



# **THE GRYPHON TRUST**

**GAT/0021**

## **DISPLAY SCREEN EQUIPMENT POLICY**

## POLICIES AND PROCEDURES PROFORMA

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## **THE GRYPHON MULTI-ACADEMY TRUST**

### **DISPLAY SCREEN EQUIPMENT POLICY**

#### **1.0 PURPOSE**

- 1.1 To set out the requirements of The Gryphon Trust in relation to the use of display screen equipment at work.
- 1.2 All staff should read, understand and, where appropriate, act on this information

#### **2.0 SCOPE**

- 2.1 This guidance procedure describes the responsibilities of managers in relation to their staff who need to use display screen equipment for a significant part of their working day. The Health & Safety Executive deem a 'DSE user' to be one who "regularly use DSE as a significant part of their normal work(daily, for continuous periods of an hour or more)".

#### **3.0 POLICY STATEMENT**

- 3.1 **The Gryphon Multi-Academy Trust intends to provide a safe and healthy working environment and safe practices at all times. It is committed to reducing the risk of accident or injury to all employees and other persons who may be affected by its activities. The Governing body will take all reasonable and practicable steps to comply with all relevant legislation and best practice regarding the use of display screen equipment and will carry out risk assessments and provide adequate training and supervision where required.**

#### **4.0 REFERENCES TO LEGAL, CENTRAL GOVERNMENT AND OTHER EXTERNAL DOCUMENTS, INCLUDING RESEARCH**

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 (as amended)

HSE – Working with Display Screen Equipment – DSE Regulations 1992 (ACOP L26) ISBN 0717625826

HSE Free Leaflet INDG36(rev4) (Working with DSEs): <http://www.hse.gov.uk/pubns/indg36.pdf>

#### **5.0 DEFINITIONS**

- 5.1 Display screen equipment (DSE) means all equipment used at work in connection with a computer. That includes the display screen, keyboard, hard drive, mouse, printer and workstation. A workstation comprises the desk, chair and other related items such as a footrest and document holder.

#### **6.0 ROLES**

- 6.1 **Senior leaders and team leaders are responsible for implementing this procedure.**

#### **7.0 AUTHORITY TO VARY THE PROCEDURE**

Health & Safety Co-Ordinator

## **PROCEDURE**

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#### **1.0 INTRODUCTION**

- 1.1 For many people, working with display screen equipment (DSE) is now an integral part of their daily lives at home as well as at work.
- 1.2 There should be no harmful effects associated with DSE working so long as an appropriate workstation is available and sensible guidelines are followed.
- 1.3 Ergonomic design and careful consideration of the general workplace environment are also important elements of keeping the workplace safe and healthy.
- 1.4 There are however some potential health problems that have become associated with DSE working and they are:
  - upper limb disorders (include pains in neck, arms, elbows, wrists, hands, fingers, etc.)
  - temporary eyestrain (but not eye damage) and headaches
  - fatigue and stress
- 1.5 The exact causes of DSE-related ill health may not always be obvious and can be caused by a combination of factors. But the risks of injury, once identified, can be tackled effectively by the application of appropriate control measures and hazard avoidance techniques.

#### **2.0 LEGAL REQUIREMENTS**

- 2.1 Health and Safety at Work etc. Act 1974  
Employers owe a duty of care for the health, safety and welfare of all employees whilst they are at work and to other people who may be affected by their activities.
- 2.2 Management of Health & Safety at Work Regulations 1999  
Employers are required to assess the risk to the health and safety of their employees and to take the necessary preventative and protective measures.
- 2.3 Display Screen Equipment Regulations 1992(amended 2002)  
Every employer shall perform a suitable and sufficient analysis of workstations and DSE.

#### **3.0 STRUCTURE & CONTENT**

- 3.1 These procedures explain the actions required and the performance standards expected of those who have responsibility for staff who regularly use DSE during their daily work.

#### 4.0 RISK ASSESSMENT

4.1 Line Managers, or a trained assessor nominated by the governing body, are required to carry out a DSE risk assessment as detailed below:

- consider the tasks involved in detail
- identify any potential hazard(s)
- quantify the risk of injury occurring
- eliminate the hazard(s) at source where possible, or
- introduce control measures to minimise the risk
- monitor and review control measures regularly

4.2 The DSE risk assessment should include:

- the fitting-out and layout of the workplace
- the form and range of DSE and other work equipment and the way in which it is used
- the organisation of processes and activities at the workstation
- the extent of health and safety training provided, or found to be necessary.

4.3 Employers are required by law to tell all workers about the risks to their health and safety, identified by risk assessments, and the measures put in place to control them.

#### 5.0 INFORMATION, INSTRUCTION & TRAINING

5.1 Line Managers will make arrangements for suitable induction training for employees to include the use of any DSE involved in their job role.

5.2 Any new DSE provided to employees will need appropriate training provision to ensure a full understanding of use, adjustment and care of the equipment.

#### 6. APPROPRIATE SUPERVISION

6.1 Line Managers will provide appropriate supervision to ensure that DSE users take adequate breaks away from their workstations.

#### 7. EMPLOYEE RESPONSIBILITIES

7.1 Employees have a general duty to take care of their own health, safety and welfare and that of other people who may be affected by their actions.

