



HEALTH & SAFETY
IECHYD A DIOGELWCH

Display Screen Equipment (DSE) Policy Arrangements

HSA-10111

Contents

Document Control	3
Amendment Record	3
1. Scope	4
2. Definition of Display Screen Equipment (DSE).....	4
3. Roles & Responsibilities.....	4
3.1 Line Managers and Supervisors	4
3.1 DSE Users	5
4. Identification of DSE Users	5
5. Requirements for Workstations	6
6. Training.....	7
7. Assessment of Workstations.....	7
8. Use of Portable Devices.....	8
9. Homeworking.....	8
10. Good Practice	9
11. Eye Tests.....	9
12. Pregnancy.....	9
13. Sources of Further Information.....	10

Document Control

Document Name	Display Screen Equipment (DSE) Policy Arrangements
Document Ref. Number	HSA-10111
Revision	3.0
Date of Issue	11 th March 2020
Written By	G Jones/ C Anthony
Reviewed by	Louise Church
Contact email	healthandsafety@swansea.ac.uk

Amendment Record

Revision	Date	Amendment(s)
0		Draft
1	17/07/2008	First written Display Screen Equipment Policy.
2	23/03/2020	Policy arrangements reviewed and amended to reflect the University's new arrangements for DSE.
3	11/03/2021	Amendment to section 11 (Eye Tests) to highlight the process for requesting an eye test.
4		
5		

1. Scope

This document outlines actions required to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002) and Management of Health and Safety at Work Regulations 1999.

The aim of the arrangements is to reduce the risk of occupational ill health resulting from the regular use of display screen equipment. This includes Work Related Upper Limb Disorders (WRULD), visual fatigue and general fatigue.

2. Definition of Display Screen Equipment (DSE)

Display Screen Equipment includes the following types of work and equipment:

DSE – any alphanumeric or graphic display screen regardless of the display process involved. This includes PCs, laptops, tablets and smartphones. It includes DSE used in non-office environments e.g. new computerised tills. Equipment that is not classed as DSE includes small data displays, such as laboratory equipment (spectrophotometers, oscilloscopes, etc.).

Workstation – the workstation includes furniture and equipment relating to DSE including mouse, keyboard, chair, desk, work surface and general working environment around the workstation.

3. Roles & Responsibilities

This section sets out accountability and responsibilities at all levels of the University.

3.1 Line Managers and Supervisors

- New staff attend DSE induction training on joining the University.
- All staff refresh their knowledge and understanding of their workstation set up annually.
- Workstations and job design meet specified requirements outlined in this policy arrangement.
- All staff complete a self-assessment of their workstation annually, or following any change to their workstation.
- Records are maintained to demonstrate that assessments of each workstation are carried out.
- Recommendations arising from the DSE assessments are implemented, initially by the users and where they cannot complete actions themselves, by the Line Manager or DSE Assessor. This may include the provision of equipment or furniture to ensure the workstation is suitable for the user.
- Referrals are made to Occupational Health/ DSE Assessor as outlined in DSE process.

3.1 DSE Users

- Cooperate with the requirement to undertake training and a self-assessment of their workstation and implement any recommendations that arise.
- Use DSE equipment in accordance with their training.
- Raise any concerns or flag up health conditions, associated with the use of DSE equipment and workstations to the attention of their line manager.
- Ensure daily adjustments are made to any hot desk/ agile workstation they use.

4. Identification of DSE Users

The following definitions apply:

User – an employee who uses DSE as a significant part of their normal work. Users include anyone who is employed by the University to work on a permanent or fixed term contract. Users do not include undergraduate students but may include postgraduate students who are engaged via a contract with the University.

Operator – a self-employed person who habitually uses DSE as a significant part of their normal work. Examples include agency staff working at the University on a temporary basis.

In order to identify users and operators the University has adopted two major criteria:

- the amount of time spent using the DSE; and
- the type of activity that is carried out.

4.1 Working Time and Activity

The amount of time that an individual works with DSE should be considered – both in length if a single session and the total time spent.

Where it is clear that the use of DSE is more or less continuous on most days, the individuals concerned should be regarded as users. It is appropriate to classify the person as a user if they do one of the following:

- normally use DSE for continuous or near continuous spells of an hour or more at a time; and
- use DSE in this way more or less daily; and
- have to transfer information quickly to or from the DSE; and also need to apply high levels of attention and concentration;
- or, are highly dependent on DSE or have little choice about using it; or need special training or skills to use DSE;
- undertake work that involves intense, uninterrupted periods inputting data and/ or viewing data on a screen.

