



Windsor Park C.E. Middle School

Display Screen Equipment Policy

Department:

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DISPLAY SCREEN EQUIPMENT POLICY

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REVIEW PERIOD – YEARLY

TO BE REVIEWED YEARLY UNLESS CHANGES TO LAW,
PERSONNEL OR SITE PRECIPITATE AN EARLIER REVIEW

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Success Indicators

The following indicators will demonstrate the level of compliance with this policy and its procedures:

- a) DSE users will be identified
- b) DSE users will undertake on line training
- c) DSE users will assess their own work stations
- d) Assessments reviewed every two years

1 Application

This policy and its accompanying procedures apply to all Windsor Park Middle School and its work activities (including home working).

2 Introduction

A significant number of the school's employees use Display Screen Equipment (DSE) in order to carry out their jobs. Prolonged use of DSE may present risks to health in particular musculo-skeletal disorders such as back pain or upper limb disorders, visual fatigue and mental stress. While the risks to individual users are low they can still be significant if good practice is not followed.

3 Aims and Objectives

This policy provides information and guidance to managers and staff on the council's policy and arrangements for preventing or reducing to the lowest extent reasonably practicable injury or ill-health associated with prolonged DSE work and to ensure compliance with legal requirements.

4 Definitions

Display Screen Equipment - are computers, laptops, and other screens from which employees work which are located in the mid sight range.

Workstation includes – for the purposes of assessments carried out in accordance with this policy the following need to be assessed:-

- The whole workstation including any computer equipment, furniture and the work environment;
- The job being done; and
- Any special needs of individual staff.

5 Arrangements for Applying the Policy

The Council's arrangements for Display Screen Equipment safety are detailed below.

5.1 Identification of DSE Users

Each manager will identify individual employees who are regarded as DSE "users". A user is a person who habitually uses display screen equipment as a significant part of their normal work for continuous spells of one hour or more.

5.2 DSE Assessors

Managers are to ensure that they have access to a DSE Assessor [W. Sears H+S Advisor] It is not necessary for every team to have their own DSE Assessor however, if a DSE Assessor is not available locally then one should be appointed. Staff appointed as DSE Assessors must receive the appropriate training (see section 5.5).

5.3 Workstation Assessments

User Assessments

- Upon appointment or when first identified as a DSE user, the manager shall arrange for the user to carry out an on-line training module (see section 5.5 Training & Information) before carrying out a self assessment of their workstation (User Self Assessment Checklist Form HSF 7).

- When they have completed the self assessment form a DSE user should return it to their manager who will investigate identified problems and take appropriate corrective action. Where the self assessment form highlights problems or areas of concern which require further investigation, the manager will arrange for the self assessment form to be reviewed by a local DSE Assessor.
- In these circumstances, the local DSE Assessor will arrange to contact and/or meet the user to discuss and identify solutions. The solutions identified will be recorded in the Summary of Recommendations and Action Taken section of the self assessment form and the form returned to the manager.
- The manager is retained responsibility for ensuring the solutions are actioned and for monitoring the effectiveness of any remedial action taken.
- Where a DSE Assessor and the line manager are unable to identify solutions, the manager shall contact their Directorate Health and Safety Team to assist as appropriate.
- When a user notifies the manager of ill-health symptoms the manager should follow the process described in section 5.8 User Health Problems.
- The user will review the self assessment after any significant changes and at least once every two years.

Assessing workstations for non users

Where employees use DSE workstations but are not categorised as “users”, the council has an obligation under the Workplace and Work Equipment Regulations to ensure that their workstations, seating, etc, are suitable and that any risks are assessed (e.g. poor ergonomics) under the Management of Health and Safety at Work Regulations. It is advisable that all staff using DSE are made aware of the guidance available and complete the on-line module (see section 5.5 Training and Information).

Workstations used by multiple users

Workstations which are set up for use by multiple users must be assessed to ensure that good ergonomics are applied and that the workstation is safe and suitable.

