



## Display Screen Equipment (DSE) Policy

REF: H\_S/policy/DSE  
Oct 2022

### Introduction:

The Council's intention is to optimise the use and application of display screen equipment within the workplace, whilst safeguarding the health, welfare and job satisfaction of those involved in using such equipment.

### Purpose:

This procedure introduces safe working practices for all users of display screen equipment. A user is defined by the Health and Safety (Display Screen Equipment (DSE)) Regulations 1992 SI No. 2792 as:  
"An Employee who habitually uses display screen equipment as a significant part of their normal work".

A person will be defined as a user if they:

- normally use DSE for continuous or near-continuous spells of an hour or more at a time;
- use DSE in this way more or less daily;
- have to transfer information quickly to or from the DSE.

Someone will also be deemed a user if they need to apply high levels of attention and concentration; are highly dependent on DSE or have little choice about using it; or need special training or skills to use the DSE.

### Responsibilities:

Management:-

- (a) Identify DSE users;
- (b) Ensure users are fully trained;
- (c) Ensure work station risk assessments are conducted in all circumstances;
- (d) Provide adequate equipment to ensure compliance with safe working practices;
- (e) Provide manner of working which allows adequate breaks;
- (f) Provide access to eye sight tests for users.

Employees:

- (a) Use only issued equipment;
- (b) Carry out workstation risk assessment using the prescribed tools as required;
- (c) Comply with safe manners of working.



## Procedure:

### Training:-

The Council will give sufficient information and training as is necessary to ensure the health and safety of users. This provision will also apply to those persons who are not in direct employment (e.g. agency staff and contractors, elected members and volunteers).

### Guidance

To secure the health and safety of users in so far as is reasonably practicable, the Council will in consultation with Users:

- carry out an assessment of each workstation taking into account the display screen equipment, the furniture, the working environment, and the user;
- 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, to prevent intensive periods of on-screen activity;
- review software to ensure that it is suitable for the task and is not unnecessarily complicated;
- arrange for free provision of eye sight tests prior to employment, at regular intervals thereafter and where a visual problem is experienced;
- arrange for the free supply of any corrective appliance (glasses) where these are required specifically for working with display screen equipment;
- advise existing Employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be mitigated.

Where a user raises a matter related to health and safety in the use of display screen equipment the Council will:

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

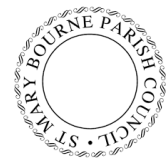
Where a problem arises in the use of display screen equipment the user must inform the Manager immediately.

### Eye Sight Tests:

When an Employee commences work with the Council involving the use of display screen equipment, he or she will be entitled to an eye sight test, the cost of which will be reimbursed by the Council. This entitlement also applies where display screen equipment has become a significant part of the work for an Employee not previously considered a user.

Employees will be entitled to undertake a sight test at regular intervals. Where a user experiences visual difficulties, and has good reason to believe that these may be caused by work with a display screen, the Council will offer the additional opportunity for an eye sight test.

Where as a result of an eye sight test the optician recommends changes to the work place, the user must advise the Council of such information and may be required to provide the



Council with evidence of the relevant medical advice.

#### Reimbursement for Glasses and Eye Sight Tests:

When making arrangement for an eye sight test or fitting of glasses, users should make an appointment at a convenient time. Users who need to attend the appointment during work time should obtain authorisation from their Manager prior to arranging an appointment.

Employees should where possible make an appointment where the costs of the eye sight test are free of charge but conducted by a reputable supplier. If glasses are prescribed specifically for DSE use, the Council will pay up to £50.00 towards the cost of spectacles. However, users may choose spectacles in excess of this amount but the Council will only pay £50.00 towards the cost, and any amount in excess of this will be payable by the user.

Employees are expected to show the same degree of care for glasses as for any item of Council property. Users who purchase glasses should pay the invoice in full and claim the Council contribution using the normal expense claim procedure attaching the relevant receipt and prescription demonstrating that glasses are required specifically for use of DSE.

