



Display Screen Equipment (DSE) Policy

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Revision history

Version	Type (e.g. replacement, revision etc)	Date	History (reason for changes)

Monitoring and review

This policy will be reviewed at least every two years by the Health & Safety team.

This policy contains the following:

1. Introduction
2. Arrangements - Assessment
3. Safe System of Work
4. Information and Training
5. Rest Breaks
6. Radiation and Pregnancy
7. Eye and Eyesight Tests
8. Laptop Users
9. Working from Home
10. Procurement of Equipment
11. Maintenance of Equipment

1. Introduction

Musculoskeletal Disorders (MSDs) are the most common cause of occupational ill health. MSD's affect the muscles, joints, tendons and other parts of the musculoskeletal system. It is important to understand the risks associated with Display Screen Equipment (DSE) use and take appropriate measures to assess and ultimately reduce these risks, so the likelihood of suffering from MSDs such as back and shoulder pain are reduced. Whilst it is generally recognised that the use of Display Screen Equipment (DSE) can be undertaken without undue risks to health, it is appreciated that some staff may have genuine reservations and concerns. The College will seek to give information and training to enable a fuller understanding of these issues.

The objective of this policy is to reduce the risk of injury and ill-health to those who may be involved in Display Screen Equipment (DSE) use.

The Display Screen Equipment 'User' is defined in the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, as

"an employee who habitually uses display screen equipment as a significant part of their normal work"

For the purposes of this policy this phrase can be interpreted in the main as a member of staff who uses DSE in the following way, namely that he/she:

- normally uses Display Screen Equipment (DSE) for continuous or near continuous spells of an hour or more at a time; and
- uses Display Screen Equipment (DSE) in this way more or less daily; and
- has to transfer information quickly to or from the Display Screen Equipment (DSE); and need to apply high levels of attention and concentration.

OR

- is highly dependent on the Display Screen Equipment (DSE) or has little choice about using it or need special training or skills to use the Display Screen Equipment (DSE).

2. Arrangements

Assessment

In compliance with the Management of Health and Safety at Work Regulations 1999, all risks in the workplace must be assessed. In addition, the Health and Safety (Display Screen Equipment) Regulations, 1992 (as amended) state that a 'suitable and sufficient' assessment must be made of all workstations utilised by users.

Staff Users must carry out self-assessments via the Smartlog system and discuss with their manager any immediate concerns to ensure the effective implementation of suitable control measures to reduce any risk of injury and/or ill health. The assessment will be reviewed and followed up by a one-to-one ergonomic assessment if required.

An assessment will need to be reviewed if there is any reason to suspect that it is no longer valid or there is a change to the matter to which the assessment relates.

3. Safe System of Work

Badly adjusted furniture and equipment can result in discomfort and can even lead to disability in extreme circumstances. Poor work design can cause or aggravate these conditions. Unnecessary discomfort can be avoided by adopting the following simple precautions:

- Make sure that all your furniture and equipment is functioning correctly.
- Adjust furniture and equipment so that you are comfortable when working.
- Take the opportunity to vary activities, breaking up long periods of DSE activity.
- Use your entitlement to eye and eyesight tests.
- Report symptoms of discomfort or ill health as soon as you become aware of them.
- Inform the College of your training needs.
- Do not tamper with electrical equipment. Ask for assistance.

Display Screen Equipment has made a significant contribution to working life and can be used in complete safety. The three most important steps are to:

- Adjust furniture and equipment to suit your needs – DO NOT adjust your own posture to suit the workstation.
- Avoid adopting a static posture and avoid prolonged Display Screen Equipment (DSE) work without a change of activity.
- Always report problems with your furniture, equipment or health as soon as these arise.

4. Information and Training

The College will provide sufficient information, instruction and training, as is necessary, to ensure the health and safety of staff and students who use Display Screen Equipment (DSE).

5. Rest Breaks

The purpose of a break from Display Screen Equipment (DSE) work is to prevent the onset of fatigue. To achieve this objective, the College will seek to incorporate changes of activity into the working day.

There is no prescribed frequency or duration of breaks from Display Screen Equipment (DSE) work. Where possible, users will be given the discretion to decide the timing and extent of off-screen tasks. Any staff who believes that their Display Screen Equipment (DSE) workload does not permit adequate breaks should bring this to the attention of their manager. Users of Display Screen Equipment (DSE) are encouraged and will be expected, to take the opportunities for breaks.

