

## Display Screen Equipment Policy

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## 1.0 Definitions

- 1.1 "Display Screen Equipment (DSE)" - any alphanumeric or graphic display screen, regardless of the display process involved. The law therefore does not only apply to conventional display screen monitors (cathode-ray tube and plasma/LCD screens), but also to other display equipment such as:
- Microfiche viewers
  - Screens used to display line drawings, graphs, charts or computer-generated graphics
  - Screens used in work with television or film pictures (e.g. video editing workstations)
  - CCTV
  - Production process control panels in the wider everyday use of the term DSE, it also includes the Workstation
- 1.2 "User" - a member of staff who habitually uses DSE as a significant part of normal work (for continuous or near-continuous spells of an hour or more) on a regular basis, or cannot carry out their duties without it.
- 1.3 "Operator" - This term refers to a self-employed person who habitually uses DSE as a significant part of normal work, or cannot carry out their duties without it.
- 1.4 "Workstation" - An assembly comprising: -
- Display Screen Equipment (DSE), with or without an input device (keyboard, mouse, etc.)
  - Optional accessories to the DSE
  - Peripheral items, such as a disk drive, modem, telephone, printer, desk lamp foot rest or document holder
- 1.5 "Home worker" - A person employed by Hampton Academies Trust who carries out DSE work in their own home under the specific, or implied, instruction / direction of line management, and who fulfils the criteria defined under **User**.
- 1.6 "DSE Assessor" - A member of staff nominated by management who has attended DSE Risk Assessment training.

## 2.0 Scope

- 2.1 This policy sets out how Hampton Academies Trust will reduce to as low as is reasonably practicable, health problems associated with DSE work, specifically
- Work-related upper limb disorders (WRULDs), including pains in the neck, arms, elbows, wrists, hands and fingers
  - Back ache
  - Fatigue and stress
  - Temporary eye strain (but not eye damage) and headaches

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## 3.0 Legal Requirements

3.1 Under the Display Screen Equipment Regulations Hampton Academies Trust has a legal duty to:

- assess the health and safety risks from work with Display Screen Equipment (DSE) and reduce those risks to the lowest extent reasonably practicable
- ensure that workstations provided for DSE users and operators meet the minimum health and safety requirements
- ensure that work activities are planned so as to allow DSE users and operators sufficient breaks and changes in activity - to provide a rest from DSE work provide adequate health and safety information and training to staff
- arrange eyesight tests if requested by the employee, and provide corrective lenses where appropriate
- ensure employees follow the safe working procedures.

## 4.0 Policy

4.1 This policy sets out the strategy, management responsibilities and implementation procedures for the management of risk from Display Screen Equipment (DSE).

The purpose of this Policy is to:

- Ensure early recognition and assessment of the risk to employees and others affected by Hampton Academies Trust's undertaking.
- Ensure effective communication between management and their staff to raise awareness of DSE and the risks that it poses.
- Establish effective risk assessment and incorporate the process and assessment results into management activities i.e. supervision, performance management, team meeting agendas and other procedures/ management systems.
- Where risks are identified, put in place suitable control measures to reduce those risks and establish effective monitoring of control measures.
- Set up effective assessment and monitoring tools to evaluate the effectiveness of local arrangements put in place to minimise the risks related to DSE.
- Encourage individual responsibility to recognise and inform management of hazards and risks associated with DSE.

## 5.0 Responsibilities

5.1 **The Health & Safety lead's Responsibilities.** It is the Health & Safety Lead's responsibility to ensure:

5.1.1 The availability and provision of any on-going funding as required for Display Screen Equipment (DSE) issues, including work environment, equipment (including DSE eyesight tests and basic DSE spectacles when prescribed by a registered optician), furniture and staff

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training time. This includes provision of same to those members of staff given permission to work at / from home using DSE

- 5.1.2 Systems and procedures are in place to support, monitor and audit the requirements of this Policy, including provision of a forum whereby reference to, and discussion of, local DSE records can be carried out in order to identify any trends that may need improvement regarding DSE issues.
- 5.1.3 The provision of suitable and appropriate information, instruction, training and supervision required by identified staff to enable them to carry out their duties safely.
- 5.1.4 That workplace space and location (including that of Home workers) allocated for DSE use is suitable for the DSE workstation(s) and equipment expected to operate within it.
- 5.1.6 That where workplace re-location is required or necessary (including Home workers), that the new workplace will be properly assessed to ensure its suitability for the DSE workstation(s) and equipment expected to operate within it.
- 5.1.7 The maintenance of an adequate and appropriate number of trained DSE Assessors.
- 5.1.5 That a record is kept of members of staff who are Home workers.
- 5.1.8 The workplace of a Home worker is risk assessed, with that member of staff's permission. The Responsible Person will ensure the carrying out of a DSE Assessment of the DSE workstation and immediate working environment by a trained DSE Assessor.

