



Display Screen Equipment Policy

Ilfracombe Town Council

1. INTRODUCTION

1.1 Purpose

It is the policy of Ilfracombe Town Council to provide a safe and healthy working environment for all of its employees, which includes particular measures to protect their health and safety when using Display Screen Equipment (DSE).

Ilfracombe Town Council will fulfil its obligations by:

- Assessing all workstations, using a self-assessment approach.
- 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.
- Reviewing the assessment when the DSE User or DSE changes.

1.2 Definition

The HSE guidance states: It will generally be appropriate to classify the person concerned as a “DSE User” or “DSE Operator” if they:

- Use DSE for continuous spells of one hour or more at a time.
- Use DSE in this way more or less daily.

1.3 Legislative Context

The legal requirement placed on Ilfracombe Town Council is to provide a safe and healthy working environment for all employees when working with DSE. The requirements are laid out under the Health and Safety (Display Screen Equipment) Regulations 1992 as amended.

2. POLICY

2.1 Procedure

The legal requirement is for Ilfracombe Town Council to carry out suitable and sufficient assessment and where necessary, bring up to acceptable standards all workstations where the individual is classified as a DSE User.

Workstation self-assessment shall be carried out by all employees who use DSE, using the electronic form held in the ‘ITC Policies 2017’ folder on the Team Drive. The result of the assessment will then be reviewed by individual line managers who will then provide assistance to resolve any outstanding problems.

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.

2.2 Minimum Requirements for Workstations

- 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 tilt-able 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 DSE User easy movement and comfortable position. It should have adjustable height (seat), adjustable height and tilt (seat back).
- There should be space necessary to allow the DSE 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 as to cause discomfort, and an adequate level of humidity should be established and maintained.

2.3 Laptop Computers & Portable Devices

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:

- Use with a docking station
- Connect to a desktop computer
- Use with a separate monitor
- Use with a separate keyboard and mouse

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.

2.4 Eye Examination & Testing

Iffracombe Town Council will provide the means for all employees who are identified as “DSE Users”, to have an eye examination and test when requested. Retesting is usually every two years, exceptions would be on the optician’s advice.

The employee should confirm with their line manager that they are a “DSE User”, complete part 1 of the Request for an Eyesight Test form, request their manager to complete part 2, take the form to the opticians and ask them to complete part 3, request their line manager to approve the submission of a claim by completing part 4. Finally the form or a copy should be sent to The Town Clerk.

2.5 Rest Breaks

Breaking up long spells of DSE work helps to prevent fatigue, eyestrain, upper limb disorders and backache. Most employees within Iffracombe Town Council will have some control over their own working arrangements, and will be able to organise their work to take this into account.

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.

2.6 Home Working

Where Ilfracombe Town Council employees are contracted to work from home, then 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.

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.

2.7 Monitoring and Review

Line managers should ensure that there are effective DSE arrangements in place and should also ensure that DSE assessments have been completed in their areas of responsibility.

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.

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:

- If the workstation is relocated
- 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
- 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
- Following recovery from an injury or illness, where a DSE User has been absent from the workstation for a substantial period of time
- When a DSE User requests a new assessment due to a DSE issue

3 REQUIREMENTS

3.1 Responsibility of Line Managers

All line managers must:

- Ensure all DSE assessments are carried out in their area of responsibility
- Ensure furniture and equipment provided for users is of a suitable and sufficient standard
- Ensure new starters undergo training and self-assessment as part of the induction process, and keep records to show this has been done
- Advise existing DSE Users to undergo training and assessment as required, and send reminders to this effect
- Follow up self-assessments to resolve any problems identified
- Carry out face to face assessments where necessary

3.2 Responsibility of DSE Users

All DSE Users must:

- View the online training programme initially as part of the induction process, and thereafter as part of the refresher training process
- Carry out DSE self-assessment, initially as part of the induction process, and again as part of the review process

- Seek advice from their line manager to resolve any issues arising from a DSE assessment, and make any necessary changes recommended.
- 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 their line manager
- Report any health problems which may be related to computer work, to their line manager.

3.3 Training and Information for DSE Users

All DSE Users should be aware of the possible risks of DSE work and how to work safely. To achieve this, all DSE users are responsible for watching and becoming familiar with the video titled: Office Ergonomics – Simple Solutions for Comfort and Safety which can be found on the team drive in the folder for ITC Policies 2017-ITC DSE.

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