6. Radiation and Pregnancy

Staff and students using Display Screen Equipment (DSE) are not at risk from radiation. Scientific research has concluded that such concerns are unjustified. No adverse health effects have been found to arise from the use of Display Screen Equipment (DSE). Therefore, there is no reason for a person who is pregnant, or seeking to become pregnant, to avoid working with such equipment.

The College acknowledges that some may not be fully convinced by these assurances. It is recognised that, where staff have a genuine concern, this can contribute to stress and ill health. The policy is therefore that any pregnant staff may request a temporary transfer or a reduction in the volume of Display Screen Equipment (DSE) work that she undertakes. Although no guarantee can be given, such requests will receive

full and proper consideration and will be granted, where this can be achieved without disruption of the College's operations.

7. Eye and Eyesight Tests

Regular Checks – staff who are regular Display Screen Equipment (DSE) users are entitled to reimbursement for eye and eye sight tests. The intervals to be recommended by the person who carried out the previous test. Students do not qualify for free eye or eyesight tests from college.

Job Changes – staff who transfer to a job involving the use of Display Screen Equipment (DSE) will be entitled to an eye and eyesight test. This entitlement also applies where the use of Display Screen Equipment (DSE) has become a significant part of the work of an employee not previously considered as a regular user.

Visual Discomfort - where staff experience visual difficulties and have reason to believe that these may be caused by work with Display Screen Equipment (DSE); they are encouraged to arrange an eye test via the Health and Safety Service.

Cost of Testing – the costs of eye and eyesight tests will be met by the College. In the first instance the Occupational Health and Safety Service should be contacted for details of arrangements in place. No costs will be met retrospectively for eye and eyesight tests which are not arranged via colleges agreed process.

Supply of Corrective Appliances (normally glasses) – where glasses are found to be necessary or an adjustment to an existing prescription, specifically for use with Display Screen Equipment (DSE), the College will contribute towards the cost for up to £45 (for staff only). This will be sufficient for a basic pair of glasses for use with Display Screen Equipment (DSE). Should a user wish to have supplied any variation from the basic model, eg designer frames etc, then that individual will need to meet the difference in cost. The reimbursement of costs towards the replacement of spectacles, in terms of loss or changes in visual impairment, will be considered on an individual basis.

Care and Replacement of DSE Specific Glasses – all staff will be personally responsible for the safekeeping of their glasses. It is an offence to interfere with, or misuse, anything provided in the interest of health and safety. Staff are expected to show the same degree of care for glasses as for any other item of college property.

Anybody failing to observe this requirement may be subject to disciplinary procedures.

8. Laptop Users

Laptops must comply with the regulations where they are in prolonged use (eg for periods of an hour or more, and on most days). As the Display Screen Equipment (DSE) regulations state, the keyboard and screen must be separate, specific modifications will be required to laptops in prolonged use. Laptops must be used with a docking station or specially made platform, and used with a separate keyboard and mouse.

All laptop accessories should be as light as possible. It is recommended that an ergonomically designed and approved type carrier is considered if a laptop is carried frequently.

9. Working from Home

Where the user is considered a Home-Based Worker, the College will arrange a Display Screen Equipment (DSE) assessment for the area where the Display Screen Equipment (DSE) will be used in the member of staff's home.

This should be done prior to any planned work being completed in the home. Where the user occasionally is allowed to work from home, staff should ensure that their personal Display Screen Equipment (DSE) is set up correctly and that they follow the available college guidance.

10. Procurement of Equipment

All Display Screen Equipment (DSE) equipment will be assessed by the College prior to procurement to ensure that it is both suitable for the task and complies fully with any appropriate safety standards.

The College will provide, as far as reasonably practicable, any equipment necessary to safely carry out work involving Display Screen Equipment (DSE).

Any specialist equipment required will be provided by the Health and Safety team. If a user no longer requires this equipment it must be returned to the Health and Safety team.

11. Maintenance of Equipment

General day to day maintenance of all Display Screen Equipment (DSE) will be the responsibility of the user; ie any defects or problems must be reported as soon as possible. Do not put yourself or others at risk by continuing to operate a defective piece of equipment. The College Provision and Use of Work Equipment Policy is applicable.

If the equipment is of an electrical nature and found to be faulty, then isolate and remove from use, wherever possible. All electrical equipment will be Portable Appliance Tested in accordance with the required schedule.