

# Display Screen Equipment – Working From Home - UCL Chemical Engineering

Version: 3 – November 2021

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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 from home (WFH), including partly from home.

This policy applies both during and after the Covid-19 pandemic.

## Introduction

It is the position of the Department of Chemical Engineering that all staff and PhD researchers should have a suitable WFH environment to allow and enable all staff and PhD researchers to WFH. This is regardless of the level of hybrid working. This document contains examples of suitable equipment with information on what managers should and should not be approving.

*Note: The improper use of DSE equipment may lead to: fatigue, eye strain, upper limb problems, and backache.*

## General Guidelines

Below are some general rules all managers / supervisors should be following in relation to the approval and purchase of DSE for their direct reports:

- 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 office.
- 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 or expenses\*

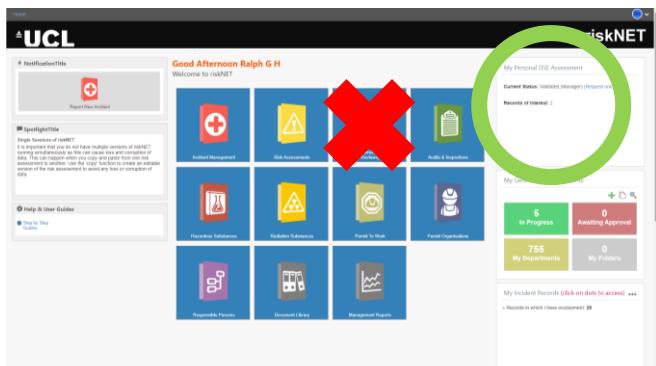
\*See below more details about the purchasing on the dept credit card, or expenses.

*Note: Some items will need to be returned to the department upon completion of studies or employment. For more information on this, please see the relevant section below.*

## 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, once they join UCL. The DSE assessment can be located on the main page, to the right of the blue portals and is labelled "My Personal DSE Assessment".

### Location of DSE assessment on [riskNET](#) - Fig.1



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 to the line manager/supervisor for review. Managers should discuss with their direct reports if there are any needs and agree on the best way to address these. UCL has asked that departments be “**as economical as possible and to only purchase equipment that is absolutely necessary to undertake their role safely and comfortably where no other option is viable and safe.**”

Where specific health issues are identified, e.g. a repetitive strain injury (RSI), the DSO should be consulted. For further specialist advice, the manager should consider a [‘management referral’](#) to UCL Workplace Health.

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.

### Resolving outstanding items in the DSE assessment - Fig.2

Does your screen or its housing swivel and tilt?  Yes  No

Please use this box to record specific comments about this issue and your findings.

Enter comments here...

Action Status: No Actions

Status: Not Yet Resolved

Use "Resolve" Button below

Resolve

A green circle highlights the 'Resolve' button.

### Further information and guidance:

[Guide to DSE Assessments](#)

[DSE Advice for managers](#)

### Purchasing Process / Guidelines

Although it is preferred that purchases are made through UCL Procurement wherever possible, this may be more difficult. With that in mind, the below tables have been put together to outline:

- What items can be purchased;
- How items can be purchased;
- When approval is needed.

**Table 1. Maximum allowable £ threshold item\***

<b>Collection only</b>	<b>£20</b>	<b>£40</b>	<b>£100</b>	<b>£150</b>
Mouse	Mouse pad	Seat Cushion	Chair	Monitor
Keyboard	Wrist pad	Back Support Cushion		
	Headphones			
	Laptop Stand			

\*There is no threshold for equipment for those with a disability as determined by UCL Workplace Health

Some suggestions for low and high-end equipment have been listed in further down this document.

**Table 2. Approval process**

<b>Total for Items</b>	<b>Approval</b>	<b>Purchase Method</b>	<b>Approver</b>
Standard mouse and keyboards	N/A	Collected from the IT Team in 303D	N/A
< £50	Not needed if total cost of items < £50	Expenses	N/A
> £50	Needed <i>before</i> purchase made if cost of items > £50	Expenses or Purchase Card	Department Manager

**For items below £50 in total and purchased on expenses**, please use the Departmental PTA (504775.100.156780) under 'Exceptional items'.