7.2 Employees must co-operate with managers by:

- attending relevant training related to their DSE working
- using recommended procedures designed for their safety (eg. adjusting workstations correctly, adopting sensible posture, etc.)
- taking breaks provided to allow them time away from their DSE
- wearing any spectacles prescribed to them for DSE working
- reporting any defect of DSE
- reporting any concerns about health and safety to their supervisor/manager
- not tampering with or altering the DSE

7.3 All accidents, incidents and dangerous occurrences must be reported in compliance with departmental procedures.

## 8. MONITORING & REVISION

- 8.1 This procedure will be monitored and reviewed to ensure that the corporate and departmental standards are being achieved.
- 8.2 Line Managers should ensure that this policy is being implemented in their area of responsibility. They should carry out routine checks on a six monthly basis and inform the Health and Safety Co-ordinator of any problems found or of any proposals for revision. A record of monitoring is to be maintained, available to the Health & Safety Officer on demand.
- 8.3 Health & safety auditing procedures will look for proof that a monitoring system for DSE policy compliance exists in all areas of the department.

## 9. PERFORMANCE STANDARDS

- 9.1 To comply with this policy the following standards must be met.

Line Managers will:

- ensure that risk assessments are carried out on all DSE users for whom they have a responsibility
- ensure that assessments are only carried out by someone properly trained as a DSE assessor
- provide appropriate training opportunities for anyone in their team who has to use DSE so that they have adequate knowledge to enable them to work safely and with the minimum of stress
- provide relevant information to DSE users so that they have details of how to use it without endangering their health
- inform the Health & Safety Coordinator of any reports from their employees of ill-health or injury attributed to DSE working
- ensure that daily work is arranged so that adequate and sufficient breaks and, where possible, changes of activity are built into the working routine of their team of employees (See Appendix 1)
- make arrangements for DSE to be maintained in a clean and serviceable condition
- make checks upon the compatibility of DSE in circumstances where more than one item of equipment is required to carry out the various tasks
- monitor the working environment and report any defects that may affect the health of their DSE users
- make arrangements to replace DSE when necessary through wear and tear or age
- review DSE risk assessments regularly (at least every two years) and particularly whenever working practices change, new DSE equipment is introduced, a change of location occurs or after an incident involving the use of DSE
- check to see that DSE is obtained from an approved supplier and that it carries the relevant British Standard and/or CE marks (in consultation with IT section)
- ensure that any employees who work at home with DSE are given advice about safe working practices and have an assessment done on their workstation arrangements at home (See Appendix 2)
- ensure that suitable and sufficient arrangements are made for employees who are required to work as part of a hot desk layout (See Appendix 3)

**ADDITIONAL INFORMATION****1. DSE SCREEN BREAKS**

- 1.1 DSE users need regular breaks away from their screens to ensure that they are protected from the cumulative effects of sitting still for long periods and have a chance to rest their eyes.
- 1.2 Natural comfort breaks, tea/coffee breaks and lunch breaks count as regular screen breaks as well so it should not be difficult to achieve a balance where an average of five minutes every hour or ten minutes every two hours is attained.
- 1.3 Where a change of work activity that is done away from the DSE (eg. filing) can be built into the working day it greatly assists both the physiological and psychological condition of the user.

**2. PROBLEMS WITH WORKSTATIONS & WORKING ENVIRONMENT**

- 2.1 Where Line Managers have sought the advice of a trained DSE assessor and still cannot find a suitable remedy for a perceived problem they should refer the matter to the Health and Safety Co-ordinator, who will seek to find a solution.

**HOME WORKING ARRANGEMENTS**

Carry out a normal DSE workstation assessment at the individual's home, using the prescribed form.

Ensure that:

- The equipment being used is right for the job;
- information and training in their use has been given;
- equipment is regularly checked;
- electrical connections, plugs and wiring are checked by a competent person.

Do a risk assessment to cover anything else:

- Decide who might be harmed – eg. children in the home;
- new and expectant mothers will need to be given particular advice;
- handling loads – moving any DSE equipment within small rooms;
- remove any risks found, as is practicable.

Record the findings.

Monitor and check for new risks from time to time.

### **HOT DESK ARRANGEMENTS**

1. Any individual who has been supplied with specific equipment as a result of a DSE assessment must have priority use of it. This will normally be a chair but could be a roller ball mouse, software, etc. Managers will need to be aware of sensitivities around this issue.
2. All staff likely to be involved in hot desk arrangements will need to be trained to assess any workstation and alter the setting to suit them, eg. screen height, seating adjustment, etc.
3. Staff also to be trained to be aware of, and how to make changes to, the local environment e.g. operating window blinds, adjusting room lighting, etc.
4. Such appropriate training should be carried out as part of normal DSE assessments and/or during induction procedures.
5. Every workstation designated for hot desking will need to be suitably equipped and individual staff should be able to select the items they personally need, eg. height adjustable screen; fully adjustable chair, selection of footrests, mouse mats available, wrist rests, document holders, transportable storage units, desk lamps available (but not provided on every desk).

### **EYE SIGHT TESTING AND PAYMENT FOR SPECTACLES**

The HSE 'Working with DSEs' booklet (available from the Headteacher's Personal Assistant), states:

*"There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. But long spells of VDU work can lead to tired eyes and discomfort. DSE work is visually demanding, so it can make someone aware of eyesight problems they have not noticed before (including changes in eyesight that happen with age)."*

Also, by giving your eyes more demanding tasks, it might make you aware of an eyesight problem you had not noticed before. You and your employer can help your eyes by ensuring your VDU is well position and properly adjusted, and that the workplace lighting is suitable.

Users have the right to ask for an eye test, once every 2 years (unless a more frequent period is prescribed by the optician), paid for by the employer, if they think there is a problem. The employer has the right to designate the Optometrist who will provide the test, but may choose not to do so.

As at February 2012 the maximum eye test fee that may be claimed by qualifying users is £25. The maximum grant that a qualifying user may claim towards the purchase of spectacles specifically for use with DSEs at work is £70.

With regard to payment for spectacles, employers only have to pay for basic spectacles if special ones (for example, prescribed for the distance at which the screen is viewed) are needed and normal ones cannot be used. Only a small number of people are likely to be eligible to be provided with such basic spectacles at the employer's expense.