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To Vice-President/Deans, Heads of Administrative Directorates, Heads of Schools  
From Dr Melanie Taylor, University Safety Advisor  
Date 11 June 2007  
cc Prof M Case, Dr S A Robson, Dr D Barker,  
School & Directorate Safety Advisors, DSE Assessors & Safety Representatives  
Reference Circular 7/2007

## Display Screen Equipment Regulations – workstation assessments on line

The Health & Safety (Display Screen Equipment) Regulations 1992 established the need for employers to carry out workstation assessments for DSE users, and many schools / directorates have procedures for doing so. For some time, an electronic version of the University's self-assessment form has been available, but we have recently developed an on-line format which can speed up the process considerably - the average time for completing a self-assessment is 6 minutes. The returns are automatically analysed and will assist in planning where resource should be directed, and identifying any individuals who need assistance. The on-line facility has been successfully run in several schools, and can now be made available across the University.

Schools and Directorates wishing to sign up to this facility, or to find out more, should contact Peter Sykes, University Safety Co-ordinator, at [peter.sykes@manchester.ac.uk](mailto:peter.sykes@manchester.ac.uk), tel extn 56987, or your usual safety co-ordinator. Peter will wish to avoid overloading the system, so it would be helpful if your safety staff could indicate when your normal review / updating processes are due, so he can schedule the implementation in stages.

If you already have local arrangements that satisfy the regulations, you are of course free to continue with these.

The Occupational Health Service has also clarified arrangements for obtaining eye and eyesight tests, and this is part of the University's code and guidance on work with display screen equipment on pages 3 and 4 at <http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance/DSECoP.pdf>

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