

Display Screen Equipment – Working From Home - UCL Chemical Engineering

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Scope

This document sets out guidance for line managers and PhD supervisors in regards to organising Display Screen Equipment (DSE) for those working partly from home (WFH).

Introduction

This document contains examples of suitable equipment with information on purchasing and what managers should and should not be approving. *Note: the improper use of DSE equipment may lead to: fatigue, eye strain, upper limb problems, backache etc.*

General Guidelines

The [advice from UCL](#) on the provision of DSE equipment for those who WFH is:

“Where remote working is a voluntary arrangement, it is the responsibility of the remote worker to ensure that they have:

- *At home, and at their own expense, a suitable workstation which is DSE compliant. This may include a suitable desk, an adjustable chair, a keyboard and mouse which is separate to the laptop, and a laptop stand*
- *Appropriate broadband width (at their own expense).”*

With this in mind, below are some general rules all managers / supervisors should be following in relation to the approval and purchase of DSE for their direct reports for working from home:

- Where the staff member / PhD researcher is finishing in less than 3 months, it is strongly advised that no equipment is purchased.
- If managers / supervisors agree that their direct report needs some equipment, the preferred option is for individuals to purchase through UCL Procurement and collect items from the Department.
- If this is not possible, items can either be purchased from the suggested list further down in this policy, (or similar items sourced at the manager / supervisor's discretion within the same price bracket) via the Dept credit card. However, the use of the purchasing card should be more of an exception than the norm.
- The department will **not approve** expenses relating to purchase of DSE equipment so please ensure you only go via one of the routes mentioned above.

The department will provide the following to everyone in the department, as needed, up to a maximum of £20 per item, for working from home:

- Mice
- Keyboards
- Mouse Pads / Wrist Pads
- Laptop Stands

For other items not mentioned above, it is the responsibility of the staff member / PhD researcher to pay for this themselves. Examples of items that the department will not provide:

- Back or seat cushions
- Chairs and / or desks
- Monitors

Purchasing Process / Guidelines

Purchases should be made through [iProcurement](#) wherever possible. If an item cannot be found on UCL Procurement, please check whether it is available on Amazon, then please contact the [Finance Team](#), along with the

home address of the staff member or PhD researcher. They will then place the order using the departmental credit card ensuring items are delivered directly to the direct report’s home address.

Low-end Equipment

Suggested low-end items below (although equivalently priced items can also be purchased):

Example Low-End Equipment - Table.4

Item	Link	Estimated Price
Standard mouse or keyboard	Please collect from the IT Team in 303D	N/A
Ergonomic Mouse Pad	Supplier: Insight Direct (UK) Ltd Catalogue No: 00182698	£15
Ergonomic Mouse Pad	Supplier: Insight Direct (UK) Ltd Catalogue No: B-ERGO-MOUSE-PAD	£15
Keyboard support for wrist pain	Supplier: Insight Direct (UK) Ltd Catalogue No: 62385	£15
Laptop Stand *	Supplier: Insight Direct (UK) Ltd Catalogue No: K50421EU	£25

* A Laptop raised on a solid object is usually enough to adjust the height, unless there is a health issue.

Disability

If the direct report has a disability or health issue that requires a reasonable adjustment, such as a specialised chair, there should first be a referral to [UCL Workplace Health](#) for evaluation. Purchasing options will then be conducted on a case by case basis. There is no spend threshold for equipment for those with a disability as determined by UCL Workplace Health.

Display Screen Equipment Assessments

Items must only be purchased **after** completion and analysis of a DSE assessment. These are accessed through [RiskNET](#) and are automatically assigned to individuals for completing when they join UCL. The DSE assessment is located on the main page, to the right of the blue portals and is labelled “My Personal DSE Assessment”.

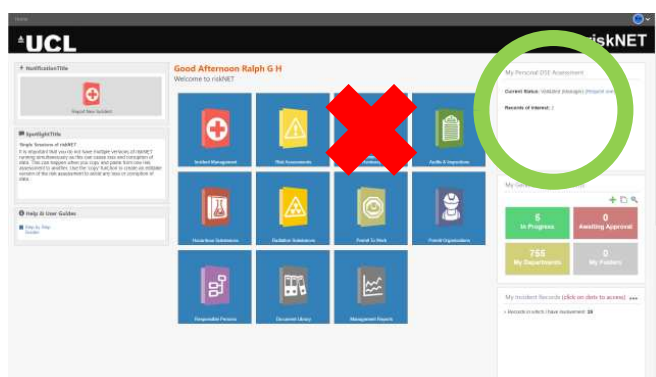


Figure 1: Location of DSE assessment on [riskNET](#)

RiskNET only supports one DSE assessment per person, so users should use their main desk working environment for input, or the environment which is causing them issues. After completion, the individual should follow the same procedures as well as reflecting on ‘what they have learned’ to assess their secondary environment.

All managers and supervisors must carry out these assessments for themselves and make it a requirement for those they manage. It is expected to take less than 30min to complete an assessment.

Note: Additional assessments cannot be completed until the existing assessment is validated. In the comments section, managers may note 'superseded by new assessment' to resolve actions if an additional assessment has been requested, but the previous one is not validated.

The status of the assessment can be as follows:

- **Planning:** The DSE user must complete the assessment.
- **Self-assessment complete:** The line manager should sign validate using the manager's guidance available.
- **Validated:** The assessment is complete and validated. A new assessment may be requested by selecting 'request one' on the riskNET main page.

Once a DSE assessment is completed the results are sent by RiskNET to the line manager/supervisor for review. Managers should discuss with their direct report if there are any needs, and agree on the best way to address these.

Where specific health issues are identified, e.g. a repetitive strain injury (RSI), the Departmental Safety Officer (DSO) should be consulted. For further specialist advice, the manager should consider a ['management referral'](#) to UCL Workplace Health but first consult the Departmental Manager (DM).

Once equipment has been received, the assessment should be followed up and be validated by the manager. This can be done by accessing the user's self-assessment and selected "resolve" on each issue that has been successfully resolved.



The screenshot shows a web form for a DSE assessment. At the top, it asks "Does your screen or its housing swivel and tilt?" with radio buttons for "Yes" and "No". Below this is a text area for comments with the placeholder "Enter comments here...". The form also displays "Action Status: No Actions" and "Status: Not Yet Resolved". A button labeled "Resolve" is circled in green, and a tooltip above it says "Use 'Resolve' Button below".

Figure 2: Resolving outstanding items in the DSE assessment

Further Information and Resources

- [DSE: Assessment](#)
- [DSE: Guidance for Managers](#)
- [Referrals to Workplace Health](#)