



# Health and Safety Bulletin

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

## Display Screen Equipment (DSE) Self-Assessment available via HR Organiser

Staff members at the University are now able to access a [online DSE Assessment](#). The assessment form is accessible via the **Forms and Feedback** section of the HR Organiser dashboard. For 2024-25; When your departments/teams are ready to undertake the next round of DSE assessment, please direct staff members to use the online assessment available via HR Organiser instead of using the traditional downloadable template.

Guidance on the use of the online assessment form is [available on the Staff Directory](#).

### **For Line Managers: Using *People Manager* to review assessments**

When a staff member has completed their online DSE Self-Assessment, Line Managers will receive email notification to review the assessment within the *People Manager* system. Assessments can be accessed via the 'To Do List' function that will indicate there is a task to complete. Line Managers can review the DSE Self-Assessment and if required, set actions within the Action Plan. Once all actions are resolved (or if there are no actions required), the assessment can be completed by clicking the option found at the end of the assessment.

### **For DSE Facilitators:**

Line Managers may request support from their DSE Facilitator with individual staff assessments, if you are requested to assess an individual's workstation, the manager can email you a copy of the staff member DSE Self-Assessment for your review.

### **Tableau Report: Display Screen Equipment**

To assist departments with managing issues and actions that arise out of DSE assessments, a new Tableau Report for DSE has been developed. The report provides oversight of your department and can be accessed at different levels depending on your role:

**30 October 2024**

**For Information**

Role	Tableau Report	Link to Tableau Report:
<p><b>Line Manager</b></p>	<p><b>DSE Manager Report:</b></p> <p>The DSE Manager Report provides status updates to Line Managers on the assessment progress of their staff member or if an issue has been identified.</p> <p>Note: Access to individual assessments is not available from the Tableau system, only via People Manager.</p>	<p><a href="#">Display Screen Equipment Policy - Manager</a></p>
<p><b>Head of Department/Section and DSE Facilitator</b></p>	<p><b>DSE Department Report:</b></p> <p>HoDs/HoS and DSE Facilitators will have access to a DSE Department Report in Tableau. This report provides information on all staff members within their department/section, and their progress with completing the DSE Self-Assessments.</p> <p>The report is an expansion of the DSE Manager Report listed above. Access to individual assessment is only available via People Manager.</p>	<p><a href="#">Display Screen Equipment Policy - Department</a></p>

Development of the online DSE form will continue throughout the 2024-25 academic year, if you would like to provide feedback on the function and content of the assessment please contact [the Workplace Health, Safety and Wellbeing \(WHSW\) team](#).