

Display Screen Equipment & Workstations

1. Introduction

The Display Screen Equipment (DSE) Regulations (1992) require that all 'classified users' of DSE should have their workstations regularly assessed so that risks to health from the use of this equipment are properly controlled. Generally, 'classified users' are employees who are reliant upon using DSE for their work and on average, use it for more than 3 hours per day.

The company conducts regular checks on all DSE equipment. This includes screens, keyboards, and PCs. In addition, all workstations, (including desks, chairs, filing storage and associated work equipment) are also checked for serviceability and general safety. Any defective equipment shall be repaired and re-commissioned or replaced as soon as practicable.

All employees have a responsibility to report any deficient or dangerous equipment, and to report any instances of recurring eyestrain, muscular strain, or other matters affecting their health. The company shall provide eye tests on a free of charge basis for any regular users of DSE who shall suffer recurring eyestrain, if so requested.

Systems of work using display screen equipment must be safe so far as is reasonably practicable under Section 2, Health and Safety at Work etc. Act 1974. The Management of Health and Safety at Work Regulations 1999 requires risk assessment arising from work activities.

The Health and Safety (Display Screen Equipment) Regulations 1992 requires an analysis of workstations for the purpose of assessing risks, in particular the risks of musculo-skeletal discomfort, visual disturbance and mental stress. Risks highlighted must be rectified as far as is reasonably practicable and as soon as possible.

All reasonable steps will be taken by the company to secure the Health and Safety of employees who work with display screen equipment.

2. Scope

- The DSE policy applies to all permanent employees of the Lakethorne Group with a contract of employment. Employees under a fixed term contract of six months or more may be subject to this policy.
- Line managers are responsible for the implementation of the policy for all their new staff, including agency staff.

3. Definitions

- a. Definition of **Display Screen Equipment**
Any alphanumeric or graphic display screen regardless of display process involved.
- b. Definition of a **User**
Employee who habitually uses display screen equipment as significant part of normal work
- c. Definition of a **Workstation**
This may be any disc drive, telephone, modem, printer document holder, work chair, work desk, work surface; any optional accessories to the display screen equipment; any other item peripheral to the display screen equipment and the immediate work environment around the display screen equipment.

4. Responsibilities

- a. Line Managers
 - To ensure that all workstations in their areas of responsibility comply with the minimum requirements for display screen workstations; covering the equipment, the working environment, and the interface (for example software) between the computer and the user or operator.
 - To identify users of DSE.
 - To ensure that risk assessments are carried out and reviewed on a regular basis.
 - To ensure that staff take regular breaks away from DSE work or have changes of activity to reduce their workload at that equipment.

Doc Ref & Version	Owner	Date implemented
POL00013 (V3)	Richard Bent	November 2010

- b. Users
- To take adequate rest breaks away from DSE use.
 - To report any problems to Supervisor or Line Manager.
 - To attend any training provided.

5. Information & training

Information and training will be provided for staff on how to deal with any hazards associated with workstations and of any control measures, including the provision of work breaks and eye and eyesight tests. In particular newly recruited users and existing employees whose duties are changing in a way that will make them become users will be given training before they start doing the work that will make them a user.

6. Workstation analysis and risk reduction

A suitable and sufficient DSE assessment of each workstation will be carried out, taking into account all aspects of the working environment.

The monitor should have brightness controls, and produce clear, flicker free images. The screen should have a tilt and swivel mechanism to allow comfortable and, reflection/glare free use. The keyboard should have sufficient space to allow comfortable positioning of keyboard itself, and ancillary equipment or documents etc.

The chair should be stable, have a five feet base with height adjustable seat and backrest. The chair must provide support to the lower back. Foot rests and armrests need to be considered. There should be sufficient legroom under the desk to change leg positions.

In the immediate environment there should be adequate lighting. Window coverings should be used if needed to minimise glare. Any distracting noise should also be minimised.

The findings will be recorded in written form. All necessary steps will be taken to remedy any risks highlighted as a result of the DSE assessment. Where risks are highlighted then all of the assessments of the workstation will be kept. Where there are no risks then the current and previous workstation assessments will be kept by the Line Manager

7. Eye & eyesight tests

Staff who are expected to use display screen equipment as the main element of their day to day work will be encouraged to have an eye and eyesight test. This should be undertaken by an Optometrist of the employee's choice. The cost of the eye and eyesight test will be met by the company.

Staff are encouraged to avail themselves of future testing should they, with the support of their managers, determine that this is appropriate. (This will normally be after a 12 month period.)

8. Dealing with Health & Safety issues

Where an issue has been raised by staff on the use of display screen equipment the Line Manager will investigate the circumstances, take corrective action and inform staff of the action taken.

Staff will be advised to inform their supervisor or Line Manager where a problem arises in the use of Display Screen Equipment.

9. Policy review

The Managing Director undertakes to periodically review this policy in light of current and planned future activities, on an annual basis, and more frequently when legislation or industry best practice dictates.

Signed: 
Richard Bent
Managing Director

Date: January 2019

Next review date: January 2020

Doc Ref & Version	Owner	Date implemented
POL0013 (V3)	Richard Bent	November 2010