

# Health & Safety Guidance Children's Services Department

## **DISPLAY SCREEN EQUIPMENT (DSE)**

Review Date	Changes Required	Name & Position

*"All policies and other documentation provided to the client by Derbyshire County Council remain exclusively the property of the Council. The client is entitled to retain and use these items only for so long as its contract with the Council subsists. Upon the contract's termination, all such items shall cease to be used by the client, with immediate effect, and shall be promptly returned to the Council. In the event of breach by the client of this agreement, the Council reserves all legal rights and remedies".*

Health & Safety Section  
Children's Services Department  
Block C  
Chatsworth Hall  
Chesterfield Road  
Matlock  
Derbyshire  
DE4 3FW

Telephone: 01629 536525

# **Display Screen Equipment (DSE)**

## **Introduction**

This code of practice applies to the provision and use of Display Screen Equipment (DSE) where a user habitually uses display screen equipment as a significant part of normal work. The prolonged and continual use of DSE has been associated with a range of symptoms mainly related to visual fatigue, musculoskeletal problems and stress.

The County Council recognises its legal duties under the regulations and will take all measures reasonably practicable to reduce to the lowest level possible the risk to the health and safety of its employees.

## **IT Classroom**

When setting up an IT classroom, pupils do not come under the DSE regulations, but it would be good practice to follow the guidance as much as possible.

## **Policy**

In order to reduce the risk to health and safety of its employees from using display screen equipment, the Council will:-

- Identify users of display screen equipment.
- Provide workstation equipment which meets the requirements of legislation.
- Maintain a safe working environment for DSE users
- Enable users to undertake a self assessment using the DSE online self assessment tool.
- Where the on line self assessment protocol is not in place undertake assessments of the workstation
- Undertake specific assessments where a user identifies a significant issue with the use of their workstation.
- Provide on request free eyesight tests and corrective appliances as required by legislation.
- Provide information and appropriate training for all employees who are users of display screen equipment.
- Provide appropriate occupational health support to individuals who may be suffering health problems due to the use of DSE.
- Evaluate and review the effectiveness of the policy and procedures as required.

## **Who is a Display Screen User?**

Where use of DSE is more or less continuous on most days, individuals should be classed as users. Where use is less frequent, other factors connected with the job must be assessed. While there are no hard and fast rules, it will generally be appropriate to classify the person concerned as a user or operator if most or all of the following circumstances apply:

- the individual depends on the use of DSE to do the job, as alternative means are not readily available for achieving the same results;
- the individual has no discretion as to use or non-use of DSE;
- the individual needs significant training and/or particular skills in the use of DSE to do the job;
- the individual normally uses DSE for continuous spells of an hour or more at a time;
- the individual uses DSE equipment in this way more or less daily;
- fast transfer of information between the user and screen is an important requirement of the job;
- the performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequences of error may be critical.

## **Display Screen Workstation Assessment**

An assessment should be made of each new workstation as soon as is reasonably practicable after installation and whenever there is a significant change to an existing workstation.

## **Display Screen Workstation Online Self-Assessment**

There is a requirement for all workstations used by a display screen user to meet minimum legal requirements.

The Council has developed an online self-assessment tool, available on Dnet, for users to self assess the workstation they work at on a regular basis; or to be able to adjust other workstations they may use on a less frequent basis.

When undertaking the online self-assessment, information is provided to help the user to adjust the workstation to their specific needs, informs them of the need to take regular breaks and how to access the eye care voucher scheme.

Once completed, the online assessment results are automatically sent to the user's manager who will assess whether any further remedial action is required.

Where the user indicates they may be suffering from a medical condition related to or exacerbated by the use of the equipment, the manager may consider whether referral to Occupational Health is appropriate. 011.Version 3 – February 2012

If issues cannot be resolved locally then a specific assessment may be undertaken by a trained DSE assessor if available, or referred to the health and safety section for a further assessment to be carried out.

The DSE Self-Assessment tool can be assessed on Dnet - Working for us/Your Wellbeing/DSE Self-Assessment.

Again any issues identified by the assessment should be brought to the attention of the manager to resolve.

### **Portable Display Screen Equipment**

Over the last few years there has been an increase in the use of portable DSE by employees within the County Council.

Portable DSE can include electronic notebooks through to mini computers.

Although DSE regulations state that these types of equipment should only be used for a limited period and so should not fall within the scope of the regulations, there are some health and safety issues associated with their use which employees and management should be aware of.

- ***Lifting and Carrying***

Portable DSE varies enormously in weight and size. Many laptop computers incorporate integral printers which make them particularly heavy.

Quite often an employee is carrying other items in addition to this type of equipment which will add to the overall weight being carried.

The distances over which items have to be carried can be considerable.

Taking into account the loads being handled by employees, there may be a requirement to undertake manual handling assessments in accordance with the Manual Handling Operation Regulations 1992 ~ see the section on Manual Handling Operations.

- ***Assaults and Theft***

Portable DSE can be seen as a prime target for theft. The equipment is usually easily visible and quite often staff who carry these types of equipment are lone workers.

