

Display screen equipment (DSE) training & assessment : the essentials

What is the process?

- Employee completes online training and DSE self-assessment.
- Employee sends copy to Manager.
- Manager reviews - no issues identified or action required, Manager saves to Employee file on HRER.

What if issues are identified?

- Manager reviews – issues identified and Manager must take action as per DSE Managers Guide.
- If advice required contact:
healthandsafety@warwickshire.gov.uk
Phone: 01926 476803

- If Manager requires an internal DSE assessment undertaken by Health Safety and Wellbeing (HSW) request via [DSE Referral Form](#).
- HSW undertake internal DSE assessment.
- HSW may seek further advice from Occupational Health (OH) if there is an underlying medical condition.
- HSW may recommend a referral to OH for an ergonomic assessment – Manager to **refer** by telephone or written – state clearly that an ergonomic assessment required, detail assessments undertaken to date and include completed online DSE self-assessment form, with referral.

- On receipt of HSW and/or OH report manager to implement recommendations.
- If advice required contact
healthandsafety@warwickshire.gov.uk
Phone 01926 476803
- Manager to monitor and review at regular intervals to ensure effective adjustments have been made and no DSE issues are outstanding.
- HSW will monitor the effectiveness of assessments they've undertaken.



General

- If employee starts to experience problems and online DSE training and self-assessment has already been undertaken, refer to [Guides](#) to see if issues can be resolved.
- If advice required contact:
healthandsafety@warwickshire.gov.uk
Phone 01926 476803
- If an internal DSE assessment undertaken by Health Safety and Wellbeing (HSW) is required, request via [DSE Referral Form](#).

- If advice required from OH, manager to refer to the [essentials guide](#).
- At any stage of an OH referral if the OH Advisor recommends an internal HSW DSE assessment, manager to complete a [DSE Referral Form](#).
- At any stage of an OH referral if the OH Advisor recommends an ergonomic assessment the OH Advisor will ensure the OH Admin team organise the OH appointment with employee.

- Manager to implement any recommendations.
- HSW to give advice on purchase of equipment, if required.
- Manager orders and funds any equipment required.

