

Display Screen Equipment Assessor Action Plan

Checking DSE Assessor arrangements

- Check with your Faculty Operations Officer (FOO)/Director/Line Manager which areas/groups you are covering as the DSE Assessor.
- Check with your Health and Safety Local Officer and other DSE Assessors how you will work together.
- Check with your FOO/Director/Line Manager/Health and Safety Unit how to give feedback and discuss problems/actions/recommendations.
- Check with your FOO/Director/Line Manager about accommodating your DSE Assessor role.

Giving out DSE Information

- Explain the arrangements for online workstation assessments (WorkRite) and eye and eyesight tests and the forms. You could do this as a refresher in a team meeting.
- Check predecessor's records of DSE user information given out, e.g. Guidance on common problems and solutions from the H&S webpages.
- Provide the information if necessary or make sure users know where it is on the University H&S webpages.
- Advise on immediate problems, show how to make simple improvements, e.g. chair adjustments and desk layout. You will need to familiarise yourself with the different chairs in your area.

Getting started on DSE assessments and reviews

- Check predecessor's records for existing assessments and outstanding actions. Identify people who need their first assessment or to have an annual review or a review due to changes.
- If anyone needs an assessment or an annual review, send the relevant email via the WorkRite system and direct them to the H&S pages. Ask them to complete their online self-assessment (including training if necessary) and ask them to give brief details of any problems in the relevant sections of the form.
- If they do not have any problems to report, the user only needs to complete the online (training and) self-assessment.
- If the user does not complete the online requirements, the WorkRite system will automatically send them reminder emails. If they still do not complete their self-assessment, 'chase' them twice direct or by email, explaining you will assume they do not have any problems if they still do not reply after two reminders.
- If the user does not report any problems, there is no need to take any further action at this time. The WorkRite system will generate an annual

review request and will store existing self-assessments which may be viewed if someone reports any problems in the meantime.

- Regularly run reports of the completed online self-assessments of staff in your group and note any problems reported. Also note any queries you may have on what they have recorded.
- Inform the FOO/Director/Line Manager of anyone reporting pain/discomfort or any health or medical problems on their self-assessment. Refer the user to the Health and Safety Unit for an assessment; they will access the self-assessment for background. The relevant manager can request referral to the Occupational Health Service if necessary.

Carrying out and recording DSE assessments and reviews

- The online workstation self-assessment is arranged as a series of questions, based on 'best practice' for workstations and the workstation minimum requirements. The user will be provided with ideas for improvements where appropriate. The 'Guidance on common problems and solutions' sheet gives information and suggestions for each topic.
- Arrange to do an assessment with anyone reporting problems only with their workstation. You will need to do this promptly but do allow for your other work constraints. Arrange to see them at their workstation for at least half an hour, but allow for an hour so you do not feel rushed.
- Go through all the problems or queries noted from their completed self-assessment. Also look out for any other obvious problems and queries. Make sure you understand their job and how they work. Discuss how they use their entire workstation, not just the pc.
- Decide if the workstation meets the minimum requirements described in your DSE Assessor training and information, and also meets the personal and work needs of the individual (for example if they are left handed, or need to do a lot of paperwork as well as DSE work).
- Try to identify improvements that are needed. The 'Guidance on common problems and solutions' sheet will also help with this. If possible, make simple changes to the workstation at the time.
- On the WorkRite system there are fields for you to report on assessment findings, actions and recommendations. This is where you record your objective judgement of the workstation – it is your formal assessment report. Users can view the records you make about their case.
- You will need to record relevant details about what was discussed, how the workstation is set up, the type of equipment the user has, where it is positioned, the actual problems it is causing. Note any changes that were made. If further improvements are still required, make recommendations for actions. If you can, say who should take these actions and when, with priorities if possible. The Health and Safety Unit will be happy to advise on queries.
- Discuss any significant findings, actions and recommendations with the user's FOO/Director/Line Manager. Agree actions and set in motion any that are assigned to you as DSE Assessor.

- Review with user after 2-4 weeks (or earlier if necessary) and identify/report progress, completed actions and any additional recommendations to the FOO/Director/Line Manager. There is a section to record the review on WorkRite. You may need to repeat reviews until problems are resolved.
- The WorkRite system keeps your notes of progress, on providing information, assessments, and reviews.
- Last but not least, remember that you may be given some personal or confidential information during your discussions. Don't write down unnecessary detail. Don't share information with others unless you are sure the person has agreed to this and make note of their agreement. .Keep the assessments and correspondence secure. Users can view the records you make about their case.

For the future

- Run regular reports to identify outstanding issues.
- Keep current assessments up to date, record when further actions are completed, if there are other changes, or if further recommendations are made.
- Make sure that you are aware of any new users joining your group and meet them as part of their inductions. Ensure new users self-assess and users who have changed their workstation or the nature of their DSE use re-assess themselves by manually triggering assessment requests as necessary.
- Review assessments annually or sooner if there are changes to the workstation, the work, the user or if any problems are reported. The WorkRite system will email new self-assessment requests and remind them of the DSE user information on the H&S pages. A user's previous self-assessments and all records added to it will be available for the user to see.
- If they report problems, carry out an assessment or refer them to the Health and Safety Unit as above.
- Old completed self-assessment and any associated records will be kept for three years under the records retention schedule.