

# Display Screen Equipment Policy

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## 1.0 Introduction

### Definition:

**These regulations only apply to employees of SPTA who use Display Screen Equipment as a significant part of their normal work (daily and continuously). These workers are known as Display Screen Equipment Users - This will be explicitly listed in Roles and Responsibilities within a job description.**

***These regulations do not apply to workers who use Display Screen Equipment for short periods of time.***

The School Partnership Trust Academies (SPTA) recognises the duties placed upon it within the Health and Safety at Work etc Act 1974, The Management of Health and Safety Regulations 1999, The Workplace (Health, Safety & Welfare) Regulations 1992, and with particular reference to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended 2002.

All reasonable steps will be taken by the SPTA and each Academy to ensure the health and safety of employees and students who work with display screen equipment (DSE).

The SPTA acknowledges that health and safety hazards may occasionally arise from the use of this equipment. It is the intention of SPTA to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. SPTA will seek to give information and training to enable a fuller understanding of these issues. The implementation of this policy requires the total cooperation of all members of management and staff.

## 2.0 Policy Statement

It is the policy of SPTA to provide a safe and healthy working environment for employees, including particular measures to protect their health and safety when they are working with Display Screen Equipment (DSE).

## 3.0 Legislation

Health and Safety at Work etc, Act 1974

The Management of Health and Safety Regulations 1999

The Workplace (Health, Safety & Welfare) Regulations 1992

The Health and Safety (Display Screen Equipment) Regulations 1992 as amended 2002

## 4.0 Procedures / Guidance

### 4.1 Arrangements for Securing the Health and Safety of Workers

Under the Health and Safety (Display Screen Equipment) Regulations 1992 the employer must carry out an analysis of workstations for the purpose of assessing risks, in particular the risks of musculoskeletal discomfort, visual disturbance and mental stress. Risks must be remedied, so far as is reasonably practicable, as soon as possible since all workstations must now meet these regulations.

The SPTA will, in consultation with workers and their representatives:

- Carry out an assessment of each workstation taking into account the DSE, the furniture, the working environment and worker;
- Take all necessary measures to remedy any risks found as a result of the assessment;
- Take steps to incorporate changes of task within the working day, in order to prevent intensive periods of on-screen activity;
- Review software to ensure suitability for the task;
- Arrange for the free supply of any corrective appliances (glasses or contact lenses) where required specifically for working with DSE;
- Advise existing employees and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

#### **4.2 Procedures for Dealing with Health and Safety Issues**

Where an employee raises a matter related to health and safety in the use of DSE, SPTA and each academy will:

- take all necessary steps to investigate the circumstances;
- take corrective measures where appropriate;
- advise the employee of actions taken.

Where a problem arises in the use of DSE, the employee must adopt the following procedures;

- Inform the Health and Safety Coordinator / Manager immediately;
- In the case of an adverse health condition, discuss with the Health and Safety Consultant and consult, where necessary, with the employee's own general practitioner.

#### **4.3 Record Keeping**

Records should be kept of the following:

- The results of workstation assessments.
- Actions taken as a result of workstation assessments.
- Eye and eyesight tests.
- The supply of corrective appliances.
- The provision of training.
- Information given to employees.
- Complaints of alleged or actual DSE-related ill health.
- Action taken in respect of such complaints.

#### **4.4 Eye and eyesight tests**

##### **A. Regular eye and eyesight tests**

Employees who are entitled to an eye and eyesight test (specifically as users of DSE) at intervals recommended by the person who carried out the previous test must have tests arranged through the Academy.

##### **B. Visual Discomfort**

Where an employee has experienced visual difficulties and has reason to believe that these may be caused by work with DSE, the Academy may offer an eye and eyesight test subject to assessment.

##### **C. Job changes**

Employees who transfer to a job involving the use of DSE will be offered an eye and eyesight test. This entitlement also applies where the use of DSE has become a significant part of the work for an employee not previously considered as a regular user.

**D. Costs of testing**

The costs of eye and eyesight tests will be met by the Academy, provided that testing has been agreed and arranged through the Academy. Where an employee obtains a test independently and without the knowledge of the Academy, even if the test is specifically related to display screen use, the Academy shall not be responsible for the cost incurred.

**E. Supply of glasses**

Where glasses are found to be necessary for the use of DSE, the Academy will contribute the basic price of NHS Optical vouchers towards the purchase. This can be used to obtain a standard frame and lenses, or be put towards a more expensive model. Evidence of actual purchase must be produced.

**F. Care and replacement of glasses**

The employee is personally responsible for the safekeeping of glasses. It is an offence to interfere with, or misuse, anything provided in the interest of health and safety. Employees are expected to show the same degree of care for glasses as for any other item of Academy property.

**4.5 Welfare****Rest breaks**

The purpose of a break from DSE work is to prevent the onset of fatigue. To achieve this objective, the Employee will seek to incorporate changes of activity into the working day. There is no prescribed frequency or duration of breaks from DSE work. Where possible, users will be given the discretion to decide the timing and extend of off -screen tasks. It is, however, recommended that DSE users should carry out a different task away from DSE for at least 5-10 minutes every hour, e.g. filing, photocopying, distributing post etc. Any employee who believes that his or her DSE workload does not permit adequate breaks should bring this to the attention of management.

