

# Health & Safety Policy

## HSP15

### Display Screen Equipment (DSE)

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Key Document details:

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Approver: **Nick Capstick**

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<b>Title:</b>	HSP15 – Display Screen Equipment
<b>Author(s):</b>	David Maine
<b>Date:</b>	January 2021
<b>Review date:</b>	January 2021
<b>Application:</b>	<p>This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff, and to all premises where TWHF is either the ‘employer’ or is in control of the premises.</p> <p>The DSE Regulations also apply to staff that work from home; the employee has a responsibility to ensure that their work area is set up in accordance with good DSE working practices.</p>

<b>Definitions</b>	For the purpose of this policy, the following definitions apply;	
	Display Screen Equipment	Display Screen Equipment includes all conventional desktop computer units plus laptop units and other portable units.
	DSE Workstation	DSE workstation is defined as the assembly including the screen, keyboard, other parts of the computer and its accessories (such as the mouse or other input devices), the desk, chair and the immediate work environment.
	User	<p>Employees who habitually use display screen equipment as a significant part of their normal work. Generally a 'User' is defined by THWF as someone who regularly uses DSE for continuous periods of more than one hour; and for more than 3 hours per day; and who <u>also</u> meet most of the following criteria:</p> <ul style="list-style-type: none"> <li>• Has no discretion as to whether the DSE can be used to do the job.</li> <li>• Requires particular skills in the use of DSE.</li> <li>• Has fast transfer of information between user and the screen as an important requirement of the job.</li> <li>• The user requires a high level of attention and concentration.</li> </ul>
	MSDs	Musculoskeletal Disorders
	DSE Assessor	Competent person who has been trained to carry out the duties of an assessor as outlined in this policy.
<b>Policy Aims</b>	To prevent and manage the ergonomic risk associated with the use of DSE equipment which can lead to Musculoskeletal Disorders and other ill health effects.	
<b>Policy</b>	<p>It is the policy of TWHF to provide a safe and healthy working environment for employees, including particular measures to protect their health and safety when they are working with Display Screen Equipment (DSE).</p> <p>TWHF will fulfil its obligations by:</p> <ul style="list-style-type: none"> <li>• the assessment of workstations, using a self-assessment approach, supported by the Health and Safety Manager;</li> <li>• the provision of suitable work equipment;</li> <li>• the provision of information and training for users;</li> <li>• the provision of eye and eyesight testing for users, and the provision of spectacles where these are required solely and specifically for DSE work;</li> </ul>	

	<ul style="list-style-type: none"> <li>making arrangements for regular breaks for employees working with DSE.</li> </ul> <p>It is the policy of TWHF to ensure that these DSE requirements are provided for all employees defined as Users so as to comply with the health and safety (Display Screen Equipment) Regulations 1992 (amended 2002).</p>
<b>Risk</b>	The use of Display Screen Equipment (DSE) is recognised as a significant ergonomic risk in the workplace which TWHF aims to manage through the effective implementation of this Display Screen Equipment Policy.
<b>Responsibility</b>	This responsibility is discharged primarily at the line management/operational level.
<b>Roles &amp; Responsibilities</b>	
1.	<p>Roles and responsibilities are defined in HSP 2 Organisation.</p> <p>Any specific actions are detailed in the arrangements section below.</p>
<b>Arrangements</b>	
1.	<p><b>DSE Workstation Assessments</b></p> <p>TWHF has a duty to carry out a suitable and sufficient assessment of its DSE workstations to ensure they meet with the requirements set out in the schedule to the Health and Safety (Display Screen Equipment) Regulations.</p> <ul style="list-style-type: none"> <li>In the first instance, a workstation self-assessment shall be carried out by all employees who use DSE. The assessment shall then be sent to the employee's line manager.</li> <li>The manager will resolve simple issues such as correct chair, screen riser etc.</li> <li>If the issues cannot be resolved by the line manager, the results of this assessment will then be reviewed by the Health and Safety Manager, who will provide assistance to resolve any outstanding issues this may involve a full assessment of the individuals work station.</li> </ul> <p>The assessment shall be 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.</p>
2.	<p><b>Laptop Computers</b></p> <p>As the DSE Regulations state that the keyboard and screen must be separate, modifications will be required to laptops that are in prolonged use. There are numerous options:</p> <ul style="list-style-type: none"> <li>Place the laptop on a specially made platform (Laptop riser) and use a separate keyboard and mouse</li> <li>Use the laptop with a separate monitor, keyboard and mouse</li> <li>Use the laptop with a docking station, separate monitor and mouse.</li> </ul>
3.	<p><b>Special Considerations</b></p> <p>Where an employee has been identified as requiring additional alterations to the workstation due to mobility or visual requirements then it may be necessary to contact Occupational Health and include them in the DSE Assessment process for that individual. Other areas of consideration may include but are not exhaustive of the following:</p> <p><b>Pregnant Workers</b></p>