Theft can occur whilst the equipment is being carried by an employee to or from their vehicle. It is important to ensure that there are suitable control measures in place to protect the health and safety of employees. Therefore, risk assessments should be undertaken in accordance with the Management of Health and Safety at Work Regulations 1999, to identify activities which may expose employees to risks relating to lone working and transporting portable DSE.

- ***Design and Use of Equipment***

Many of the health and safety hazards associated with the use of portable DSE are the same as those for any work with DSE. However, the risks may be greater for laptop computer use. As it is a compact design, the equipment cannot meet the ergonomic standards required for general desktop equipment. Achieving a good working posture is particularly difficult.

- ***Postural Aspects***

The screen and keyboard are fixed on a portable DSE so that they cannot be independently adjusted to ensure that the screen is at the correct height and angle for the user at the same time as the keyboard is at the correct level for the user's hands and arms.

The size of the keyboard can be a particular problem to users of this type of equipment. Although many manufacturers state that the letter keys are the same size as those on a conventional keyboard, the overall size of the keyboard is smaller, limiting the space available for users to obtain a suitable posture.

The risk of postural problems arising can be increased if portable DSE is used on the lap, in vehicles or whilst seated at low tables. Using the equipment in these areas requires the adoption of poor posture and should be avoided. Staff who are mobile should arrange to call into one of the DCC drop in centres to carry out their tasks wherever possible.

- ***Visual Fatigue***

The size and angle of the screen can cause visual fatigue. As the screen has limited movement, it may not be possible to position it to cut out all the glare.

Increasingly laptops are being provided as replacements for traditional PC's as part of the Changing the Way Derbyshire Works (CWDW) initiative to give a more flexible and mobile workforce. Where this is the case users should be provided with a separate keyboard, mouse and riser (or screen if they still have a fixed desk) so that they can set up their workstation accordingly (as if the laptop was the CPU) when carrying out prolonged work with their laptop and they will then have the full flexibility to ensure they can set up their workstation accordingly.

## Seating and Posture



### **Seating and Posture for Typical Office Tasks**

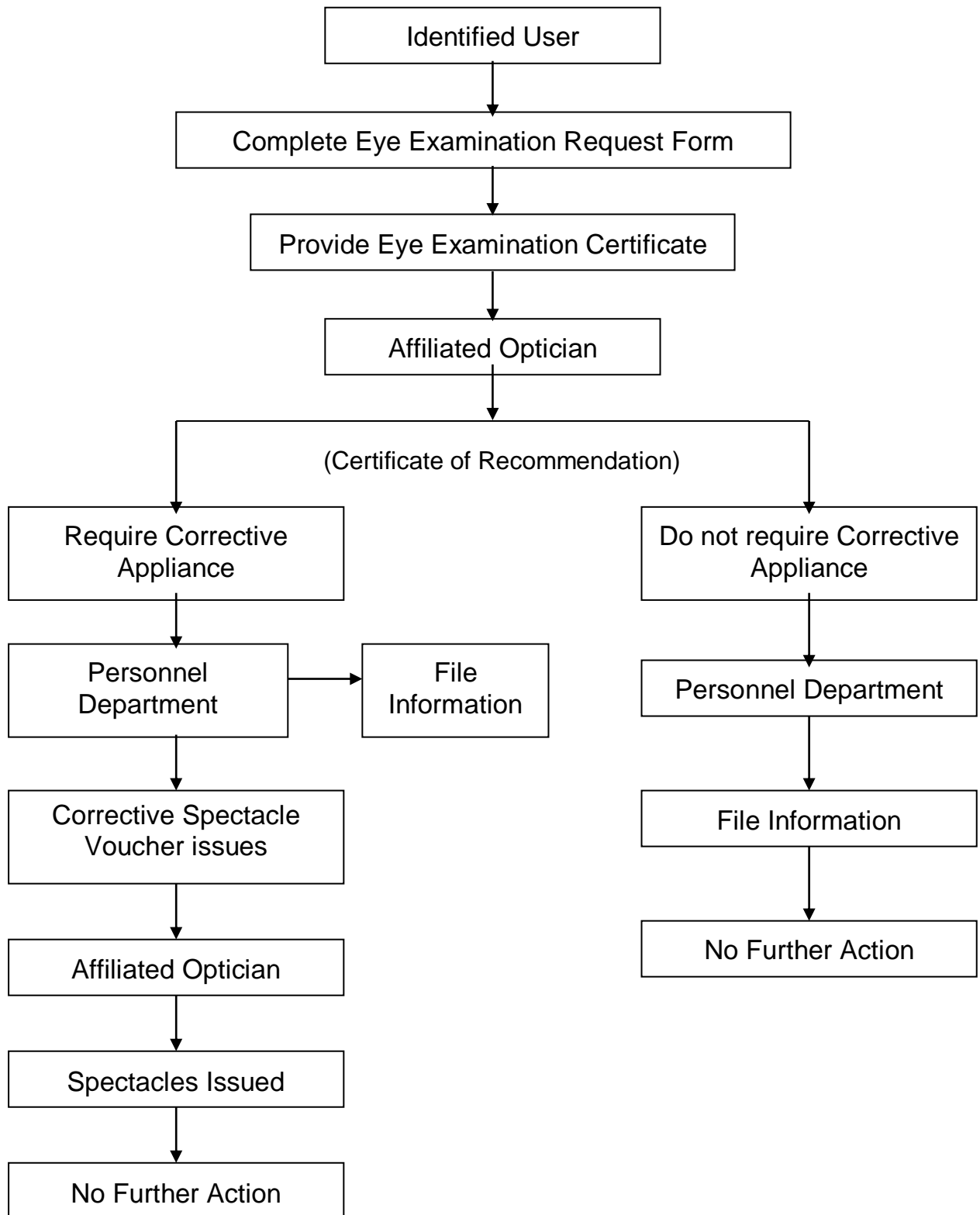
1. Seat back adjustability – Independently of seat squab
2. Good lumbar support
3. Seat height adjustment
4. No excess pressure on underside of thighs and backs of knees
5. Foot support if needed (feet should be flat on floor or fully supported by an adjustable foot rest)
6. Space for postural change, no obstacles under desk
7. Forearms approximately horizontal
8. Minimal extension, flexion or deviation of the wrists (wrists should be level with height of desk)
9. Screen height and angle should allow comfortable head position (top of screen should be level with eye height)
10. Sufficient space in front of the keyboard to support hands/wrists during pauses in keying

