

Display Screen Equipment (DSE) Policy

August 2020

DRAFT

Also available in large print (16pt)
And electronic format.

Ask Student Services for details.

www.perth.ac.uk

Version Control History

Version Number	Date of Change	Summary of Revisions Made
V1.0	August 2020	New Policy to clarify roles and responsibilities, to ensure compliance with current legislation and guidance
.1		

DRAFT

Display Screen Equipment Policy

1. Purpose

1.1 All employers are under a general duty to assess the risks to health and safety for their employees and anyone else who may be affected by their activities. As part of this general duty, work with Display Screen Equipment (DSE) must be assessed against the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002).

1.2 The Health and Safety at Work etc. Act 1974 (HASAWA) states that employees have a duty to take reasonable care for the health and safety of themselves and therefore as a result the employee should bring to the attention of their line manager any problems that they may be experiencing whilst working with DSE.

1.3 It has been established that the following health problems may arise from the intensive use of DSE.

- Upper limb disorders and lesser problems of temporary backache, muscle fatigue etc. caused by bad posture.
- Temporary visual fatigue caused by such factors as poor lighting, glare, reflections, flickering screen, concentrated DSE work and poorly positioned DSE. (There is no evidence of DSE work being associated with permanent damage to eyes).
- Soreness of the eyes from low humidity.
- Fatigue and general stress related to such factors as unfavourable environmental conditions and task planning.

1.4 There are other minor or alleged health effects, such as Epilepsy and Facial Dermatitis, that sometimes cause people concern, but there is no medical evidence to suggest these conditions are caused by DSE work. Other concerns are effects on pregnant women (no medical evidence to suggest there is any link between DSE work and miscarriage or birth defects) and electromagnetic radiation (no harmful emissions).

1.5 It is the policy of the Perth College UHI to provide a safe and healthy working environment for employees, which includes particular measures to protect their health and safety when using DSE.

2. Scope

2.1 This policy sets out the procedures to be followed in the risk assessment and use of DSE. The policy applies to all staff, including temporary and agency staff, contractors, volunteers, students and those on work experience. It forms an integral part of Perth College UHI Health and Safety Policy and applies to all situations involving DSE where the risk assessment has identified the person as a “user”. This policy also applies to home working i.e. where a person is authorised to perform DSE at home.

Title: Display Screen Equipment Policy
Version/Status: 1.0/Final
Approved By/Date: H&SC/August 2020
Effective Publication Date: August 2020

Owner: Depute Principal
Lead Author: Head of HR&OD
Lead Editor: Health, Safety & Wellbeing Adviser
Review Timing/Date: 2 Years/August 2022

3. Definitions

3.1 Display Screen Equipment

A system based on a video display, a keyboard and any other equipment supporting user interaction with a computer system. Includes:

- Any alphanumeric or graphic display, regardless of the display process involved.
- Portable DSE such as laptops and new handheld devices e.g., tablets and smart phones, are subject to the Regulations if in prolonged use for work purposes.

3.2 Workstation

Includes optional accessories or peripherals, including any necessary office furniture such as:

- Screen, keyboard, mouse, desk, chair
- The environment – light, heat, noise, space
- Applies to employees required to work from home

3.3 User

Any person who:

- Normally uses DSE for continuous or near continuous spells of an hour or more at a time
- Uses it in this way more or less daily when at work
- Has to transfer information quickly

4. Key Principles

4.1 Perth College UHI shall fulfil its obligations by:

- Assessing all workstations, using a self-assessment approach supported by a trained DSE assessor where necessary.
- Arrangements for referral to Occupational Health, when health issues due to DSE use are suspected.
- The provision of suitable work equipment
- The provision of information and training for users, primarily through a computer based package
- The provision of eye examination and testing for all users, and assistance in the provision of corrective glasses, where these are required **solely and specifically** for DSE work.
- Making arrangements for regular breaks for employees working with DSE.

5. Responsibilities

5.1 The organisational structure for the implementation and management of the College's statutory health and safety duties are described in detail in the Health and Safety Policy. Specific duties relating to this policy are detailed below.

