

Display Screen Equipment (DSE) Policy

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Section / Dept:	Health and Safety
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Related policies:	Health and Safety Policy
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Version History

Version	Author	Revisions Made	Date
1	Nick Izzard	First Draft (in new format)	May 2016

Approval History

Equality Analysis

Version	Reviewed by	Comments	Date
1	Equality & Diversity Jo McCarthy-Holland	No negative equality impact identified'	20 June 2016

Committee Sign Off

Version	Committee Name	Date of Sign Off
1	Health and Safety Committee	24 June 2016
	Executive Board Committee	

1	Introduction
1.1	Purpose
1.1.1	<p>It is the policy of the University of Surrey to provide a safe and healthy working environment for employees, which includes particular measures to protect their health and safety when using Display Screen Equipment (DSE).</p> <p>The University will fulfil its obligations by:</p> <ul style="list-style-type: none"> • Assessing all workstations, using a self-assessment approach supported by a network of trained DSE assessors. • Arrangements for referral to Occupational Health, when health issues due to DSE use are suspected. • The provision of suitable work equipment • The provision of information and training for users, primarily through a computer based package • The provision of eye examination and testing for all users, and the provision of corrective glasses, where these are required solely and specifically for DSE work. • Making arrangements for regular breaks for employees working with DSE.
1.2	Scope
1.2.1	This policy applies to all staff, students, contractors and visitors using DSE within the University of Surrey.
1.3	Equality Analysis
1.3.1	<p>Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010. The protected characteristics are gender, age, race, disability, sexual orientation, religion/belief, pregnancy and maternity, and marriage/civil partnership.</p> <p>The University recognises the need for specific measures to ensure the health and safety of each of these groups. This policy and all other associated Health and Safety related policies take this into account.</p>
1.4	Definitions
1.4.1	DSE = Display Screen Equipment, WSA = Workstation Assessment
1.4.2	<p>The HSE guidance states: It will generally be appropriate to classify the person concerned as a “User” or “Operator” if they:</p> <ul style="list-style-type: none"> • Use DSE for continuous or near continuous spells of one hour or more at a time. • Use DSE in this way more or less daily <p>Have to transfer information quickly to and from the DSE</p>

1.4.3	<p>Competence, Training and Briefing</p> <p>Competence is based upon training and is equipping staff, students (and others where the University has a duty-of-care) with relevant skills and knowledge to deal appropriately with a given health and safety situation.</p> <p>Briefing is informing such persons of relevant knowledge in relation to health and safety.</p> <p>Training and briefing will be made available in a range of formats according to the needs of the trainee and different groups of staff, students and others.</p>
1.4.4	<p>Accessibility</p> <p>The duty to make reasonable adjustments, as far as possible, to ensure that all staff and students (and others where the University has a duty-of-care) with a disability have equal access to everything they need to do a job or studies as those persons without a disability.</p>
1.5	<p>Legislative context</p>
1.5.1	<p>The Health and Safety Executive (HSE) places significant emphasis on the requirement for a formal system, that deals with Display Screen Equipment (DSE) assessments. The system adopted by the University of Surrey is a statutory duty, which is designed to minimise the risks associated with workstation equipment and its prolonged use.</p> <p>The legal requirement placed on the University is to provide a safe and healthy working environment for employees and students, when working with DSE. The requirements are laid out under the Health and Safety (Display Screen Equipment) Regulations 1992 as amended.</p>
1.6	<p>Health & Safety Implications</p>
1.6.1	<p>This forms part of the overall Health and Safety Policy</p>
2	<p>Policy</p>
2.1	<p>Principles</p>
2.1.1	<p>It has been established that the following health problems may arise from the intensive use of DSE.</p> <ul style="list-style-type: none"> • Upper limb disorders and lesser problems of temporary backache, muscle fatigue etc, caused by bad posture. • Temporary visual fatigue caused by such factors as poor lighting, glare, reflections, flickering screen, concentrated DSE work and poorly positioned DSE. (There is no evidence of DSE work being associated with permanent damage to eyes). • Soreness of the eyes from low humidity. • Fatigue and general stress related to such factors as unfavourable environmental conditions and task planning. <p>There are other minor or alleged health effects, such as Epilepsy and Facial Dermatitis, that sometimes cause people concern, but there is no medical evidence to suggest these conditions are caused by DSE work. Other concerns are effects on pregnant women (no medical evidence to suggest there is any link between DSE work</p>