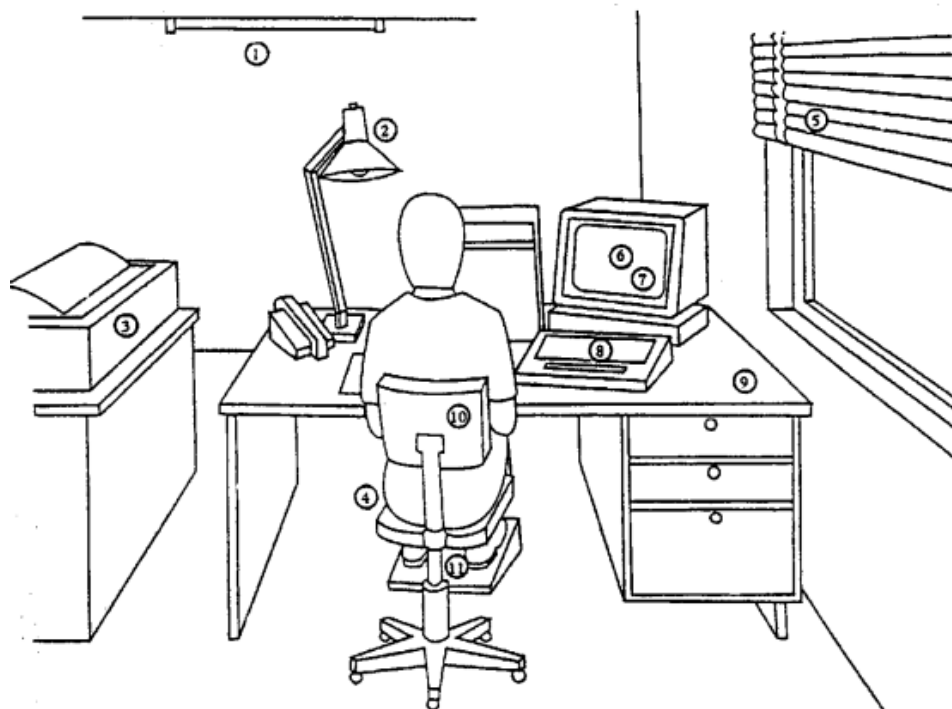
#### Rest Breaks for Users:

The purpose of a break from display screen equipment is to prevent the onset of fatigue. To achieve this objective the Council will seek to ensure changes of activity in the working day. Users of display screens are encouraged, and will be expected to take opportunities to take breaks from screen work and to utilise this time to carry out other work activities.

There is no prescribed frequency or duration of breaks from display screen work. Wherever possible, users will be given the discretion to decide the timing and extent of off screen tasks. Users who believe that their workload at a display screen does not permit adequate breaks should bring this to the attention of their Manager.

#### Work Station Risk Assessments:

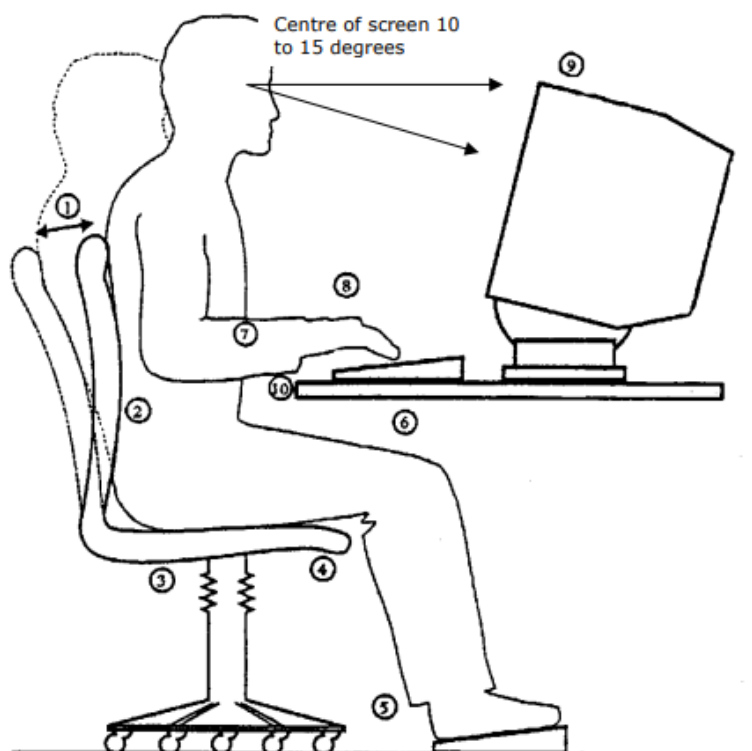
Users of display screen equipment must complete a work station risk assessment using the prescribed risk assessment form. Assessments should be completed each time a new workstation is set up, if a new user starts work, if a change is made to an existing workstation or the way it is used or if a user complains of pain or discomfort. Assessments should be reviewed on a regular basis. The workstation should comply with the following guidance.



**Figure 1**

Workstation Layout:

1. Adequate and appropriate lighting;
2. Adequate contrast, no glare or distracting reflections;
3. Distracting noise minimised;
4. Leg room and clearance to allow postural changes;
5. Window covering;
6. Software: appropriate to task and user fully familiar with its use;
7. Screen: stable image, adjustable, readable, glare and reflection free;
8. Keyboard: Useable, adjustable, legible;
9. Work surface: Allows flexible arrangements, spacious, glare free;
10. Work chair: Adjustable
11. Feet: Rest on the floor, foot rest provided if required.



**Figure 2**

Seating and Posture Guidance:

1. Seat back adjusted to give lumbar support;
2. Seat height allows feet to rest on the floor;
3. No excess pressure on underside of thighs or backs of knees;
4. Adequate space for postural change;
5. Forearms approximately horizontal;
6. Minimal extension, flexion or deviation of the wrists;
7. Screen height and angle allows comfortable head/neck position;
8. Space in front of the keyboard to support hands/wrists during keying.

*Proposed ordinary council meeting  
11 October 2022*