	<p>Although there has been considerable concern regarding ill-health among new and expectant mothers using DSE, the results of scientific studies do not show any link between miscarriages or birth defect and working with display screen equipment.</p> <p>The layout of workstations may need to be routinely re-assessed over the pregnancy period for new and expectant mothers to make working arrangements more comfortable. Repetitive twisting movements should be avoided to prevent back and shoulder ache and an increase in breaks may be required.</p> <p><b>Young Workers</b></p> <p>It is important to take account of any special risks that arise from the employment of a young person under the age of 18 years. This is primarily to do with their possible lack of experience. The DSE assessment should be carried out once the new person has begun work. The assessment must be done under the supervision of the line manager on a one-to-one basis.</p>
4.	<p><b>Eyesight Tests</b></p> <p>Under Health and Safety legislation, TWHF is required to provide members of staff who are “users” of display screen equipment (DSE) with an eye examination. Users of DSE should also receive on-going regular re-testing every 2 years or sooner when recommended by an Optometrist.</p> <p>In order to effectively implement the requirements of the regulations, TWHF will contribute to the cost where:</p> <ul style="list-style-type: none"> <li>• they are required <b>specifically</b> for DSE use or;</li> <li>• your normal glasses or contact lenses include a “<b>special (intermediate)</b>” prescription for the distance at which the screen is viewed e.g. varifocals which include an intermediate prescription.</li> </ul> <p>A voucher can be ordered from HR for Specsavers to take to the appointment. This needs to be completed before going to the appointment and can’t be claimed back afterwards.</p> <p>Information can be found here: <a href="https://twhf.rewardgateway.co.uk/SmartPage/Eyecare">https://twhf.rewardgateway.co.uk/SmartPage/Eyecare</a></p>
5.	<p><b>Training</b></p> <p>All DSE users should receive information and training on the possible risks of DSE work, how to work safely, how to set up the DSE workstation, and the measures TWHF has put in place to comply with the DSE Policy.</p> <p>Refer to HSG15.1 DSE Workstation Minimum Requirements for additional information and guidance.</p> <p>Display Screen Equipment training will be arranged by Central HR Team as required.</p>
6.	<p><b>Breaks</b></p> <p>For every hour of continuous DSE work it is recommended to break for 5-10 minutes to alternate tasks away from DSE.</p>
7.	<p><b>Records</b></p>

	Once completed and reviewed by the line manager, DSE self-assessments and any corrective action documents should be stored in personal files.
8.	<p><b>Limitations of this Policy</b></p> <p>The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.</p>
9.	<p><b>Appendices</b></p> <p>1. HSF 15.1 DSE Self Assessment Form  2. HSG 15.1 DSE Workstation Minimum Requirements  3. GRA 15.1 DSE</p>

Date	Issue	Section	Changes
September 2020	1.4	5	On line DSE training is now available through HR
January 2021	1.5	4	Eye site testing changes

