



To Administrators
From Dr Martin Vinnell, Director of Health and Safety
Date January 2018
Subject Display Screen Equipment (DSE) risk assessments
Our Ref S/DSE/18/009

I am writing to remind all Departments that it is University policy that DSE assessments are undertaken for all users. This should be part of an individual's induction process and the assessment should be kept in the individual's personnel file and reviewed:

- on a regular basis eg, every 2 years in the first instance by the individual or, if
- there are major changes made to equipment, furniture or software
- workstations are relocated
- there is a change in workload or tasks
- the health of the user changes
- there is reason to believe it is no longer valid

In accordance with the University DSE policy the risk assessment should be carried out by the individual with the assistance of their manager and/or the Departmental Safety Officer (DSO) where necessary, using the University Workstation assessment form *appendix 4* or a locally agreed form. The results should be reviewed by the individual's manager and/or the DSO and any highlighted problems discussed and resolved where possible. Further information and advice can be found at:

<https://www.oh.admin.cam.ac.uk/advice-and-guidance/computer-health>

If health problems are reported, advice should be sought from the University Occupational Health Service via a management referral <https://www.oh.admin.cam.ac.uk/oh-forms/management-referral-form> and a copy of the self-assessment sent with the referral.

'An Introduction to Display Screen Equipment (DSE) Assessment' training is available via the Safety Office for staff and post graduate students who regularly use DSE. The training provides information on how to prevent and reduce the risk of possible health problems arising from computer use. The training is also aimed at those responsible within departments for assisting with the DSE risk assessment process. The course will provide an understanding of the DSE Regulations 1992 (as amended 2002) and discuss employer's and employee's duties regarding the assessment of DSE workstations. The training session provides an opportunity to discuss some of the common health problems and concerns that may be associated with poor workstation set-up with examples of possible solutions.

If you have any questions please contact Occupational Health on 01223 336594 or via email OccHealth@admin.cam.ac.uk

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