## 5.2 Heads of Department

It is the Head of Departments' responsibility to ensure:

- 5.2.1 On workplace Induction, that new team members (including temporary staff) receive information and guidance on the correct set-up and use of Display Screen Equipment (DSE) and the adverse effects associated with misuse.
- 5.2.2 That, where necessary, remedial and preventative actions are taken following analysis of the results of DSE Risk Assessments carried out by trained DSE Assessors, including discussion/consultation with the relevant member(s) of staff concerned and/or DSE Assessor, if necessary.
- 5.2.3 Up-to-date records of remedial and preventative actions taken as a result of analysing the outcome of DSE Risk Assessments including any discussion/ consultation with the relevant member(s) of staff concerned and / or DSE Assessor, if necessary.
- 5.2.4 That re-organisation or re-positioning of DSE workstations and equipment within Hampton Academies Trust schools will be properly assessed, particularly with regard to space, ventilation, lighting and positioning of power and IT sockets. Consideration must be given to consultation with Facility Management, IT and Procurement where relevant.
- 5.2.5 The monitoring of staff well-being in relation to DSE issues through continuous workplace observation.

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- 5.2.6 Training with regard to DSE issues in order to promote, encourage and maintain staff health, safety and welfare.

## **5.3 Employees.**

Employees and others carrying out work on behalf of Hampton Academies Trust and identified as Display Screen Equipment (DSE) Users, will:

- 5.3.1 Co-operate with Hampton Academies Trust requirements regarding DSE procedures put in place for their health, safety and welfare and in which they have been instructed and informed.
- 5.3.2 Ensure any electrical DSE equipment provided to them by Hampton Academies Trust will be made available for electrical testing.
- 5.3.2 Report to their Line Manager immediately any fault with their DSE equipment.
- 5.3.3 Use Hampton Academies Trust DSE equipment and furniture only in the way agreed with their Line Manager, following appropriate discussion / consultation with them.
- 5.3.4 Following completion of the DSE self-assessment, discuss personal DSE requirements (as identified by the self-assessment) with their DSE Assessor.
- 5.3.5 Not re-organise or re-position their DSE workstations and / or equipment without first discussing / consulting with their Line Manager.
- 5.4 Under the DSE Regulations, DSE 'Users' are entitled to an eyesight test and basic DSE spectacles frame with single lens, funded by the employer. Where a member of staff considers they require an eyesight test, they must notify their Line Manager and HR and complete the actions required in the Hampton Academies Trust DSE Eye test Form.

## **5.5 IT Services**

It is IT Services' responsibility to ensure:

- 5.5.1 The provision of information to all staff regarding IT policies and procedures in relation to Hampton Academies Trust DSE-related IT.
- 5.5.2 The correct initial set-up of newly installed IT equipment as per minimum Hampton Academies Trust standards. Those standards are to be reviewed annually in consultation with the Health and Safety Team.
- 5.5.3 That up-to-date information and advice is available on IT equipment and any developments in relation to IT.
- 5.5.4 Technical support and advice is available to all staff who require assistance with Hampton Academies Trust IT programs.

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5.5.6 Technical support and advice is available to all staff on matters related to Hampton Academies Trust DSE-related IT hardware and software.

5.5.7 Ensure the provision of Display Screen Equipment (DSE) services and equipment that is suitable to enable the Trust to conduct its work safely and efficiently.

## 5.6 Trust Site Manager

Trust Site Manager shall:

5.6.1 Ensure that new-build facilities, substantial relocation and refurbishment projects in which it is involved, all account for DSE requirements where DSE use is identified, including ventilation, lighting, electrical supply, network connection points and number of workstations.

5.6.2 When relevant, liaise with IT Services to ensure their requirements are accounted for.

## 6.0 Eyesight tests and Display Screen Equipment (DSE) spectacles

6.1 Under the DSE Regulations employees who are Users of DSE, or who are about to become Users, may, if they so request, be provided with free vision screening tests, eyesight and eye tests. If necessary, they may also be provided with special corrective appliances (glasses) for use with DSE.

6.2 The current Hampton Academies Trust procedure in place is that when designated as a DSE User by HR, should the member of staff request an eyesight test, he / she should attend an appointment with a registered optician approved by Hampton Academies Trust. The test will show whether glasses are needed specifically for DSE work.