If you need access to this code, please contact the Finance Team, [chemeng.finance@ucl.ac.uk](mailto:chemeng.finance@ucl.ac.uk).

Although using the expenditure type 'Exceptional Items' is the most appropriate, and the only type you should use, if the total amount against this type exceeds £50 a policy violation will pop up which in turn triggers a notification that is delivered to the Head of Expenses at UCL. Therefore, approval from the Department Manager must be sought beforehand if the total amount of the expense exceeds £50. (It may seem excessive, but we have experienced issues previously where expenses have been rejected, and requesters have not received refunds.)

**For items above £50 in total and purchased using the department purchasing card**, links to the items you wish to buy should be sent to the Finance Team, [chemeng.finance@ucl.ac.uk](mailto:chemeng.finance@ucl.ac.uk) along with the home address of the staff member or PhD researcher. They will then place the order ensuring items are delivered directly to the property.

## Return of Items

On completion of the project / assignment, some WFH items will need to be returned to the department. Please note:

- The responsibility to organise this before the end of studies or employment is on the leaver and the relevant supervisor.
- **Failure to return items may result in reduced RTA budgets for the supervisor in the future, accounting for the cost of item, date bought, and depreciation rate.**
- Original packaging for items should be kept until return. If the original packaging has been lost, additional packaging may be able to be expensed (contact [chemeng.finance@ucl.ac.uk](mailto:chemeng.finance@ucl.ac.uk) to check this).
- Leavers are encouraged to return equipment directly to the department. Please contact the Facilities Administrator ([melanie.ingle@ucl.ac.uk](mailto:melanie.ingle@ucl.ac.uk)) to arrange this.

**Table 3. Which Items to Return**

Item	Return	Process
Smaller equipment < £20 (e.g. mouse & keyboard)	No	N/A
Monitors	Must be returned	In person or with expensed shipping
Laptops	Must be returned	In person or with expensed shipping
Chairs and Desks	Case by case	Case by case basis

## Disability

If the employee / PhD Researcher has a disability or health issue that requires a reasonable adjustment, such as a specialised chair, then these can be purchased but with pre-approval from the Departmental Manager ([chemeng.department.manager@ucl.ac.uk](mailto:chemeng.department.manager@ucl.ac.uk)) and Safety Officer ([r.hick@ucl.ac.uk](mailto:r.hick@ucl.ac.uk)). Referral to [UCL Workplace Health](#) may also be advised.

Where suitable items are found in the department, these may be couriered from campus to the person's 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
Specialised mouse for wrist pain	<a href="#">Vertical Ergonomic USB Mouse</a>	£15
Mouse pad for wrist pain	<a href="#">Kensington Mouse Mat with Wrist Rest</a>	£15
Keyboard support for wrist pain	<a href="#">Wrist Rest Pad Set</a>	£10
Back Support Cushions	<a href="#">Fellowes Professional - back support</a>	£36
Seat Support Cushion	<a href="#">Kensington Premium Cool Gel Seat Cushion - seat cushion</a>	£36
Laptop Stand *	<a href="#">ivoler Laptop Stand</a>	£20

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

## High-end Equipment

### Chair

[COMHOMA Desk Chair Office Chairs](#) - £85

Other chairs can be chosen, please contact the [Safety Officer](#) if more information is required. The Chair must have:

- Lower back / lumbar support (preferably adjustable),
- A separate adjustable backrest (height and tilt),
- A chair height adjusting mechanism,
- Adjustable armrests,
- A stable base that can be easily moved (5 wheels).

### Monitor – Please note additional cables may also be required.

[Dell P2319H](#) - £150

MyFinance: 210-APWT-UCLS - £135 + VAT

### Desk

LINNMON / ADILS

<https://www.ikea.com/gb/en/p/linnmon-adils-table-white-s29932181/> - £35 delivered