Workstation (DSE) Assessment
Assessors Guide 2 - Managing Assessments
How to find an assessment

A. Click the ‘my assessments’ tab to find all the assessments that you have issued

B. Enter the assessment reference (if known) in the box

OR

C. Enter the Users last name

Remember to click the ‘Search’ button
Assessment status

In-progress – User has started the assessment
Signed Off (Auto) – signed off automatically because there were no issues
Sign Off (Assessor) – assessor signed off after addressing issues raised by the User
Archived – deleted because User has left Department or UCL
Planning – not yet started
Self Assessment Complete – DSE assessors recommendation's to be added before sign of
Send reminder for ‘In Progress’ or ‘Planning’ assessments

Click the Users name to reveal the ‘action’ icons

Use the clock to send a reminder and the envelope to re-issue the passcode
Re-issue (for review) a ‘Signed Off’ assessment

Click the Users name to reveal the ‘action’ icon
What happens when the User assessment is submitted?

When the User has submitted their assessment the Assessor will receive a system generated e-mail.

Dear RHONA BROWN,

A user for whom you are the DSE Assessor has completed their self assessment.

User name: RHONA BROWN
Email address: rhona.brown@ucl.ac.uk
Telephone: 555553
Completion Date: 10/04/2017 10:58
Ref No. DSE008907

They have indicated some issues (see below) that may require further investigation:

- Feet cannot be placed flat on the floor
- Regular breaks not taken away from workstation

User Comments:

Please login to riskNET to view full details.

Thank you

If the assessment has identified issues the Assessor should arrange to meet the User to discuss improvements / recommendations.
Click the assessment number and then select the assessment tab to reveal the User issues.
Recording recommendations

Record your recommendation and click ‘Resolve’

To edit recommendation click ‘Unresolve’ – you can’t edit comments after sign-off
Signing off an assessment

When all your recommendations have been recorded click the sign-off tab.

Set the validity period for no more than 2 years and click the sign-off button.
What happens when the assessment is signed-off?

The manager of the User will receive an e-mail when the assessment has been signed off.

A pdf with the recommendations will be attached

Dear Paul Strick,

RHONA BROWN who works for you has completed their Self-Assessment (Ref No. DSE000000) and it has now been validated. A copy of the assessment is attached so that you can ensure all the recommendations are implemented.

Unless significant changes in the scope of their work, work environment or location occur this assessment will now be valid until 10/04/19

The User will receive a copy of the assessment at the same time
Getting help

If you have any problems using the Workstation Assessment tool contact riskNET.help@ucl.ac.uk

It will help to resolve issues if you include a screenshot of error messages etc