	and miscarriage or birth defects) and electromagnetic radiation (no harmful emissions).
2.2	Procedures
2.2.1	<p>Workstation Assessments</p> <p>The legal requirement is for the University to carry out suitable and sufficient assessment and, where necessary, bring up to acceptable standards, all workstations where the individual is classified as a User.</p> <p>Workstation self-assessment shall be carried out by all employees who use DSE, using the electronic form issued by the DSE Advisor, or can also be found on the University Health and Safety web site pages. The results of this assessment will then be reviewed where necessary by the DSE Assessor, who will provide assistance to resolve any outstanding problems.</p> <p>A more formal one-to-one assessment may be carried out by the assessor if required e.g. if the assessor has specific concerns about the individual or workstation. A referral to Occupational Health for a Workstation Assessment (WSA) will be made by the DSE Assessor if issues are of a health nature and cannot be resolved by the DSE Assessor alone. All referrals should in the first instance be forwarded to the Users line manager.</p> <p>The assessment shall be repeated/reviewed if major changes are made to equipment or furniture, if workstations are relocated, if the nature of the work changes or if the health of the user changes. Review of the assessment on a regular basis may help to remind users of the importance of good practice in DSE work.</p>
2.2.2	<p>Minimum Requirements for Workstations</p> <ul style="list-style-type: none"> • The Display screen should have well defined characters of adequate size, stable image, easily adjustable brightness and contrast. The screen should be easily tilting and swivelling with no reflective glare. • The keyboard should be tiltable and separate from the screen, have sufficient space in front of the keyboard, a matt surface, easy to use, adequate and contrasting symbols on keys. • The mouse (or other non-keyboard device) should be suitable for the task. • The work surface should be sufficiently large and low reflecting, and allow a flexible arrangement of equipment and adequate space. • The work chair should be stable allowing the User easy movement and comfortable position. It should have adjustable height (seat), adjustable height and tilt (seat back). Footrests should be available on request. • There should be space necessary to allow the User to change positions. • The lighting should be satisfactory with appropriate contrast between screen and background, and prevention of glare through positioning of artificial lighting. • Positioning must prevent 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. • The software systems must be suitable for the task, easy to use, and adaptable to the level of the User's knowledge. No quantitative or qualitative checking facility may be used without the User's knowledge.

2.2.3	<p>Laptop Computers & Portable Devices</p> <p>Laptops must comply with the full regulations when they are used for continuous periods of more than one hour per day, on most days. Ideally the keyboard and screen should be separate, and there are several options to achieve this:</p> <ul style="list-style-type: none">• Use with a docking station (preferred)• Connect to a desktop computer• Use with a separate monitor• Use with a separate keyboard and mouse <p>All laptops and their accessories should be as light as possible. It is highly recommended that a rucksack type carrier is considered, if a laptop is to be carried frequently. Avoid branded laptop cases for security.</p>
2.2.4	<p>Eye Examination & Testing</p> <p>The University will provide the means for all employees who are identified as “Users”, to have an eye examination and test when requested. Retesting is usually every two years, exceptions would be on the opticians advice.</p> <p>A voucher system is in operation, which can only be used at any Specsavers outlet. The vouchers are held by all Faculty Health & Safety Advisors, and also the central Health & Safety department.</p> <p>The voucher entitles the User to a full eye test and examination, as well as a pair of standard, intermediate, corrective glasses. These glasses will be solely and specifically for DSE use, and cannot be combined with lenses for other uses (such as driving etc).</p> <p>Further information on eyecare and Display Screen Equipment (DSE), can be found on the University Health & Safety website.</p>
2.2.5	<p>Rest Breaks</p> <p>Breaking up long spells of DSE work helps to prevent fatigue, eyestrain, upper limb disorders and backache. Most employees within the University will have some control over their own working arrangements, and will be able to organise their work to take this into account.</p> <p>The best way to break up work is to alternate sedentary work with more active tasks, such as filing, photocopying etc. Where this is not possible, more formal breaks may be necessary.</p> <p>Frequent mini breaks every 15-30 minutes are preferable to longer breaks, taken every couple of hours.</p>
2.2.6	<p>Home Working</p> <p>Where University employees 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 out in the home setting, and exceptionally by a DSE Assessor during a home visit.</p>

