

KCC Display Screen Equipment (Workstation) Protocol

**Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) (known as DSE**)

Ensure a DSE self-assessment form is completed *(see link below),* after completing KCC’s e-Learning DSE package *(see link below).*

Discuss any issues identified and check they have followed the suggested advice in the self-assessment form.

I have a new member of staff in my team.   
What do I need to do?

Should you require further help and guidance please either email the Health and Safety Advice Line at [healthandsafety@kent.gov.uk](mailto:healthandsafety@kent.gov.uk) or give us a ring on 03000 418456.

**Useful documents and links:**

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|  |  | * **DSE Self -Assessment Form** * [**E-Learning Login for DSE**](http://e-learning.kent.gov.uk/elearning/default.asp?sid=) |

What do I do if the new starter has identified issues with their workstation set up?

Ensure they spend a few minutes at the beginning of the day to set up their workstation correctly. Please see links below. If your staff work flexibly from a laptop in other premises and sometimes from home please see guidance below to check you are providing the ancillary equipment, allowing them to mirror their workstation set up in the office.

What else do I need to do if an assessment has been completed by a Health and Safety Adviser?

Ensure any recommendation for equipment or changes to working practices are implemented within a reasonable timescale to give full support to your member of staff.

I have members of staff who work flexibly including hot-desking. How do I ensure they are working in the correct way?

By following the processes outlined above using our suite of guidance as shown in the links at the bottom of the page.

How can I support existing members of my team?

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For further help and guidance please speak to the Health and Safety Team. Contact details below.

All processes have been followed but there are unresolved DSE issues.