

Display Screen Equipment DSE Policy

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Approved by: College of Management
Council of Trustees

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Date:
Date:

Review information: Version 2 – simple review. Version 1 was based on Mentor guidance.

Reviewed by: Kaycee Fordham

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Introduction

Most businesses these days use some form of Display Screen Equipment (DSE), for example, VDUs, VDTs, monitors, laptops etc. Using DSE is not inherently risky and, if users follow some simple good practice techniques, working with DSE can be made more comfortable and productive.

Policy - Statement of Intent

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work, in relation to Display Screen Equipment activities, and to comply with all relevant legislation.

Employer Responsibilities

To ensure that the use of Display Screen Equipment (DSE) will be undertaken safely, and that our policy will be clearly understood throughout the school, we will:

- make employees aware of this policy, and ensure that members of staff who use DSE for more than 2 hours per day regularly read the relevant HSE guide;
- ensure that staff are aware that they should organise their work in such a way that during every working day DSE activities are interrupted by breaks and/or changes in work activity;
- ensure that all employees under our control, who are DSE users, undertake a DSE workstation assessment and that these assessments are reviewed at least annually or when they are no longer considered to be valid;
- take action where a negative comment is indicated on the DSE workstation assessment and, where difficulties cannot be rectified locally, seek competent advice;
- provide information to DSE users on the arrangements for, eye and eyesight tests and spectacles; and
- provide relevant information, instruction and training where required.

Procedure

To fulfil our responsibilities as outlined above, we will:

- identify all users of DSE;
- complete a detailed assessment of each workstation to ensure potential risks are identified, taking into account the equipment, furniture, the work environment and the work being done, as well as any special needs of our individual employees including but not limited to pregnancy;
- ensure that all our workstations meet the requirements of DSE guidance;
- give all our DSE users the opportunity to plan their work so that there are breaks or periodic changes of activity;
- Ensure that DSE users are aware of the arrangements for eye and eye sight tests and arrangements for the provision of corrective appliances if special ones are required for DSE use;
- provide health and safety training and information for all users of DSE equipment;
- periodically assess accident records to identify any trends in DSE-related ill health and ensure that injuries are appropriately reported; and
- ensure that DSE users bring to our attention any changes in their own medical conditions.

Controls

- DSE User Register
- HSE DSE workstation checklist
- DSE Briefing
- Health & Safety Induction and Annual Confirmation
- Health Monitoring Form

Information/advice/guidance:

- HSE guide: Working with display screen equipment (DSE)
<http://www.hse.gov.uk/pubns/indg36.pdf>

Compliance:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (Display Screen Equipment) Regulations 1992

Linked Policies:

- Health and Safety Policy
- Risk Management Policy
- Staff Induction Policy