

DISPLAY SCREEN EQUIPMENT



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External References	
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Comments

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1. Introduction

- 1.1 The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) set down a series of minimum standards for the workstations used by Display Screen Equipment (DSE) users. This includes seating, lighting levels, workstation layout, working environment and the equipment itself.
- 1.1 The purpose of the procedure is to ensure that Blackwood meets the requirements of these regulations and sets out the arrangements for assessing the risks arising from the use of DSE. It also covers training provision for staff that use DSE so that they know what the risks are, how to set up their workstation and the measures they can take to reduce the risks.

2. Policy Statement

- 2.1 It is Blackwood's policy to '**minimise the risks associated with the use of display screen equipment and reduce the instances of associated injury and illness in so far as is reasonably practicable**'. We will do this by the implementation of this policy and procedure.

3. Definitions

- 3.1 **Display Screen Equipment (DSE)** – are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.
- 3.2 **Work Station** – a work station is an area or assembly comprising of; the DSE, accessories to the DSE, external hardware (disc drives, phones, printers, etc.) and the immediate work environment. In general this will cover the desk, computer, associated equipment, the chair and the area around the 'user'.
- 3.3 **A DSE User** – the HSE defines a 'User' as someone who habitually uses DSE as a significant part of their normal work (daily, for continuous periods of an hour or more), and we consider "more or less" daily to mean at least four days a week.

4. Duties and Responsibilities

- 4.1 **Line Managers** – are responsible for ensuring that suitable training and assessments take place for all DSE 'Users' within their area of responsibility. They are also responsible for ensuring the suitability of work stations and the safety of any equipment; for example, by

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ensuring that furniture and chairs are in good condition and suitable for the 'DSE user'. They should also retain the completed DSE assessments and maintain a record of DSE 'Users' in their area.

- 4.1.1 **Employees (DSE Users)** – are responsible for completing the on-line training and risk assessment within the timescales requested. They are also required to set up and operate their workstations correctly. In the event that any difficulties are experienced with workstations, employees should bring this to the attention of their line manager as soon as possible. **All** employees are responsible for keeping their DSE and Work Station clean and tidy regardless of whether they are classed as a 'User' or not in line with the Office Protocols.

5. DSE Procedure

- 5.1 **Training and Risk Assessment** – Blackwood has subscribed to an e-learning training and risk assessment package supplied through 'IHASCO'. This is administered by the H&S Advisor and the HR Learning & Development Officer.
 - 5.1.1 All DSE 'Users' are required to complete this e-learning training and the DSE risk assessment at the end. The training must be completed within 3 months of joining the organisation or from becoming a DSE 'User'. In the Induction training process, the DSE 'User' will be advised of the requirement to complete this training and risk assessment for the workstation they will be using. It is not necessary to complete the training and risk assessment at the same time. The training module takes approximately 45 minutes and the risk assessment approximately 10-15 minutes to complete.
 - 5.1.2 To complete this training on the IHASCO training database, simply follow this unique URL (or copy and paste it into your browser): <http://www.ihasco.co.uk/training/MTE0MTY1fGNyYWlnaWV2YXJob3VzZQ>
 - 5.1.3 Enter your details as requested (your password is your e-mail address). You will then see your 'Online Training Suite'. Select the Display Screen Equipment module and complete the training. **Please remember and use the same e-mail address each time you log back in otherwise the system will create another account and you will need to start the training again.**
 - 5.1.4 A copy of the training certificate should be printed (or saved electronically), and a copy passed to your Authorised Training Representative (ATR), who will log the training on the LMS. For Head Office staff these should be passed to either the H&S Advisor or the HR Learning and Development Officer. The DSE risk assessment should

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also be printed (or saved electronically) and passed to your line manager to enable confirmation of the assessment and if necessary resolution of any issues identified. Where required the line manager may seek guidance from the Health and Safety Advisor. Completed assessments should be retained and filed by the line manager.