5.4 Provision for Changes of Activity or Breaks

The need for breaks depends on the nature and intensity of the work. Whenever possible, jobs using DSE should be designed to consist of a mix of screen-based and non-screen based work. Where the job unavoidably contains spells of intensive DSE work these should be broken up by periods of non-intensive, non-DSE work. Where work cannot be so organised eg work requiring only data or text entry or screen monitoring requiring sustained attention and concentration, deliberate breaks or pauses must be introduced.

Short, frequent breaks are better than longer less frequent ones and should be taken before the onset of fatigue, not in order to recuperate, and the timing of the break is therefore a matter for individual user judgement.

Breaks must allow users to vary their posture. Exercise routines which include blinking, stretching and focusing eyes on distant objects can be helpful.

Employees who believe that their workload at DSE does not permit adequate breaks should bring this to the attention of their line manager. Similarly, suggestions regarding tasks that can add variety to a user's job which can reasonably be built into the work process should be made to the line manager.

5.5 Training and Information

DSE Users

DSE Users shall complete the DSE Training module available on the intranet. This module will provide users with information on how to make full use of the equipment provided and adjust it to avoid potential health problems.

DSE Assessors

DSE Assessors will receive detailed training that will ensure they are familiar with the main requirements of the DSE Regulations and have the ability to carry out assessments.

Guidance about DSE health and safety and an A5 leaflet containing information on workstations will be available to all staff on the intranet. See Appendix 2 – Working with Visual Display Unit's (VDU's) HSE Guidance.

5.6 Eye, Eyesight Tests and the Supply of Glasses

DSE users have a right to have an appropriate eye and eyesight test upon request or in the event of them experiencing eye or eyesight problems.

Where a user requests an eye or eyesight test, the line manager and employee shall follow the procedure identified in Appendix 1.

The council's DSE eye and eyesight testing programme is operated via an Opticians voucher scheme. The scheme fully meets all the requirements of the DSE Regulations. Staff must therefore use this scheme if they want the council to fund their work related DSE eye and eyesight test and corrective spectacles required specifically for use with DSE. Where a user obtains a test independently, the council will not be responsible for the costs incurred.

5.7. Workstation and Software Design

The manager shall ensure that the user's workstation is suitable for the task.

Where portable DSE, such as laptop and notebook computers are used for prolonged periods they must be used with suitable equipment to allow them to be placed at the correct viewing height e.g., via the use of a laptop converter, or a docking station. These devices are:

- Stand, platform or raiser blocks to raise the portable's own screen to a suitable height. Where this is not possible or the portable's own screen is not suitable a full-sized screen should be used.
- A full sized external keyboard, mouse or other peripherals.

Purchasing Equipment

IT and the Health and Safety Advisors Group will agree all council standard equipment specifications.

Where an individual user requests non standard equipment this must only be provided following an assessment by a Health and Safety Advisor, OHU or other specialist assessor such as Access to Work.

5.8 User Health Problems

Where an employee raises a matter related to health in the use of DSE, the line manager shall take all necessary steps to determine with the employee the circumstances, take corrective measures where appropriate and advise the employee of the actions taken. The Directorate Health and Safety Team and/or OHU should be consulted as appropriate and are available to support with advice.

Where it is apparent that a user is experiencing health problems associated with the use of DSE, the matter shall be promptly investigated by the manager and the advice of the Occupational Health Unit sought. Where an Occupational Health referral is necessary, this should be done via the Directorate HR Team.

6. Legislative Framework

- Health and Safety at Work etc Act, 1974
- The Health and Safety (Display Screen Equipment) Regulations
- The Management of Health and Safety at Work Regulations

Other relevant legislation:-

- The Provision and Use of Work Equipment Regulations
- Workplace (Health, Safety and Welfare) Regulations

7. Further Advice and Information

If you need any further advice on how to apply this policy please contact Strategic Health and Safety Service.

