Working at home with Display Screen Equipment (DSE)

Scope
1. This guidance applies to staff who work at home with DSE, either regularly or infrequently, and is supplementary to the standards which are described in Display Screen Equipment: managing the risks.

UCL Arrangements
2. UCL arrangements that apply to this guidance
   - Display Screen Equipment: managing the risks
   - Working with Portable DSE
   - Work Life Balance Policy

Definitions
Working at home falls into two categories:
   - Regular working at home is a requirement of a job and is reflected in the employees’ terms and conditions of employment.
   - Infrequent working at home is at the employees’ request e.g. public transport difficulties

Risks associated with working at home with DSE
The risks of working at home with DSE are the same as using DSE in the workplace. The risks are increased if the home workstation equipment can’t be adjusted to achieve good posture. This may not be significant if the User is working at home infrequently however, regular home working in these circumstances will significantly increase the risk of upper limb disorders, back ache, fatigue and stress, temporary eyestrain and headaches.

Responsibilities
The following responsibilities are supplementary to those described in Display Screen Equipment: managing the risks.
3. The Head of Department must ensure that the arrangements in place, to identify and control the risks arising from DSE work in their departments, include the provision of information about the risks associated with using DSE when working at home.
4. Line Managers must ensure that when staff work at home with DSE equipment that:
   - information is provided about the risks associated with using DSE when working at home;
   - an assessment of the home workstation is carried out if the User works at home on a regular basis;
   - equipment is provided and maintained when working at home on a regular basis.
5. DSE Assessors:
   - must issue a self-assessment to DSE Users who work at home on a regular basis when requested to do so by the Users manager.
6. DSE Users must:
   - follow the advice and guidance provided about workstation layout and correct posture when working at home with DSE;
   - complete the DSE self-assessment if requested to do so.
Assessing the risks

7. If the User works at home on a regular basis then the home workstation must be assessed:
   - Managers will request that the DSE assessor issues a self-assessment.
   - DSE Assessors are not expected to visit the User at home. If the User assessment identifies issues that need to be addressed then the following methods can be used to resolve them:
     - telephone discussion, e-mail etc.
     - photographs of workstation i.e. equipment and/or layout and/or posture
   - The DSE assessor should seek advice from Safety Services if issues remain unresolved.

Managing the risks

8. The following is a summary of the measures that Managers must implement when staff work at home with DSE.

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<thead>
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<th>Working at home with DSE</th>
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<th>Formal regular</th>
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<tr>
<td>Information</td>
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<td>DSE Assessment</td>
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<tr>
<td>Maintain equipment</td>
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Safety Services Reference(s):

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<th>Working at home with Display Screen Equipment</th>
<th>First Published</th>
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