

DISPLAY SCREEN EQUIPMENT PROCEDURE

Policy Group: Health and Safety

Effective: **1st** May 2019

Approved: Gail Crossman, Director of
Performance and Development

Responsible officer: Mark Fletcher

Next renew due: May 2020

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GUIDANCE

Values | Vision | Tone of Voice

Values



Vision

Transforming lives through learning

Tone of voice

Our tone of voice takes its direct influence from our core values.

We are passionate about people and learners and are driven to get the best out of everyone by getting to understand them. We are caring and supportive, as well as being determined and strive for growth. We talk with purpose and enthusiasm in a way that connects and empowers people.

Innovation is at the heart of Learning Curve Group and we're always thinking about what's next!

SUMMARY CHANGES

Date	Page	Details of amendments

I. INTRODUCTION

This procedure forms part of our health and safety management system and should be read alongside our Health and Safety Policy, it is designed to provide a safe and healthy working environment for colleagues, including specific measures to protect their health and safety when working with display screen equipment (DSE). We will fulfil our obligations under the regulations by:

- Assessing all workstations, using a self-assessment approach
- The provision of suitable work equipment
- The provision of information and training for all users
- The provision of an eye test and examination for all users (See Section 8 of this procedure).

This procedure outlines our requirements for providing workstations and display screen equipment that is safe, without risk to health and are designed and maintained to minimise the potential ill effects of display screen use,

Applies to:

It is applicable to all colleagues and must be complied with.

Reason for procedure:

This procedure is in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 and all other relevant legislation, and it applies to all our sites and activities.

II. PROCEDURE

Workstation Assessments

You must complete a workstation self-assessment if you are classified as a user under the DSE regulations, using the self-assessment form HSF 2.121 DSE Assessment Checklist. This is available from the Head of Health and Safety, Estates and Environment or via the company 'S' drive Health and Safety Folder. The results of this assessment will then be reviewed by a DSE Assessor, who will provide assistance to resolve any outstanding problems. A more formal one-to-one assessment can be carried out by the assessor if you raise specific concerns about the workstation or your health. A new assessment will be required if:

- major changes are made to equipment or furniture
- your workstations are relocated
- the nature of your work changes or there is a major change in the software you are using
- your health changes e.g. if you become pregnant

All completed assessments will be logged with HR with a copy held on Purple People. Any staff who haven't completed an assessment, who are classified as users, will be discussed with individual line managers and where required included on the monthly health and safety report compiled by the Head of Health and Safety, Estates and Environment.

Minimum requirements for workstations

As a minimum standard, your workstation will have the following in place;

- A display screen with well defined characters of adequate size, a stable image and be easily adjustable for brightness and contrast. Your screen should tilt and swivel easily with no reflective glare
- A keyboard that tilts and be separate from the screen (not including laptops), with sufficient space in front of the keyboard to allow ease of use and a matt surface
- A mouse (or another non-keyboard device) that is suitable for the task
- A work surface large enough large and low reflecting to allow a flexible arrangement of equipment and adequate space for any other materials required;
- A work chair that is stable, allowing you easy movement and a comfortable working position. It should have an adjustable height for the seat base and the seat back should also tilt. Footrests are available on request;
- Adequate space to allow the you to change positions when required
- Lighting that gives appropriate contrast between your screen and any background that also prevents screen glare. Any artificial lighting should be positioned so as to prevent other sources of light, such as windows, from causing distracting reflections on the screen
- Noise must not cause distraction of attention or disturbance of speech;

- Heat must not be excessive such to cause discomfort, and an adequate level of humidity should be established and maintained;
- Any software system must be suitable for the task, easy to use, and adaptable to the level of your knowledge.

Eye Examinations and Testing

If you habitually use display screen equipment (DSE) as part of your normal work, (Habitually' for this purpose means more than two hours per day or ten hours per week) we will cover the basic cost of eyesight testing subject to prior approval from the HR Manager (to a maximum of £20 on submission of a valid receipt). If you obtain a test independently and without our knowledge, even if the test is specifically related to DSE use, we will not be responsible for any costs incurred.

Where your optician prescribes glasses or contact lenses that are necessary solely for the use of DSE, we will contribute up to £50.00 towards the purchase cost on production of a valid receipt. If you wish to purchase more expensive frames or contact lenses you must meet any additional cost over this amount.

Home Workers

Where you are contracted 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 and in exceptional circumstances a home visit may be required.

In most cases, you are not required to work from home but may choose to take work home at the discretion of your line managers etc. In these cases, although not coming under the DSE Regulations, you should ensure that your work area is set up in accordance with good DSE working practices.

Equipment Testing

Any Display Screen Equipment must be tested in accordance with Portable Electrical Equipment Safety as mentioned in the HSP 2.1.6 Office Safety.

III. DEFINITIONS

Term	Definition
Display Screen Equipment	A device or equipment that has an alphanumeric or graphic display screen. It includes both conventional display screens and those used in laptops, touch-screens and other similar devices.
User	An employee who habitually uses display screen equipment as a significant part of their normal work, whether they are working at their employer's workstation, at a workstation at home or another employer's workstation (normally for a continuous period of an hour or more daily).
Responsible Manager	The senior person responsible for an office or site which includes Centre Managers and Business Directors.

IV. RELATED POLICIES

HSP 2.1 Health and Safety Policy

Appendix

HSF 2.1.31 DSE Assessment Checklist