

Interim homeworking display screen equipment assessment – now online



19 April 2021

The DSE assessment has been updated and is now available online on GOLD.

Working at home is under the Health and Safety Executive (HSE) Work with Display Screen Equipment L26 Guidance on the regulations and employers need to provide workers with advice on completing their own basic assessment at home.

The assessment complies with the current regulations has been designed to identify any actions which need to be taken to support staff to work from home safely, including any risk mitigation measures that need to be put in place.

Your role

Health and safety at work is everyone's responsibility and you have a responsibility as a manager to make sure that your staff working at home complete a DSE assessment. You'll find the assessment on GOLD once you've logged in at:

[Core Programmes > Health, Safety and Wellbeing > General, DSE at home self-assessment.](#)

When to complete the assessment

If anyone in your team hasn't completed a DSE assessment while working at home, then they should do so now on GOLD, this includes any new starts.

If your staff have already completed a DSE assessment while working at home, then they should complete this again on GOLD when:

- a new workstation is set up
- a change is made to an existing workstation or the way it's used
- staff complain of pain or discomfort.

The new DSE assessment contains a video offering practical health and safety advice on using display screen equipment at home, for this reason, please make sure that all your staff who are working from home either part or full time complete the assessment on GOLD by the end of July, regardless of circumstances or current reporting arrangements.

Reporting and reviewing assessments

The assessment has been designed to identify any actions which need to be taken to support continued working from home including any risk mitigation measures.

You can run reports from MyPortal/Reporting Services which will show who's completed the assessment and scored 100%.

- If an employee scores 100% then no further action is required since none of their responses indicate any further support needed.

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- If an employee hasn't completed the assessment or scored less than 100% then you need to discuss this with them.
- A score of less than 100% means that there is a potential issue which, for example, may include an employees' ICT connectivity/availability or their individual physical and environmental circumstances.

To ensure everyone has a safe home working environment a score of 100% must be achieved following discussions and any mitigations agreed with you.

In addition to the assessment you should continue to have regular discussions with staff to assess whether additional steps are needed, for example where they report:

- aches, pains or discomfort related to their temporary DSE arrangements
- adverse effects of working in isolation, on remote IT systems
- working longer hours without adequate rest and recovery breaks.

Simple steps to reduce DSE risks

You should also remind your staff about these simple steps to reduce the risks from display screen equipment work:

- Break up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity
- avoiding awkward, static postures by regularly changing position
- getting up and moving or doing stretching exercises
- avoiding eye fatigue by changing focus or consciously blinking from time to time
- Remind staff of the need for adequate light while working.

Remind your staff to read the guide previously issued – **Using display screen equipment at home.**

Contact Health and Safety

If you need any further advice you can contact your local Service Health and Safety team.

KEEP UPDATED

at all times on the website

www.glasgow.gov.uk/staffupdates



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