- 5.1.5 DSE training shall be repeated at five yearly intervals or sooner if the need is identified.
- 5.2 There is external guidance on the use of display screen equipment, and some of this is hyperlinked in the reference section. However a few key topics are discussed in more detail below;
- 5.3 **Rest Breaks** – DSE ‘Users’ are actively encouraged to rotate their job tasks in order to spend at least ten minutes in every hour away from the computer screen. If any employee feels that their workload does not permit adequate breaks, this should be brought to the attention of their line manager.
- 5.4 **Hot Desks** – where hot desking facilities are provided local managers should ensure that such workstations are set up so as to allow them to be adjusted to suit a variety of users. All employees using a hot desk facility are responsible for undertaking a dynamic self-assessment and adjusting the seat, monitor and other accessories to suit their own requirements and in line with their DSE training.
- 5.5 **Home workers** – the fact that an employee is working from home does not discharge the duty of care owed by Blackwood in respect of ensuring the health and safety of the employee. As such, the DSE Regulations and this policy/procedure apply to all employees including those who work from home or remote locations.
- 5.6 **Laptops** – some of our staff may use laptops instead of, or in addition to, desktop computers. The smaller size and design of laptop computers mean that users can experience discomfort if the laptop is used for prolonged periods.
 - 5.6.1 Laptops, when in use for prolonged periods, fall within the requirements of the DSE Regulations. It is not possible to meet these requirements unless a laptop is supplemented by additional desktop equipment.
 - 5.6.2 Where laptops are used for prolonged periods of time the ‘user’ should be provided with an external mouse and keyboard. Depending on the outcome of the DSE risk assessment they may also need to be provided with either a screen raiser so as to use the laptop screen at the correct height, or with a completely separate screen

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with height adjustment. Where identified a docking station may also be required.

- 5.7 **New and Expectant Mothers** – A new or expectant mother does not need to stop working with display screen equipment. However, the user and equipment will need to be reassessed. Pregnant workers should inform their line manager of their pregnancy so that a general work risk assessment can be carried out. This will include a review of the workstation and adjustments should be made as necessary.

6. Eye Tests

- 6.1 All employees that have been designated as a DSE user have the right to an eye test. Eye tests are free in Scotland so the employee can choose a suitable optician of their choice for an eye test. However, it is the employee's responsibility to make arrangements to have the eye test carried out. Where possible, the employee is expected to arrange an appointment for the beginning or end of the day. Prior to arranging an eye test, the employee should complete a DSE eye test form ([Form CP04a](#)) and ensure that this is stamped by the optician.
- 6.2 Following the initial eye test, the frequency of any follow-up tests will be decided solely by the optician and will be recorded on the form which will be used to determine the date of the next eye test.

7. Supply of Spectacles

- 7.1 Where the optician has confirmed in writing ([CP04a](#)) that Spectacles are needed exclusively for DSE use, Blackwood will contribute £40 towards the cost. This figure is reviewed periodically and has been set to reflect the cost of a basic pair of Spectacles. Should employees wish to purchase a more expensive pair, the balance will need to be funded by the individual employee. A receipt must be obtained and a copy attached to the DSE eye test form ([CP04a](#)) and returned to HR/H&S Advisor and the £40 claimed back via the normal expenses process. Only one claim may be submitted within a 2 year period.

8. Review

- 8.1 All DSE risk assessment shall be reviewed under the following circumstances:

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- There is a significant change to the workplace or work environment, for example moving of desks and equipment;
- There is a significant change to the Display Screen Equipment or accessories, for example a new chair or replacement of PC with a laptop;
- The employee informs their line manager of pregnancy;
- The employee sustains an injury, or, shows symptoms of illness or injury which may be attributable to DSE usage.

8.2 If none of the above applies the DSE risk assessment will be reviewed at 5 yearly intervals.

9. References

9.1 Work with display screen equipment: Health and Safety (Display Screen Equipment) Regulations 1992 – L26

<http://www.hse.gov.uk/pubns/books/l26.htm>

9.2 Working with display screen equipment (DSE) A brief guide

<http://www.hse.gov.uk/pubns/indg36.pdf>

9.3 Posturite Guidance Leaflets

- [DSE Helpful Hints](#)
- [Laptop Helpful Hints](#)
- [iPads & Tablets](#)
- [Portable Communications Devices](#)
- [Workstation Exercises](#)