6.3 If basic DSE spectacles are required, the member of staff will be entitled to reimbursement toward the test and a basic pair of DSE spectacles, within the Hampton Academies Trust DSE allowance scheme.

6.4 Allowance towards the cost of the spectacles will not include tinted lenses, bi-focals or any other special adaptation (unless with management authorisation).

6.5 Users are entitled to further tests at regular intervals after the first test (usually every two to three years on the advice of the optician), and in between if they are having difficulties that may reasonably be considered to be caused by their DSE work.

6.6 Management will require receipts in order to authorise reimbursements.

## 7.0 Laptops

7.1 Portable DSE, such as laptop and notebook computers, is subject to the DSE Regulations if it is in prolonged use.

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- 7.2 Portable DSE is now a part of our everyday lives, and the wider range of environments in which we work with them means that the design of that equipment includes aspects that can inherently cause problems if not adequately assessed and addressed, such as design factors (smaller keyboards; lack of keyboard/screen separation) and difficulty achieving a comfortable working posture.
- 7.3 Where portable Display Screen Equipment (DSE) is used in lengthy or repeated situations or locations, it should be treated and assessed on the same basis as desktop computers including the use of a separate screen, keyboard and mouse.
- 7.4 Other DSE-specific equipment may be needed and should be assessed for suitability.
- 7.5 However, the impracticalities of analysing and risk assessing portable DSE Users in each location where work may take place, is acknowledged by the HSE. As such, the HSE recognises that it is acceptable to ensure that portable DSE Users are given sufficient instruction and information to make their own risk assessments and ensure they adopt appropriate control measures.

## **8.0 Home workers**

- 8.1 This part of Hampton Academies Trust DSE policy applies to a member of staff who is expected to work from home frequently or for long periods of time.
- 8.2 Where members of staff are using DSE in a domestic environment on Hampton Academies Trust business, there is a responsibility on the organisation to ensure that the workstation and location in which it is sited, is as safe as practicable.
- 8.3 The following procedures are to be followed:
- 8.3.1 The HR Manager should request permission from the member of staff (User) for a DSE workstation assessment to be carried out by a trained DSE Assessor.
- 8.3.2 If agreed, before any DSE work commences and prior to the visit from the DSE Assessor, the User will fill out the User Self-Assessment form (DSE 1).
- 8.3.3 The User will advise the DSE Assessor when this is completed and arrange for the Assessor to visit their home to carry out the Assessor Workstation DSE Assessment (DSE 3). No work should commence before the Assessor has visited and completed and submitted the assessment to the User's manager.
- 8.3.4 The Health and Safety Lead will take action on any matters raised within the two assessments.
- 8.3.5 Once any hazardous issues have been dealt with satisfactorily, the User can commence DSE home working.
- 8.4 In the event that the User does not give permission for a Display Screen Equipment (DSE) Assessor to enter their home, it is a management decision as to whether the User will be allowed to work at home.

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8.5 Despite permission not being given for a trained DSE Assessor to carry out the assessment, should management still agree that the User can work from home, the following procedure is advised:

8.5.1 Before any DSE work commences, the User will fill out the User Workstation Self-Assessment Tool (DSE 1).

8.5.2 The User will submit the completed tool to their line manager, who will discuss any matters arising with a trained DSE Assessor, including any appropriate requirements highlighted in the Assessor Workstation DSE Assessment, Action column. No work should commence before this has been done.

8.5.3 The Health and Safety Lead will take action on any matters raised within the assessment.

8.6 Once any hazardous issues have been dealt with satisfactorily, the User can commence DSE home working.

## 9.0 The DSE Assessment Process

9.1 A new workplace DSE risk assessment will need to be carried out when:

- A new member of staff is identified as a DSE User and starts work
- A member of staff is permitted to start Home working

9.2 A completed assessment will need to be reviewed and revised as necessary when:

- A User changes workstations
- Workstations are relocated (either within the same office/area, or to a different office/area/site)
- Major changes are made to the equipment, furniture, work environment or software
- The nature of the work tasks changes considerably

9.3 Guidance on the steps to take to assessing and managing DSE risks is contained in DSE 2 & 4.

## 10.0 Information and Training.

The organisation will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers who use DSE. This provision will also apply to those persons not in direct employment, e.g. temporary staff and contractors. Any person, who is responsible for users of display screen equipment will also be given appropriate training.

## 11.0 Related Documents

DSE 1 Self-Assessment Tool  
DSE 2 Laptop User Guide  
DSE 3 Assessor Workstation DSE Assessment  
DSE 4 HSE Guidance