



HUMBERSIDE FIRE AND RESCUE SERVICE

# Service Improvement

## Display Screen Equipment Policy

Owner	Executive Director of Corporate Services
Responsible Person	Head of Health, Safety & Environment
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What we must  
do well



How we support our  
communities



We value and support  
the people we employ



We efficiently manage  
the Service

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## 1. INTRODUCTION

Humberside Fire & Rescue Service (HFRS) acknowledge the Health and Safety (Display Screen Equipment) Regulations 1992 apply to its work activities and will comply with this statutory requirement as a minimum standard.

### Core Code of Ethics

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

### National Guidance

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

## 2. EQUALITY AND INCLUSION

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services nor in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

## 3. AIM AND OBJECTIVES

### Aim

- To explain the requirement from HFRS personnel to ensure the appropriate controls are in place to manage the risks associated with the use of display screen equipment.

### Objectives

- To set out how the risk will be assessed and appropriately controlled
- Explain the training, information and instruction requirements of HFRS personnel
- Show how and when eye sight testing will be required by HFRS personnel
- Employees duties for use of display screen equipment

## 4. ASSOCIATED DOCUMENTS

- [Equality Impact Analysis](#)
- Legal References

- Health and Safety (Display Screen Equipment) Regulations 1992
  - Approved Code of Practice
  - Regulation 14 of the Management of Health and Safety at Work Regulations 1999
- 
- National Guidance  
There is no specific national guidance relating to this policy.

## **5. RISK ASSESSMENT**

These Regulations only apply to workers who regularly use Display Screen Equipment (DSE) as a significant part of their normal work (daily, for continuous periods of an hour or more). HFRS has assessed the risks associated with using DSE equipment and any special requirements of individual staff.

DSE users will complete an assessment with the assistance of a line manager if required, which will be recorded on a Display Screen Risk Assessment Form (OCC\_09).

Information provided by the user(s) should be included in the assessment and the line manager or assessor should consider any reported problems and action as appropriate.

The completed OCC\_09 assessment form should be forwarded to the Service Support Section to scan onto the individuals Personal Record File (PRF).

## **6. REDUCING THE RISK**

Any assessment that highlights an area of concern will require remedial action.

Remedial action will be straightforward in most cases:

- Postural problems may be overcome by simple adjustment of the workstation. 'Users' will be provided with adjustable chairs.
- Straightforward means such as screen repositioning or the use of blinds which may overcome visual problems. The screen may be moved to a more comfortable viewing distance and should be kept clean. In other cases more, appropriate means of lighting may be needed.
- Fatigue and stress may be removed by correcting obvious defects in the workstation and good design of the task is important. Users should have control over the pace of the task and be allowed to take appropriate breaks.

DSE workstations used regularly by only one 'user' can be made to fit that user. Workstations that are used by more than one person should have the capability to be readily adjusted.

General use workstations, such as those on fire stations, where personnel who operate the equipment are not classed as users under the Regulations, shall meet the 'requirements for workstations' where reasonably practicable, and assessments will be carried out and recorded.

## **7. TRAINING, INFORMATION AND INSTRUCTION**

The Service will provide adequate induction training in the use and adjustment of workstation equipment/furniture. As well as the importance of regular breaks or changes in activity. Information should be given on the importance and procedure for reporting issues.

## **8. WORK ROUTINES**

The work of 'users' should be planned in such a way as to incorporate periodic interruption by breaks or changes to work activity.

Regular short breaks are more satisfactory than longer less frequent ones. This will include breaks for lunch and refreshments as well as breaks to carry out different work. The supervision of personnel by their line manager should ensure that adequate breaks and changes in work activity take place.

## **9. EYESIGHT**

Employees of the Service are entitled but not obliged to undergo eyesight test if they are or become a 'user' of DSE.

The results of any eye tests can only be disclosed to the Service with the consent of the employee.

Repeat testing will be available at regular intervals and in cases where an employee believes they are having visual difficulties, as a result of the use of DSE.

The Service has the facility to carry out a less comprehensive test on in-house vision screening equipment. This will be carried out by the Occupational Health Advisor and if a vision defect is indicated a full eye and eyesight test will be provided.

## **10. PROVISION OF GLASSES**

Where spectacles are prescribed specifically for work with DSE the cost for basic corrective appliances will be met by the Service via Occupational Health.

Some people who normally wear glasses may also require special corrective lenses specifically for work with DSE. Only the basic cost of lenses and frames will be met by the Service.

## **11. FURTHER INFORMATION**

For further information the Approved Code of Practice can be obtained from the Health, Safety & Environment Section.

## **12. EMPLOYEE'S DUTIES**

Regulation 14 of the Management of Health and Safety at Work Regulations 1999 places the following duties on all employees:

- Using the equipment, safe systems of work and procedures provided by the Service in accordance with training and instruction given.
- Informing their line manager without delay of any situation, which may present a serious and imminent danger.
- Notifying their line manager of any shortcoming in the health and safety arrangements

## **13. SUPERVISION AND MONITORING**

The Service employs a system of supervision of all activities involving risk to personnel. This includes the supervision of personnel classed as 'users' of display screen equipment.

The level of supervision will depend on the risk involved and the competence and abilities of personnel.

**If you require further guidance on this document, please contact the  
Health, Safety & Environment Section**