Users of DSE are encouraged, and will be expected, to take the opportunities for breaks.

**Radiation and pregnancy**

Employees using DSE are not at risk from radiation. Scientific research has concluded that such concerns are unjustified. No adverse health effects have been found to arise from the use of DSE. Thus, there is no reason for a person who is pregnant, or is seeking to become pregnant, to avoid working with such equipment.

SPTA acknowledges that some employees may not be fully convinced by these assurances. It is recognised that, where an employee has a genuine concern, this can contribute to stress and ill health. The policy is, therefore that any pregnant employee may request a temporary transfer or a reduction in the volume of DSE work that she undertakes. Although no guarantee can be given, such request will receive full and proper consideration and will be granted where this can be achieved without disruption of the Academy's operations.

**4.6 Assessment of the Workstation**

DSE users will be invited to assist the SPTA in providing a comfortable and safe working environment and will be expected to carry out their own initial workstation assessment and make such reasonable adjustment as may be identified. A self-assessment document is available to all staff via the Health and safety Coordinator. Copies are available from the Health and Safety Consultant.

Individual users should complete this self-assessment checklist and return it to the Health and Safety Coordinator who will carry out any follow up assessment that may be necessary and make recommendations to remove risks as far as is reasonably practicable.

#### **4.7 Safe System of Work**

Badly adjusted furniture or equipment can result in discomfort and can even lead to disability in extreme circumstances. Poor work design can cause or aggravate these conditions. Unnecessary discomfort for users can be avoided by adopting the following simple precautions:

- Ensure that all furniture and equipment is functioning correctly.
- Adjust furniture and equipment so that users are comfortable when working. Ensure that equipment is positioned to provide a clear working area at the work stations.
- Take the opportunity to vary activities, breaking up long periods of DSE work. This should include moving away from the work-station to carry out the other duties.
- Use the entitlement to eye and eyesight tests.
- Report any symptoms of discomfort or ill health as soon as you are aware of them; (Report to your Line Manager or the Health and Safety Coordinator).
- Inform your employer of your training needs.
- Do not tamper with electrical equipment – ask for assistance.

#### **5.0 Responsibilities and Compliance**

##### **5.1 Responsibilities of Principals/Health and Safety Coordinator**

- Assist employees in the completion of DSE self-assessments.
- Work with the SPTA facilities team and others in making any necessary changes to the workstation or environment where identified within the assessment process.
- Ensure work routines of employees are organised so as to break up periods of continuous display screen equipment (DSE) work. The net effect must be to reduce total screen work. Persons falling within the definition of a “user” are entitled to an eye and eyesight test and to corrective appliances where specifically necessary for DSE work.
- Ensure workstations meet the technical requirements.
- Provide training before a person begins to work on DSE, and whenever the task significantly changes or the workstation is substantially modified. Employees and others must be given adequate information about health and safety at the workstation so as to enable the safe use of DSE.
- Ensure that where employees use lap tops for the purpose of work, that they are provided with advice for use and that a self-assessment is complete.
- Ensure students are trained in the safe use of computers and the correct workstation layout for comfort and efficiency.

##### **5.2 Responsibilities of Health and Safety Coordinator**

- Ensure all users know where to seek help if they have difficulties with an issue which relates to DSE health and safety
- Follow up self-assessments to resolve any problems identified
- Carry out face to face assessments where necessary
- Make recommendations to individuals and managers following assessments
- Make referrals to SPTA HR team where necessary

- Maintain records.

### **5.3 Responsibilities of users**

- Complete self-assessment and forward this to the Health and Safety Coordinators.
- Repeat self-assessments as required e.g. if there are any changes to work equipment or environment.
- Inform the Health and Safety Coordinator /Line Manager immediately, in the case of an adverse health condition.
- Work equipment must not be interfered with and must be used in accordance with guidance provided.

### **6.0 Training**

- 6.1** SPTA will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers who use DSE. This provision also applies to persons not in direct employment, such as temporary staff and contractors.

Line Managers should ensure that appropriate training in the safe use of DSE is made available for staff within their area. (Contact Health and Safety Coordinator/ Health and Safety Consultant)

- 6.2** All employees who use DSE will be given training to enable them to work without risk to health. Training will also cover the provisions of this policy.

Training must be given before a person begins to work on DSE and whenever the task significantly changes, or the workstation is substantially modified. Employees and others must be given adequate information about health and safety at the workstation, so as to enable the safe use of DSE.

