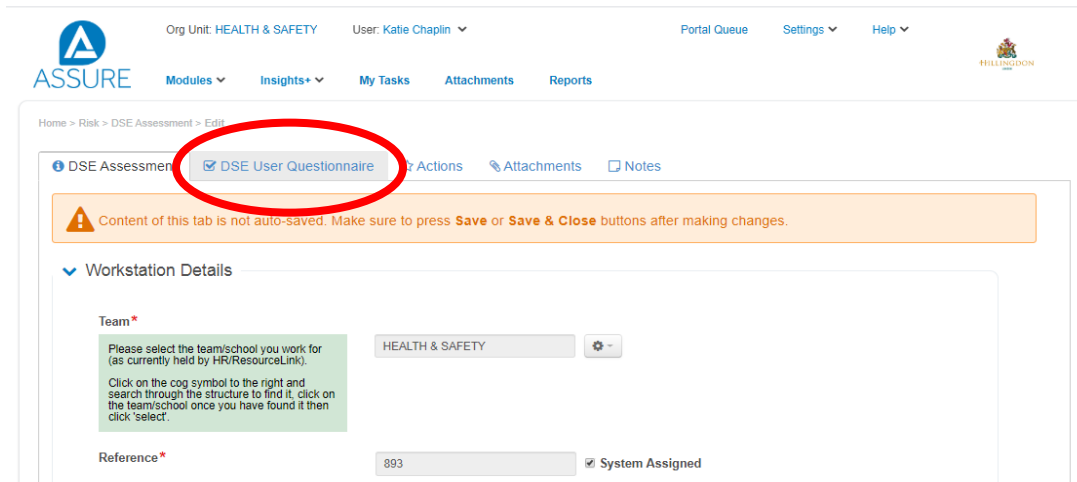
- 3.6. Once all questions have been completed, staff should click on the 'Submit' button at the bottom of the page. The relevant line manager (this will be dependent on the service hierarchy saved in Assure) will then receive an email notifying them of this.

4. How do I access and process my staff member's DSE assessment?

- 4.1. Once the manager receives the notification, they are advised to contact their member of staff forthwith to discuss any identified issues and determine what measures need to be implemented to minimise any risk of injury/ill health.
- 4.2. To access a member of staff's DSE assessment, the manager must login to Assure (the online health and safety management system), using their username and password. You can access Assure via this link: <https://sheassure.net/hillingdoncouncil> which can also be found via the managers tab on Horizon. If it is a new manager and/or the details have been forgotten, they should use the password reset function.



- 4.3. The system will then display DSE Assessments that require the manager to review and make recommendations regarding issues raised. You can utilise the search function to filter and locate the relevant record. **NB. You can click on any aspect of the record to view all of the DSE Assessment details.**
- 4.4. Once the correct DSE record has been accessed, the manager should expand the section titled 'DSE User Questionnaire' to review the staff member's responses to questions in each section of the assessment and raise any corrective actions as appropriate.



- 4.5. As the manager you should discuss the issues raised with the member of staff to ensure the recommendations are suitable.
- 4.6. If a Council staff member requires specialist equipment (eg chairs, keyboard, mouse) the manager will need to refer to the DSE Equipment Approval Process accessible via the Intranet.
- 4.7. Under the section titled 'Conclusion' the manager should add their conclusion and action plan to the appropriate cells. They will then need to calculate the residual risk utilising the risk scoring matrix provided in this section. (see below)

		Likelihood of occurrence				
		1 Improbable or unlikely	2 Possible or rare	3 Occasional or likely	4 Frequent/highly likely	5 Common or imminent
Severity of the outcome	1 Minor injury	1 Insignificant Risk	2 Insignificant Risk	3 Insignificant Risk	4 Low Risk	5 Low Risk
	2 Lost time incident injury	2 Insignificant Risk	4 Low Risk	6 Low Risk	8 Moderate Risk	10 Moderate Risk
	3 Major injury	3 Insignificant Risk	6 Low Risk	9 Moderate Risk	12 Substantial Risk	15 Substantial Risk
	4 Permanent disability	4 Low Risk	8 Moderate Risk	12 Substantial Risk	16 Substantial Risk	20 Intolerable Risk
	5 Death	5 Low Risk	10 Moderate Risk	15 Substantial Risk	20 Intolerable Risk	25 Intolerable Risk

- 4.8. After completing all relevant sections click 'Save and Close'.
- 4.9. When the record has closed and you have returned to the summary screen click on the '?' icon and click 'Save and Close' to submit the record to the Approval Manager (this will be dependent on the service hierarchy saved in Assure).



5. When should a DSE assessment be reviewed?

- 5.1. DSE assessments should normally be reviewed every three years, unless a staff member begins to experience any discomfort which appears to be due to the workstation, moves location or the workstation set up is changed.
- 5.2. If you require further assistance contact Health and Safety Services on healthandsafetyadvisory@hillingdon.gov.uk.