Hackney Corporate Occupational Health, Safety and Wellbeing

Temporary Working from Home (DSE) - Covid19

1.0 Introduction

This guidance is designed primarily to support managers and staff regarding the Display Screen Equipment (DSE) Regulations whilst temporarily working from home in response to COVID 19

It should be noted that the temporary working from home arrangements referenced within this document are unique and do not reflect the specific requirements for staff working from home on a permanent basis.

The sources of information are those given by the Health and Safety Executive (HSE) and other interested parties.

This will be reviewed regularly to ensure compliance in these extraordinary times.

2.0 Hackney Council Strategic Objectives

In response to COVID 19 the council has adopted the following strategic objectives:
i)   to preserve life, welfare, property and the environment;
ii)   to minimise disruption to the community;
iii)   to assist the other Emergency Response Organisations;
iv)   to monitor and protect the welfare of Council staff;
v)   to facilitate a swift recovery to the new normal

Name:	Covid19 - Temporary Working from Home (DSE)	Vers. No.	v02	Date	9/2/21

3.0 Display Screen Equipment (Workstation) - Temporary Home Working during Covid19

3.1 All Workers

The HSE identifies that there is no increased risk from general Display Screen Equipment (workstation) use for those working at home temporarily. In this situation and so for the majority of temporary working from home arrangements, no additional home workstation assessments are required.

However, staff and managers should follow the advice provided in the guidance documents Managing the Health and Safety of Home Workers and Top 10 tips for your health and wellbeing when working remotely.

(N.B. These pages are subject to ongoing update and review)

Staff whose job involves intensive data input should be subject to a specific assessment as laid out below - see Q2 below

For those staff with specific equipment needs a further assessment may be necessary - see Q1 below

3.2 Workers with Specific Equipment Needs - Consideration

Assessment of Risk Considerations

The table below will take account of the Council's Strategic Objectives

Q	Consider the following:	Y	N	Comments
1	Does the user already have specialist equipment in their normal workplace			*Where the service area/school has provided specific ergonomic aids e.g. mouse and keyboard, is it reasonable that these types of equipment be used at home?* *For larger items of equipment (such as orthopaedic chairs or adjustable desks) there will need to be an assessment on a case by case basis either through the Schools existing arrangements or*

				workstationassessment@hackney.gov.uk
2	Does the role include intensive process driven activities where the user is unable to manage their own breaks e.g. call-centre staff , customer services etc			*Process driven tasks should be subject to a specific assessment and managers should either use their existing arrangements (Schools) or contact the Corporate Health & Safety Team -* workstationassessment@hackney.gov.uk
3	Are substantial changes required to assist the user working from home?			*Is there an alternative role that this person could carry out on a temporary basis (Line management decision)*
4	Staff who are Clinically Extremely vulnerable and under National Restrictions are required to work from home			*A DSE assessment* checklist *based on the HSE guidance should be completed and where further assistance is necessary contact* workstationassessment@hackney.gov.uk
Conclusion (User Specific):				

Associated Documents and References:

HSE Guidance

Unite Union (see page 12)

School documents:

Managing Home Worker Health & Safety

Top Ten Tips for your Health and Wellbeing while working remotely

DSE Assessment Checklist