	<p>In most cases, staff are not required to work from home but may choose to take work home at the discretion of line managers etc. In these cases, although not coming under the DSE Regulations, the employee should ensure that their work area is set up in accordance with good DSE working practices.</p>
<p>2.2.7</p>	<p>Specialist Considerations:</p> <p>Pregnant Workers – Although scientific studies have not discovered any link amongst new and expectant Mothers and DSE use, the layout and working arrangements should be routinely assessed over the pregnancy period.</p> <p>This can be carried out at the same time as the University Pregnancy Risk Assessment process. Special consideration should be given to achieving a comfortable seating position and an increase in the frequency and duration of rest breaks.</p> <p>Post Graduate Students – Post Graduate Students who have an employment contract with the University will be covered by this policy, in the same way as other members of staff. They will be entitled to the complete DSE Risk Assessment process, as well as free eyesight testing, DSE glasses and training.</p> <p>Post Graduate students who are not employed by the University, are not covered by this policy, and the University are not obliged to provide them with free eyesight testing, glasses and training. However, the University does recognise it has a “Duty of Care” to them and every effort will be made to provide those students having difficulties, with advice and information.</p> <p>Where the University provides a computer or workstation for a Post Graduate Student, whether employed by the University or not, there is a “Duty of Care” to ensure this is suitable for the task.</p> <p>Undergraduate Students – Are not covered by the DSE Regulations and therefore not covered by this policy. However although it is less likely that an Under Graduate Student would be required to make sufficient concentrated use of DSE to be classed as a “User”, should a student report difficulties, every effort should be made to advise that student as necessary.</p>
<p>2.2.8</p>	<p>Monitoring and Review</p> <p>Heads of Faculties and Schools should ensure that there are effective DSE arrangements in place, and department heads and managers should ensure that DSE assessments have been completed in their areas of responsibility.</p> <p>Existing DSE assessments should have a review of their validity on a regular basis, in this case a period not exceeding 3 years is recommended.</p> <p>If there are significant changes to a workstation, it must be re-assessed and actions implemented to meet the requirements of the Regulations. Examples of significant changes are:</p> <p>If the workstation is relocated</p> <ul style="list-style-type: none"> • A major change in workstation furniture • A substantial increase in the amount of time required to be spent using DSE • A major change to software being used

	<ul style="list-style-type: none"> • A major change to the hardware being used • A substantial change in other task requirements (e.g. more speed or accuracy) • If any environmental conditions such as lighting are significantly modified <p>As part of an Expectant Mothers (Pregnancy) Risk Assessment</p> <p>Following recovery from an injury or illness, where the User has been absent from the workstation for a substantial period of time</p> <p>When a User requests a new assessment due to a DSE issue</p>
3	Governance Requirements
3.1	Responsibility
3.1.1	<p>Faculty Managers/Heads of Departments/Heads of Sections</p> <ol style="list-style-type: none"> a) Ensure all DSE assessments are carried out in your area of responsibility. b) Support the DSE Assessors in carrying out their duties. c) Ensure furniture and equipment provided for users is of a suitable and sufficient standard. d) Implement appropriate recommendations made by DSE Assessor and or Occupational Health Advisor.
3.1.2	<p>Users</p> <ol style="list-style-type: none"> a) View the online training package when sent out, initially as part of the induction process, and thereafter as part of the refresher training process. b) Carry out DSE Self-Assessment, initially as part of the induction process, and again as part of the review process. c) Seek advice from the DSE Assessor to resolve any issues arising from a DSE Assessment, and make any necessary changes recommended by the DSE Assessor. d) Repeat self assessments as required e.g. if there are any significant changes to work equipment or environment, or if advised to do so by a DSE Assessor. e) Report any health problems which may be related to computer work, to line manager and/or Faculty/School Health & Safety Advisor.
3.1.3	<p>DSE Assessors</p> <ol style="list-style-type: none"> a) Ensure new starters undergo training and self-assessment as part of the induction process, and keep records to show this has been done. b) Advise existing Users to undergo training and assessment as required, and send reminders to this effect. c) Ensure all Users know where to seek help if they have difficulties with an issue which relates to DSE health and safety.

	<p>d) Follow up self assessments to resolve any problems identified.</p> <p>e) Carry out face to face assessments where necessary.</p> <p>f) Make referrals to Occupational Health (through Human Resources) where appropriate.</p>
3.1.4	<p>Occupational Health Advisors</p> <p>a) Assist assessors with assessments on request.</p> <p>b) Carry out assessments for individuals with work related health problems.</p> <p>c) Make recommendations to individuals and managers following assessments.</p>
3.2	Implementation / Communication Plan
3.2.1	<p>Training and Information for Users</p> <p>All Users should have training on the possible risks of DSE work, how to work safely, how to carry out a self-assessment, and on the measures the University has put in place to comply with the regulations. To achieve this, all Users are responsible for completing the on-line training programme, issued by the DSE Assessors.</p> <p>Further information on the use of DSE can be found on the University Health and Safety web site pages (click here)</p>
3.3	Exceptions to this Policy
3.3.1	None
3.4	Supporting documentation
3.4.1	Health and Safety Policy & Hazardous Working Policy
3.4.2	HSE DSE Guidance

Equality Analysis Template

for all University Policies

Organisational Sign Off by Equality and Diversity Team:	NAME OF POLICY: <u>Display Screen Equipment (DSE) Policy</u>
	<input checked="" type="checkbox"/> Low Equality Impact (Minor input to Policy to reflect equality considerations)*
	<input type="checkbox"/> Medium to High Equality Impact (Equality Analysis template completed)
	<input checked="" type="checkbox"/> Sign off received
	Signed off by: <u>Jo McCarthy-Holland</u>
Position: <u>Equality Adviser</u>	
Date: <u>20/6/16</u>	

Note: This Template must be used in conjunction with the associated Equality Analysis Guidance Notes, which can be accessed from the [Equality and Diversity Website](#)