Staff who carry out mainly manual work but have occasional use of a computer would not be classified as users. Where there is doubt about whether a person is a user or not, they should be classified as a user.

4.2 Students

Undergraduate students and some postgraduate students (those not on a University contract/ stipend) are not employees and therefore do not have any rights under the DSE regulations. However, the University does have a general duty of care towards students and it is therefore recommended that the following procedures are applied:

- workstations used by the students for periods of time that would make the student a user, if they were employed, are designed to meet the requirements set out in 'Schedule Minimum Requirements for Workstations' of the guidance document Work with Display Screen Equipment L26 (e.g. in PC labs, teaching rooms, libraries).
- information on safe working with DSE is provided to students e.g. via posters and leaflets available on the H&S webpage.

4.3 Temporary Staff (Operators)

Temporary staff supplied by employment agencies are considered to be operators. The University's responsibilities are to:

- assess risks to agency workers using their workstations;
- ensure all workstations comply with minimum requirements;
- ensure activities are planned so breaks from using DSE can be incorporated into the work;
- provide training to agency workers when their workstation;
- provide information to agency workers about risks, risk assessment and risk reduction.

5. Requirements for Workstations

5.1 Minimum requirement for workstations

All workstations must meet the requirements laid out in the Schedule of the DSE Regulations. Appendix 1 - Workstation Specification for the University provides a summary of requirements and should be used as the standard for refurbishments and new builds.

5.2 Interface between DSE and User

All software, whether bespoke, purchased off the shelf, etc. must take account of the following principles:

- be suitable for the task;
- be easy to use and, where appropriate, adaptable to the level of knowledge or experience of the operator or user;
- systems must display information in a format and at a pace which are adapted to operators or users;

- Suitable training in software should be provided.

5.3. Specific needs

Staff with a health related or medical problem may require specific equipment, furniture or software. In these instances a referral should be made to Occupational Health and the Health & Safety team for a specific assessment.

6. Training

All new starters at the University must attend the DSE Induction course. DSE training is part of the mandatory Induction training which all new employees will undertake on starting at the University. If you have any questions regarding DSE training [email Corporate Responsibility](#).

A DSE Information Sheet (Appendix 2) is available for current staff as a refresher and outlines key information relating to DSE work, providing detail of how to set up and adjust workstations. All staff should refresh their knowledge annually.

There are also posters available to download and display in offices and PC labs to remind all staff of the correct workstation set up.

7. Assessment of Workstations

The University has adopted a self-assessment approach to DSE. The assessment is completed using the DSE Self-Assessment Checklist (Appendix 3). It should be repeated on an annual basis or sooner if there are any significant changes i.e. change of location or health. Any issues flagged within the self-assessment should be discussed with a line manager. If a referral for a more detailed workstation assessment is deemed necessary, the process is outlined in the Assessment Process Flowchart (Appendix 4).

Following a referral, the Health & Safety team conduct a more detailed assessment and provide a report outlining any recommendations. The responsibility for implementing the recommendations sits with the College/ PSU the member of staff works within along with the costs of any equipment and/ or furniture.

7.1 Agile working/ Hot-desking

Individuals who hot desk/ agile work should complete a self-assessment of a typical workstation set up. Anyone who hot desks/ agile works must ensure that the workstation is adjusted each day/time they sit at a different workstation e.g.

- screen height and distance;
- screen brightness/ contrast;

- seat height/ seat base/ backrest;
- position of keyboard and mouse.

Any issues flagged within the self-assessment should be discussed with a line manager. If a referral for a more detailed workstation assessment is deemed necessary, the process is outlined in the Assessment Process Flowchart (Appendix 4).

8. Use of Portable Devices

Many staff are issued with laptops, to assist with agile working and support efficient working. Working on a laptop for long periods of time is not recommended as the screen height is very low and the keyboard is compact which may affect the posture adopting for keying/ typing.

If a laptop is used for prolonged periods of time or is the permanent IT solution for a user, the following must be provided:

- A separate height adjustable screen;
- A method of raising the laptop screen to the eye level of the user (if using in a temporary work area);
- A separate keyboard;
- A separate mouse.

Tablets and hand held devices are intended for occasional use and are not designed for long periods of use or for work requiring extensive input. As such tablets and smartphones should not be used for long duration work and should not be an alternative to a workstation.

