



Health and Safety Bulletin

To: Heads of Department/Section, Executive Deans, HSLOs and DHSOs, Faculty Managers.

New Policy: Display Screen Equipment (DSE) 2023-26

The use of Display Screen Equipment (DSE) is fundamental to the delivery of education, research, and administrative activities across the university. Safe use of DSE enables our staff members to provide world class education in appropriate working environments and through safe access to a range of information technology. The new [Display Screen Equipment Policy 2023-26](#) states the arrangements and responsibilities across the university. The DSE Policy is approved by Health and Safety Group (HSG) and endorsed by University Steering Group (USG). It is important to note that the fundamental approach to DSE at the University has not changed, this new Policy represents a consolidation of existing processes regarding DSE assessment and workstation adjustments. To complement the new DSE Policy, DSE resources have been updated and are listed below.

Updated Display Screen Equipment webpage: The [Display Screen Equipment webpage](#) located on the Staff Directory has been refreshed and updated to include the new DSE Policy and signposting to resources.

Updated Display Screen Equipment Self-Assessment Checklist: A revised [DSE Self-Assessment Checklist](#) is now accessible on the DSE Webpage. There is not a requirement to refresh all your departments DSE Self-Assessments straight away. The previous *DSE Self-assessment* template (and if applicable, *home working risk assessment* template) is still acceptable if it has been reviewed within the past 12 months.

Display Screen Equipment and Hybrid Working: Managers Reference Guide: To aid with the management of DSE for hybrid working, a new [Managers DSE Reference Guide](#) has been developed to provide information on aspects of workstation safety that are associated with working from home.

Note: The DSE Policy applies to **all DSE Users including SWAE Users** however, there are existing [SWAE-specific document templates and a SWAE Guide for Managing DSE](#) that participating departments should follow.

If you have any queries regarding this bulletin, please get in touch by e-mailing safety@essex.ac.uk.

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For Information