QUICK GUIDE: CREATING A DSE ASSESSMENT

There are two ways to create a DSE assessment:

**Group**: you can create a group of individual assessments for your team

**Individual**: you can create individual assessments for yourself or someone else. Individual assessments can be added to a group later. The process for creating both group and individual assessments is virtually the same.

**Assessment types:**
Select an appropriate assessment type. Eg Main Workstation, Laptop*, Home Workstation etc

* Users you use a laptop but normally sit at an office desk should do the 'Main Workstation'

**What type of Assessment?**

**Assessment types:**
Select an appropriate assessment type. Eg Main Workstation, Laptop*, Home Workstation etc

* Users you use a laptop but normally sit at an office desk should do the 'Main Workstation'

**Workstation type**: select the workstation type from the list

**Programme Details:**

You can change name and ownership at anytime

**Assessor**: the default name will be yours but you can change this by clicking 'Add Assessor'

Assessors can be deleted by clicking: 

The Assessor will be the line managers and who will be required to address issues raised and sign-off your Assessment.

**NB**: the creator will continue to have access to the group and the assessments.

**Click** on the **Users** tabs

**Add a User**: Select the 'Options' dropdown box to Add User to your group

**Add an Assessment**: Select the 'Options' dropdown box against the user and select 'Add assessment'

or to create assessments for several users in one go:

Tick the box next to the user name and select add assessment from the main options dropdown.

**Workstation type**: select the workstation type from the list

**To Print**: Select download as PDF to create a print version of the report

For more detailed guidance contact:

Safety Advice Line: 0464 (+44 (0)370 411 0464); safety@bbc.co.uk
QUICK GUIDE: REVIEWING A DSE ASSESSMENT

Lead Assessors/Managers

Once a user has completed a DSE assessment, as lead assessor you will receive an E-Mail alert relating to the completed DSE Assessment.

This E-Mail will include the DSE reference number plus the member of staff’s name, contact details and a list of any issues that need to be further assessed.

The E-Mail will also include a link to myRisks tools which you can use to access the system.

If you haven’t created a Group Assessment, click on the Search tab and enter the assessment number, tick the ‘Individual DSE Users’ box and Click Search.

The assessment

In myRisks tools, go to Workstation Assessment and search for your assessment using the assessment reference number and click into the number to access it.

Click on ‘Risk Assessment’ to review the issues:

Review the Risks:

Access the individual issues by clicking on + to open and the use the review risk tab to review.

Click on Review Risks to review any issues and add comments. **NB you must give each issue a status in order to sign off**

Once completed the issue/s will have either a **green, yellow or red flag** assigned depending upon the assessment outcome.

Each issue must have a flag assigned in order to sign off.

Once the assessment is ready to sign-off, click on the sign off tab and follow the prompts. Only change the date range when signing off if there is a valid reason for doing so.

Following sign-off the **User** will receive and E-mail confirmation.

**NB. There may be a need to refer members of staff to occupational health if their issues cannot be resolved locally. Managers can do this through the referral process here:**
https://intranet.gateway.bbc.co.uk/fo/hr/wellbeing/occupational-health/Pages/management-referral.aspx

For more detailed guidance contact:

Safety Advice Line: 0464 (+44 (0)370 411 0464); safety@bbc.co.uk