Home workstation and DSE setup support process

This process has been developed to support staff who are working from home either:

- Temporarily due to COVID-19,
- On a longer-term basis as part of blended or flexible working patterns.

This process allows staff to request the right equipment to work from home safely and comfortably and meet the requirements of the display screen equipment legislation.

It does not apply to occasional working at home e.g. to cover personal or domestic emergencies.

Please also refer to the health and safety guidance and FAQs on blended working and general advice from Safety and Health Services on DSE.

If equipment is needed on campus as a direct replacement for equipment that was taken home by staff, then it should be ordered locally by the school or service through MyERP (or IT services for IT equipment) however this can be funded centrally.

If new equipment is needed (not a direct replacement for items taken home) then it should be ordered and funded by the local area in the same way it was pre-pandemic.
Overview of the process

1. Staff member highlights issues with home workstation and DSE to their local DSE assessor and/or line manager.

2. Manager checks that staff member has completed the following:
   - 1. Workstation e-learning module, now updated for home working.
   - 2. DSE visual checklist for setting up your home workstation comfortably.
   - 3. Home working checklist at the end of the home working safety guidance.

3. DSE user adjusts their workstation in line with the guidance, training resources and advice from Safety and Health Services.

4. If any issues identified can’t be resolved by the individual DSE user, contact the local DSE assessor and complete the full DSE self-assessment form.

5. Submit the DSE self-assessment form with photo(s) of the current home workstation to the local DSE assessor and line manager.

6. Record actions in the action plan of the submitted DSE self-assessment form.

7. Email Safety and Health Services if support is needed.

8. An Occupational Health referral may be appropriate, particularly if there are underlying health conditions affecting work.

9. If equipment is required for working at home, submit the completed DSE self-assessment form and home workstation photo(s) to Safety and Health Services.

10. The equipment request will be reviewed by an adviser from Safety and Health Services who will advise if the request has been approved of if more information is needed.
Notes for line managers and DSE assessors

Prioritising higher-risk staff

- Members of staff who have pre-existing discomfort, disabilities, and health conditions should be supported through this process first. Some of these individuals may also have been referred to Occupational Health.
- Speak to these individuals to check how they are coping with working at home. Find out if they need any extra support and ask if they have the right equipment.

Newly reported issues

As time goes on, you may find that members of staff who did not have issues previously are sharing concerns about their workstations. Use the process outlined in the flowchart above to address this.

Obtaining equipment

- To obtain equipment for use at home, send the completed DSE self-assessment form and a photo of the workstation to bristol-safety@bristol.ac.uk.
- The following standard equipment can be requested for use at home:
  - Mouse,
  - Keyboard,
  - Footrest (may be needed if 5ft7 or under),
  - Desk (there are 3 choices – see appendix 2),
  - Monitor – a single free-standing monitor can be provided,
  - Adjustable office chair.
- Other more specialist equipment can be provided if appropriate (for example if supported by Occupational Health due to an underlying health need).
- Please note that IT equipment such as laptops or second freestanding monitor, should be approved locally and ordered through the IT service desk.
- Safety and Health Services will review the request for new equipment and approve if appropriate. More information may be requested. There may be some delays in approving requests if there are high volumes received by Safety and Health Services.
- Safety and Health Services will place the order if approved.
- You will be asked to provide a home address and any special delivery instructions, which will be passed on to the third-party courier delivering the item.

Note: Lead times and product availability, particularly for monitors, may be variable / significantly impacted at present. An up to date indication of delivery date(s) will be emailed to you when your order is approved.

Delivering equipment

For approved furniture and IT equipment requests, you will be asked to provide your home address if home delivery is needed. Please also provide any special delivery instructions.

Assembly of equipment

Chairs will be delivered as two separate parts and instructions will be provided with the item. You will need to lift the seat/back section onto the gas stem/castors section.
Desks will require some self-assembly. Instructions will be emailed to you and will be provided with the items when delivered.

For heavier items please consider:

- Opening the box before moving it and remove each of the parts separately to the assembly location. This will be easier to do than moving one large box.
- Assembling the item in or near the location it will be used, to reduce the need to lift and move it after assembly.
- Getting help, from a friend or member of your household.

**Support from Safety and Health Services**

The local DSE assessor should be able to resolve most DSE enquiries. However, support from Safety and Health Services is available if needed: email bristol-safety@bristol.ac.uk. General advice about DSE and setting up workstations can be found on the Safety and Health Services website.

**Occupational Health referrals**

An Occupational Health opinion or referral may be appropriate if, after following the process outlined above, there is still pain or discomfort, or if there is an underlying health condition affecting the individual’s work. A referral to the Occupational Health Service should be arranged through your local HR Business Partner. Find out more about the referral process.
Appendix 1: standard furniture

COAST HIGH BACK

Coast high back is a multifunctional operator chair. The dished seat and backrests offer ergonomic lumbar support and the waterfall front helps alleviate pressure onto the thighs when seated.

- Two lever mechanism
- Height adjustable back
- Deep cushioned seat upholstered in a tough wearing fabric
- Ergonomic lumbar support

Code, Dimensions & Price
Chair
CO02 GPS
520(w) x 550(d) x 1250(h)mm £105.00 + VAT

Fabric Finishes
Mainline Plus Fabric

SOHO 2

The Soho 2 creates a striking statement in any home office environment. With clean, simple lines and thoughtful design touches, this is a refined and refreshing solution, no matter what you ask of it.

*This is the recommended desk for staff working at home with a depth of 80cm. A more compact desk is available (Pop desk - see below) for smaller spaces.

Code, Dimensions & Price
Without Portholes
MO Y2NDSK128
1200(w) x 800(d) x 730(h)mm £178.00 + VAT

MO Y2NDSK148
1400(w) x 800(d) x 730(h)mm £180.00 + VAT

Top Finish
White

Frame Finish
Silver
POPs are simple, easy to assemble desks that are delivered partly built. It requires no tools to assemble and can be assembled and ready to use in a matter of minutes.

NOTE: Pop is designed as an easy to assemble desk for home use. It has not been designed for regular daily dismantling. Damage may occur to fittings if the desk is regularly dismantled.

*It is recommended that the Soho desk is selected (above) where possible as it is deeper (80cm) and allows more flexibility and optimal work station set up.

Code, Dimensions & Price

MO POPN1065
1000(w) x 650(d) x 730(h)mm £165.00 + VAT

Top Finish

White

POP depth of 650mm is ideal for laptop use, however optimal workstation depth should be 800mm deep (please see Soho2).