



SAFE USE OF COMPUTERS (DSE) POLICY

Date	Purpose of Issue / Description of Change	Equality Impact Assessment Completed
12 th Nov 2014	Initial Issue	
16 th March 2023	Reviewed and approved by the Health, Safety and Emergency Management Task Group	1 st April 2014. Reviewed 16 th March 2023

Policy Officer	Senior Responsible Officer	Approved By	Date
Head of Health & Safety	Chief Operating Officer	Health & Safety Committee	12 th Nov 2014

This Policy will be reviewed in 2026

1. INTRODUCTION

The Health and Safety (Display Screen Equipment) Regulations set out the minimum health and safety requirements for work with Display Screen Equipment (DSE). The Regulation's objectives are to

- b. Ensuring periodic (at least every 3 years) DSE Online Assessment Form submissions for all members of their College / Service are received for each workstation location, as appropriate.
 - c. Reviewing the Assessment Forms, confirming any necessary adjustments to the workstation will be undertaken, as appropriate.
 - d. Monitoring actions identified and confirming their completion, and arranging subsequent reviews with the User, as necessary.
 - e. If adjustments to the workstation do not resolve health concerns, asking the line manager to refer the User to the Occupational Health Practitioner for further evaluation.
 - f. Keeping records of DSE Assessment Form submissions and the actions taken.
 - g. Regularly promoting DSE Training and Assessment to staff and seeking to continually improve completion rates.
- 8.

9. FURTHER GUIDANCE

In addition to the information found in this Policy more practical and procedural guidance can be found in associated Information Sheets and on the Health and Safety Website.

10. REVIEW AND AUDIT PROCEDURES

Health and Safety, Campus Services may undertake periodic audits or reviews to assess the effectiveness of and compliance with, this Policy.

Colleges / Professional Services must periodically review their own procedures to ensure the requirements of this Policy are implemented, suitable and effective.

The Health, Safety and Emergency Management Task Group will review this Policy in accordance with the agreed Review Schedule, with any significant changes considered by the University Executive.

End.