Further background information on this topic is available on the following Websites:

www.hse.gov.uk

www.lg-employers.gov.uk

See also national conditions of service and local agreements before determining or issuing advice.

8. Standard Documents

HSF 7 - DSE Self Assessment Checklist Form

HFS 8- DSE Eye Care Voucher Request Form

Appendix 1 - DSE Users - Eye and Eyesight Test Arrangements

Appendix 2 – Working with VDU's HSE Guidance

Staffordshire County Council Display Screen Equipment (DSE) Assessment Checklist

Name of DSE User: _____ Occupation: _____

Workstation Location: _____ Date of Assessment: _____

Line Manager: _____ Computer Name: _____

DSE User Self-Assessment	DSE Assessor Assessment	
<p>Section 1 USER PROFILE/HEALTH</p> <p>There is no obligation for you to divulge any personal / health symptoms information. If you do not wish to provide critical information that could assist in the completion of this form, you can seek health advice via an Occupational Health Unit referral.</p>		
1. Are you experiencing any aches or discomfort which may be attributable to the use of DSE?	Y/N	
2. Are there any other health issues that may be relevant when using DSE?	Y/N	
3. How many hours a day do you use the workstation?	Hrs	
4. Is your work planned so there are changes of activity? If not, are you taking regular breaks?	Y/N	
5. Are you left or right handed?	L/R	
6. Are you experiencing eyestrain when using DSE?	Y/N	
7. Have you had your eyes examined by an optician within the last 2 years?	Y/N	
8. Have you completed the DSE training module on the Intranet?	Y/N	If no, do not continue with this assessment until you have.
<p>Section 2 DISPLAY SCREEN, KEYBOARD AND MOUSE</p>		
9. Is the screen set at a suitable height so that your eyes are roughly the same height as the top of the visible screen and its distance is roughly at arms length away from you?	Y/N	
10. Is the screen positioned directly in front of you to avoid unnecessary twisting?	Y/N	
11. Does the screen swivel and tilt easily?	Y/N	
12. Are the brightness and contrast controls easily adjustable?	Y/N	
13. Does the screen display a stable flicker free image, with legible characters?	Y/N	
14. Is the screen free from reflection and glare (lighting and windows)?	Y/N	
15. Is there a DSE cleaning kit available and are all pieces of equipment cleaned regularly?	Y/N	

16. Is the keyboard separate from the screen and able to tilt?	Y/N	
17. Is there sufficient space in front of the keyboard for you to rest your hands/wrists when not typing?	Y/N	
18. Are the keyboard symbols legible?	Y/N	
19. Is the use of excessive force when keying-in avoided?	Y/N	
20. Is the angle of your forearms correct and straight wrists maintained when keying-in?	Y/N	
21. Is the mouse comfortable to use and is it used with a mouse mat which is within easy reach?	Y/N	
Section 3 CHAIR/SEATING		
22. Does the chair have a 5 point stable base with castors?	Y/N	
23. Does the seat swivel and is it height adjustable?	Y/N	
24. Does the back rest adjust in both up/down and backward/forward motions?	Y/N	
25. Can all chair adjustments be made easily and safely?	Y/N	
26. Is a good upright position adopted when sitting in the chair with the small of the back supported by the chair back?	Y/N	
27. Is the chair adjusted to suit you?	Y/N	
28. Does the chair allow you easy freedom of movement?	Y/N	
29. With the seat correctly adjusted for height and posture, can you place your feet on the floor?	Y/N	
30. If needed is a footrest available?	Y/N	
31. Are repeated and awkward stretching movements avoided (mouse and frequently used equipment within easy reach; arms of the chair or drawers do not prevent you from getting close enough to key in comfortably)?	Y/N	
Section 4 DESK/WORK SURFACE		
32. Is the work surface large enough for the screen, keyboard, documents and related equipment without them hanging over the desk edge or covering other items?	Y/N	
33. Does the height of the desk allow for comfortable position?	Y/N	
34. Is a document holder required for the job and if so, is it fully adjustable and positioned so it minimises head and neck movement?	Y/N	
35. Can you reach the telephone and other equipment from your normal working position without overstretching?	Y/N	