### **7.0 Reference / Guidance**

[www.hse.gov.uk/msd/dse](http://www.hse.gov.uk/msd/dse) - provides information on display screen equipment

<http://www.hse.gov.uk/msd/dse/guidance.htm> - provides guidance for users of display screen equipment

### **8.0 Appendices**

Appendix A - Display Screen Equipment Assessment Form

## APPENDIX A

## DISPLAY SCREEN EQUIPMENT ASSESSMENT



<b>Workstation User:-</b>		<b>Main Use:</b>	
<b>Location:-</b>		<b>Assessed by:-</b>	<b>Date</b>

**EQUIPMENT PRESENT AT WORK STATION (Tick as relevant)**

Display Screen		Mouse		Modem			
Keyboard		Disk Drive		Lamp			
Work Desk or Surface		Printer		Foot rest			
Chair		Document Holder		Others list right			

<b>SECTION A</b>	<b>ENVIRONMENT</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
A1	Is there enough space for the user to change position and vary movements?			
A2	Is the room and spot lighting adequate for the task and the user, with no extreme light or dark areas?			
A3	Is all the lighting suitable for DSE's causing no glare/reflections?			
A4	Can the workstation be adjusted to avoid glare / reflections?			
A5	Do the windows have adjustable blinds or other coverings?			
A6	Is the working area free from excessive noise from equipment?			
A7	Does the equipment work without producing excessive heat?			
A8	Does the equipment carry CE marking?			
A9	Is there a constant, adequate level of humidity for eye comfort?			
A10	Is the temperature / ventilation comfortable all year round?			

<b>SECTION B</b>	<b>DISPLAY SCREEN</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
B1	Are the characters easy to read?			
B2	Are the display characters of adequate size?			
B3	Is the screen stable and free from flickering?			
B4	Are there controls for brightness and contrast?			
B5	Can the screen be tilted and swivelled easily?			
B6	Is it possible to adjust the height of the screen?			
B7	Is the screen free from uncomfortable glare and reflection?			
B8	Is there a screen cleaning kit provided?			

<b>SECTION C</b>	<b>KEYBOARD and MOUSE, TRACKBALL etc</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
C1	Is the keyboard separate from the screen?			
C2	Is the keyboard tilt able?			
C3	Is there enough space in front for the user to rest hands & arms?			
C4	Is the keyboard non-reflective?			
C5	Is the layout of the keys easy to use?			
C6	Are the key symbols easy to read?			
C7	Is the mouse/trackball suitable for the task it is being used for?			
C8	Is the device positioned close to the user?			
C9	Is there support for the device user's wrist and forearm?			
C10	Does the device work smoothly at a speed that suits the user?			
C11	Can users easily adjust software settings for device?			

<b>SECTION D</b>	<b>WORK DESK AND WORK SURFACE</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
D1	Does the surface have low reflection?			
D2	Is it large enough for all the equipment and to allow for a flexible arrangement?			
D3	Is any document holder stable and adjustable?			
D4	Is the work positioned to lessen head / eye movement?			
D5	Is there enough space for the user to find a comfortable position?			
D6	Are the electrical cables / equipment in good condition?			
D7	Are cables tidy and prevented from trailing?			



SECTION E	WORK CHAIR	YES	NO	Comments
E1	Is the chair stable?			
E2	Does it allow ease of movement and a comfortable position?			
E3	Can the seat height be adjusted in the sitting position?			
E4	Is the seat back adjustable, both for height and tilt?			
E5	Can the user place both feet on the floor?			
E6	Is there a stable footrest available?			

SECTION F	OPERATOR & COMPUTER INTERFACE	YES	NO	Comments
F1	Is the software suitable for the task?			
F2	Is the software easy to use?			
F3	Is it adjustable to the users level of knowledge and experience?			
F4	Does the system provide the user with feedback on their performance?			
F5	Is the pace and format of the screen information adjustable by the user?			
F6	Is the user sufficiently trained in the use of the software?			
F7	How much time is spent on the screen?			
F8	Is the screen information complex?			
F9	Does the work require extreme concentration?			
F10	Does the user suffer from fatigue or stress?			
F11	Does the user get aches, pains, pins & needles etc in the neck, back, shoulders or upper arms?			
F12	Does the user have restricted joint movement?			
F13	Does the user have problems with vision - headaches, sore eyes problems with focussing etc.?			
F14	Does the software dictate the speed of response?			

SECTION G	GENERAL	YES	NO	Comments
G1	Has the user had an eye or eye sight test?			
G2	Is the user fully trained in the use of the workstation?			
G3	Has the user received awareness training covering the possible risks involved with display screen work?			
G4	Has a system of work permitting changes of activity been set up?			

***Please make sure you have completed all the questions above before passing this form to your academy Health and Safety Coordinator.***

<b>For Internal use</b> -to be completed by academy Health and Safety Coordinator			
<b>OVERALL RISK RATING</b>	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>
<b>RECTIFICATION OF NON-COMPLIANCE ITEMS REQUIRED</b>			
<b>SECTION</b>	<b>ACTION</b>	<b>DATE COMPLETED</b>	<b>SIGNATURE</b>
<b>OVERALL RISK RATING ON COMPLETION OF REQUIRED ACTIONS</b>	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>

Check above against other users DSE Assessments to determine if there are individual or group problems. If “group” then look for wide ranging solutions such as re-training or a change in software or work method.