9. Homeworking

Staff who are required to work at home as part of their work duties, or will spend a significant amount of their work time at home should complete a self-assessment of their workstation using the DSE Self-Assessment Checklist (Appendix 3).

If staff choose to use DSE at home, to suit their personal circumstance i.e. working at home is not essential, but something optional, the DSE Regulations do not apply and it is incumbent on staff to ensure that their workstation is correctly set up and suitable for use. Staff may follow the good practice highlighted in the DSE Information Sheet (Appendix 2) and posters on how to set up their workstation.

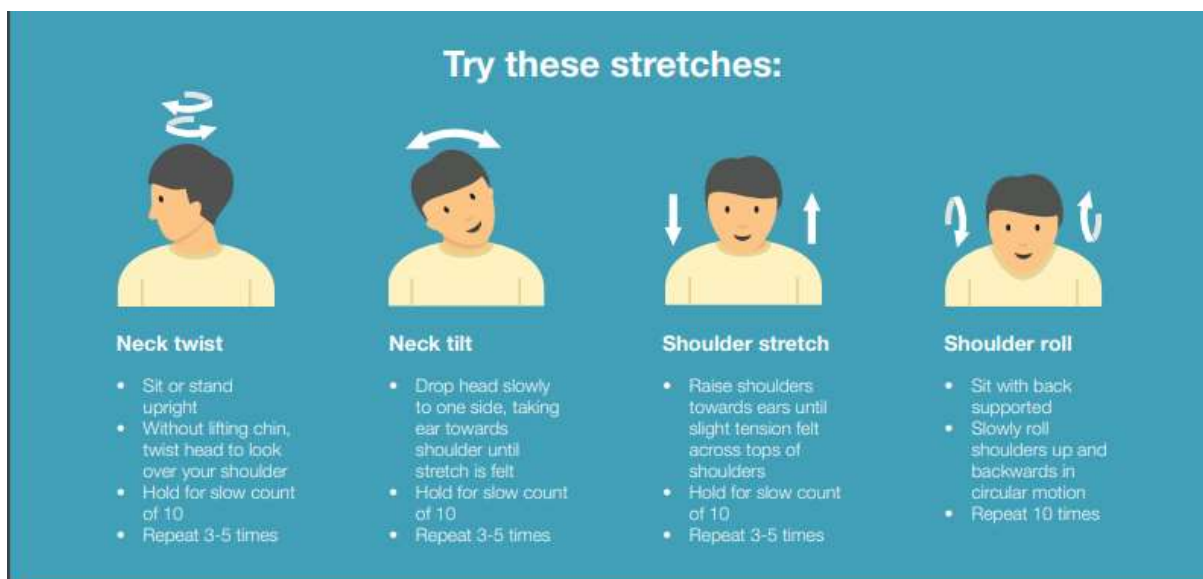
10. Good Practice

The DSE information sheet (Appendix 2) provides information and tips on how to suitably set up a workstation. In addition some useful infographic posters provide information for a workstation (Appendix 5) and use of mobile devices (Appendix 6).

10.1 Planning work and taking breaks

It is important not to sit for long periods of time and to change posture as frequently as possible. Getting up from the desk and stretching and moving around at least once an hour is something everyone should aim for. Rest eyes by looking into the distance from time to time and blink often. Short, frequent breaks are better than longer, infrequent ones.

10.2 Exercises to reduce stiffness



11. Eye Tests

DSE Users are entitled to a free eye test. Please refer to the Occupational Health – Eye Test document on the DSE webpages for further information.

If glasses are prescribed specifically for DSE use only, the University will make a contribution towards the cost of the glasses.

12. Pregnancy

The DSE self-assessment should be repeated at intervals during the pregnancy and upon return to work following maternity leave. DSE is also considered as part of the

pregnancy risk assessment. Minor adjustments to the workstation may be required as the pregnancy progresses.

13. Sources of Further Information

- Work with Display Screen Equipment: Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. HSE L26
- Work with display screen equipment (DSE). INDG36
- BS EN ISO 9241 Ergonomic requirements for office work with visual display terminals
- BS EN 527-1:2011 Office furniture — Work tables and desks Part 1: Dimensions
- Lighting at Work. HSE Books. HSG38
- Seating at Work. HSE Books. HSG57
- Workplace (Health, Safety and Welfare) Regulations 1992. HSE L24