36. Is the desk top clear of loose and trailing cables which could present a snagging hazard?	Y/N	
37. Is the floor area around and under your desk free/clear of cables and other obstructions?	Y/N	
38. Does the desk have a non reflective surface?	Y/N	
Section 5 SOFTWARE		
39. Is all software suitable for the tasks you are carrying out?	Y/N	
40. Do you have any problems with using the software, do you need any instruction?	Y/N	
Section 6 ENVIRONMENT		
41. Is the room lighting or task lighting satisfactory?	Y/N	
42. Does the lighting within the office produce reflection and/or glare on your screen or in your eyes?	Y/N	
43. Are adjustable window blinds in place where required and working effectively?	Y/N	
44. Are fixtures and fittings positioned to avoid reflection and glare?	Y/N	
45. Is noise within the office at an acceptable level?	Y/N	
46. Is the general temperature acceptable and does the air feel comfortable?	Y/N	
47. Is ventilation adequate?	Y/N	
48. Does the layout of the work area allow you the space to change posture whilst you work?	Y/N	
Section 7 USER/INFORMATION/INSTRUCTION/TRAINING		
49. Do you know how to obtain an eye and eye sight test?	Y/N	
50. Do you know how to report workstation defects, medical problems or other associated problems which could affect your ability to work safely?	Y/N	
51. Do you know how to obtain the most suitable set up to reduce potential health problems?	Y/N	
52. Are you suffering any health problems you consider are related to use of your DSE equipment & workstation? (e.g. Difficulty gripping small items, back pain, pins and needles in fingers and wrists, blurred vision or other upper body pain/discomfort).		

Note: On completion of this form, you must hand it to your Line Manager so that he/she can implement any remedial measures necessary. If any significant changes occur to your workstation, you must inform your Line Manager as soon as possible so that a review of the assessment can be made.

Line Manager Only	
Name(Print): _____	Date: _____
Date Form Reviewed:	
Actions to be taken	Date completed:
1.	

Note to Assessor: Any action that needs to be taken MUST be documented on the attached assessment Summary Action sheet and forwarded along with this assessment form to the User's Line Manager.

Staffordshire County Council

DISPLAY SCREEN EQUIPMENT WORKSTATION ASSESSMENT - SUMMARY OF RECOMMENDATIONS AND ACTION TAKEN

I attach the recently completed display screen equipment risk assessment with regard to the workstation used by _____

Please note that line managers are required to:-

1. Take the appropriate remedial action to reduce or eliminate the identified health risks - see below.
2. Provide the users with information about the risks to health and safety identified and of any remedial measures undertaken.
3. Monitor the effectiveness of any remedial measures undertaken.

Please let me know if you require clarification or advice as regards this assessment. I have retained a copy of it in the users personnel file.

RECOMMENDATION/ACTION REQUIRED TO REDUCE RISK
1.
2.
3.
4.
5.
6.
7.

DSE User Self Assessment
DSE User Signature: _____ Date: _____

DSE Assessor Only
Name of Assessor (Print): _____
Date: _____ Review Date: _____

**Staffordshire County Council
DSE EYECARE VOUCHER REQUEST FORM**

Applicant's Name

Department

Telephone Number

Address (*where voucher is to be sent*)

Pay Reference Number:

Date of Birth:

TO BE COMPLETED BY LINE MANAGER

I confirm that the above employee has been designated a "user" under the Display Screen Equipment Regulations 1992.

Name of Line Manager

Signature of Line Manager

Cost Centre *

*** Forms without this code will not be processed.**

Date

TO BE COMPLETED BY OCCUPATIONAL HEALTH UNIT

Date Voucher Sent to Employee

Signature

Completed form to be sent to:
Occupational Health Unit,
The Lodge
Marston Drive, off Marston Road
Stafford ST16 3BU