5.2 The Principal/Chief Executive is responsible for:

- Making sure that there are arrangements for identifying, evaluating and managing risk associated with DSE working
- Providing resources for putting the policy into practice
- Making sure that there are arrangements for monitoring and reviewing the effectiveness of the policy

5.3 Heads of Departments, Sector Development Directors and Managers are responsible for:

- Making sure that all staff are aware of the policy
- Making sure that risk assessments are carried out and reviewed regularly
- Putting procedures and safe systems of work into practice, which are designed to eliminate or reduce the risks associated with DSE
- Making sure that staff groups and individuals identified as being at risk are given the appropriate information, instruction and training
- Referring staff who express health related signs and symptoms which they believe may be attributed to/by working with DSE

5.4 Line Managers are responsible for:

- Ensuring new and existing users are made aware of the potential hazards and risks associated with the use of DSE
- Ensuring new and existing users access the online DSE awareness training and complete the DSE assessment
- Ensuring any remedial action required by the assessment(s) is performed in consultation with any user(s).
- Ensuring assessments are reviewed 2 yearly or sooner in the case of significant changes to factors associated with the use of DSE or the employee (e.g. pregnancy, change of office/equipment and/or an increase in DSE use).
- Ensuring users operating DSE and workstation installations in their areas of responsibility are suitably trained in the health and safety aspect of DSE use, as per Display Screen Equipment Regulations 2002. Additional information and training may be required in case of modification to the installation.
- Managers shall ensure that eyesight testing is available to users via the Corporate Eye Care Scheme. Should spectacles be required, **specifically for DSE use**, a voucher may be obtained to go towards this cost. Vouchers

will be dispensed from the Health, Safety and Wellbeing Adviser on receipt of the Optician's report specifically indicating prescription lenses for DSE use only.

5.5 Health, Safety and Wellbeing Adviser:

- Carry out face to face DSE assessments where necessary
- Where necessary, follow up assessments to resolve problems
- Ensure the provision of any equipment recommendations
- Make a referral to the Occupational Health provider via Human Resources where more specialist assessment and support is required

5.6 All staff are responsible for:

- Taking reasonable care of themselves and other people who may be affected by their actions
- Co-operating by following rules and procedures designed for safe working
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate
- Taking part in training designed to meet the requirements of the policy
- Reporting any hazards they identify or any concerns they might have in respect of the use of display screen equipment

6. Procedures and Guidance

6.1 Workstation Assessment and Self-Assessment

6.1.1 The legal requirement is for the employer to carry out suitable and sufficient assessment and, where necessary, bring up to acceptable standards, all workstations where the individual is classified as a User.

6.1.2 Staff must in the first instance, complete the on-line safety training on Marshalls (contained in Health and Safety 2). They must then complete the self-assessment questionnaire (HS077) following all the guidance in the training module re workstation set up and how to sit comfortably.

6.1.3 Workstation self-assessment shall be carried out by all employees who use DSE, using the electronic form (HS077a) which can be found on PerthNet ([DSE Assessment Form](#)). The results of this assessment will then be reviewed where necessary by the Line Manager and/or the DSE Assessor, who will provide assistance to resolve any outstanding problems.

6.1.4 A more formal one-to-one assessment may be carried out by the DSE Assessor if required e.g. if the user or line manager has specific concerns about the individual or workstation. A referral to Occupational Health for a Workstation Assessment (WSA) will be made by the DSE Assessor if issues are of a health nature and cannot be resolved by the DSE Assessor alone.

6.1.5 It is the responsibility of the user to advise their line manager of any health and safety concerns or health issues they have that may be associated with the use of their DSE workstation, ie. any faults with their chair or any other components of their workstation.

6.1.6 The assessment shall be repeated/reviewed if major changes are made to equipment or furniture, if workstations are relocated, if the nature of the work changes or if the health of the user changes. Review of the assessment on a regular basis (2 years) may help to remind users of the importance of good practice in DSE work.

7. Minimum Requirements for Workstations

- 7.1 The display screen should have well defined characters of adequate size, stable image, easily adjustable brightness and contrast. The screen should be easily tilting and swivelling with no reflective glare.
- 7.2 The keyboard should be able to tilt and be separate from the screen, have sufficient space in front of the keyboard, a matt surface, easy to use, adequate and contrasting symbols on keys.
- 7.3 The mouse (or other non-keyboard device) should be suitable for the task.
- 7.3 The work surface should be sufficiently large and low reflecting, and allow a flexible arrangement of equipment and adequate space.
- 7.4 The work chair should be stable allowing the user easy movement and comfortable position. It should have adjustable height (seat), adjustable height and tilt (seat back). Footrests should be available on request if required.
- 7.5 There should be space necessary to allow the user to change positions. The lighting should be satisfactory with appropriate contrast between screen and background, and prevention of glare through positioning of artificial lighting.
- 7.6 Positioning must prevent sources of light, such as windows, from causing distracting reflections on the screen.
- 7.7 Noise must not cause distraction of attention or disturbance of speech.
- 7.8 Heat must not be excessive and cause discomfort and an adequate level of humidity should be established and maintained.
- 7.9 The software systems must be suitable for the task, easy to use, and adaptable to the level of the user's knowledge. No quantitative or qualitative checking facility may be used without the user's knowledge.

8. Breaks

Title: Display Screen Equipment Policy
Version/Status: 1.0/Final
Approved By/Date: H&SC/August 2020
Effective Publication Date: August 2020

Owner: Depute Principal
Lead Author: Head of HR&OD
Lead Editor: Health, Safety & Wellbeing Adviser
Review Timing/Date: 2 Years/August 2022

8.1 Breaking up long spells of DSE work helps to prevent fatigue, eyestrain, upper limb problems and backache. Most employees within the College will have control over their own working arrangements and will be able to organise their work to take this into account.

8.2 The best way to break up work is to alternate sedentary work with more active tasks such as filing, photocopying etc. Where this is not possible, more formal breaks may be necessary. Frequent mini breaks (e.g. 1 minute every 15 – 30 minutes) are preferable to longer breaks every couple of hours.

9. Eyesight Testing

9.1 Perth College UHI has a Corporate Eye Care Scheme and employees are entitled to an eye and eyesight test. Where required, a voucher will be issued by the Health, Safety and Wellbeing Adviser.

9.2 The College will help pay towards a pair of basic spectacles of frames and lenses where these are required **solely and specifically** for DSE use. The College will not pay for glasses which are used for reading or driving as well as DSE work. The value of the voucher shall be £45.

10. Laptop Computers

10.1 Laptops must comply with the full regulations when they are used for continuous periods of more than one hour per day, on most days. Ideally the keyboard and screen should be separate, and there are several options to achieve this:

- Use with a docking station (preferred)
- Connect to a desktop computer
- Use with a separate monitor
- Use with a separate keyboard and mouse

10.2 All laptops and their accessories should be as light as possible. It is highly recommended that a rucksack type carrier is considered, if a laptop is to be carried frequently. Avoid branded laptop cases for security.

11. Additional Monitors/Screens

11.1 It is becoming more common place these days for a standard desk top computer to have attached to it a primary and a secondary monitor. If this is the case in your DSE set up then the secondary monitor should be in set in line with the primary one to enable ease of viewing and the same considerations ie. re glare and flicker etc. applied.

12. iPads, Tablet PCs, etc.

12.1 The use of these types of equipment is becoming increasingly more prevalent within the College. These appliances are designed for work of a short duration and should not be used in preference to a desk top computer set up.

Title: Display Screen Equipment Policy
Version/Status: 1.0/Final
Approved By/Date: H&SC/August 2020
Effective Publication Date: August 2020

Owner: Depute Principal
Lead Author: Head of HR&OD
Lead Editor: Health, Safety & Wellbeing Adviser
Review Timing/Date: 2 Years/August 2022

13. Home Working

13.1 Where employees are contracted or authorised to work from home, the full requirements of the DSE Regulations in terms of provision of equipment and suitable set up must be implemented. A DSE self-assessment must be carried out in the home setting, and exceptionally by a DSE Assessor during a home visit.

14. Pregnant Workers

14.1 Although scientific studies have not discovered any link amongst new and expectant mothers and DSE use, the layout and working arrangements should be routinely assessed over the pregnancy period. This can be carried out at the same time as the New and Expectant Mother Risk Assessment process. Special consideration should be given to achieving a comfortable seating position and an increase in the frequency and duration of rest breaks.

15. Monitoring

Perth College UHI will monitor and review this policy in partnership to ensure we are achieving the aims of the policy. We will do this with the Health and Safety Committee, Trades Unions, professional organisations and safety representatives.

Linked Policies/Related Documents

Health and Safety Policy

HSE publications: indg36 - Brief Guide Working with display screen equipment

Relevant Legislation

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Provision and Use of Work Equipment Regulations 1998

Display Screen Equipment (DSE) Regulations 1992 (as amended).

Health, Safety and Welfare Regulations 1992

Title: Display Screen Equipment Policy

Version/Status: 1.0/Final

Approved By/Date: H&SC/August 2020

Effective Publication Date: August 2020

Owner: Depute Principal

Lead Author: Head of HR&OD

Lead Editor: Health, Safety & Wellbeing Adviser

Review Timing/Date: 2 Years/August 2022