## **Procedure for Eye/Eyesight Tests**

All employees, who are required to use DSE as a significant part of their work, have a statutory entitlement to an appropriate eye examination for display screen work, prior to the employee becoming a user of the equipment for the first time and at regular intervals whilst the person is employed in such a capacity. When an employee chooses to exercise their entitlement, the examination(s) should be carried out by an affiliated optician of the eyecare voucher scheme. A full list of affiliated opticians and examination request forms are available from your departmental Personnel Section. There is also a telephone helpline to find the nearest practice on the back of the eye examination voucher.

1. The employee should complete Part A of the form DSE1 which is available from the departmental Personnel Section (schools should contact John Hadfield House).
2. The manager should complete Part B of the form and return it to the user who will then return it to the Personnel Section who will provide, where applicable, the user with an eye examination voucher for presentation to an affiliated optician.
3. After the eye examination, the optician will complete a Certificate of Recommendation and provide the user with two copies. One copy should be returned to the employing department's Personnel Officer, who issued the eye examination voucher, and the other kept for the user's personal record. The certificate records where corrective appliances are required for visual display unit (VDU) use.
4. If the Certificate of Recommendation prescribes spectacles for VDU use, Category C or D, the user should be issued with a corrective spectacles voucher. The voucher will cover the cost of a basic frame and lens at all participating opticians. Please note they are not transferable.
5. The user has the option to pay an additional sum of money to top up the voucher in order to purchase a design of their own choice.
6. In very exceptional circumstances, it may be necessary to supply corrective spectacles with bifocal lenses. There is a facility within the scheme to issue a special voucher. However, it must be agreed by the departmental Health and Safety Officer and the Occupational Health Section that a special voucher is appropriate.
7. The completed DSE1 form should be placed on the employee's personal record along with the Certification of Recommendation from the opticians for reference purposes.
8. Employees will be advised by the optician about the need and regularity of further tests. Employees should request such tests according to the advice, using the method outlined above.

## Display Screen Equipment Regulations Eye/Eyesight Test Flow Chart





**Derbyshire County Council  
Display Screen Equipment  
Eye Examination Request Form**

**PART A (To be completed by the Employee)**

Name: ..... Department: .....

Employee Number: ..... Job Title: .....

I am required to use Display Screen Equipment as a significant part of my work and I wish to have an eye examination as allowed under the terms of Derbyshire County Council's DSE Code of Practice.

Signed: ..... Date: .....

**PART B (To be completed by the Manager)**

The above named employee is identified as a DSE user and is entitled to an eye examination as requested. I authorise him/her\* to attend an affiliated optician under the eyecare voucher scheme.

After the eye examination, the optician will complete a Certificate of Recommendation and provide the user with two copies. One copy should be returned to the employing department's Personnel Officer who issued the eye examination voucher and the other kept by the user for their information.

The Certificate of Recommendation records whether the user requires a corrective appliance specifically for VDU use.

If the optician recommends spectacles for VDU use, the user should be issued with a corrective spectacles voucher. The voucher will cover the cost of a basic frame and lens at all participating opticians.

**NOTE:** The cost of any appliance other than that for Display Screen use must be met by the employee

Signed: ..... Date: .....

Eye examination  
voucher issued: ..... Date: ..... Serial No: .....

*Health and Safety (Display Screen Equipment) Regulations 1992 Amended 2002*  
**Workstation Assessment**

**Dept** Children's Services .....

**Division** .....

**Section** .....

**Location** .....

**Room No** .....

Reviews			
Next Review Required	Review Date	Any Changes Required	Signature

**Person Assessed** ..... **Signature** .....

**Date of Assessment** .....

**Assessment Carried Out By** .....

**Signature** .....

Equipment Identification	
	Identification No.
System Unit / Main Unit	
Monitor	
Keyboard	
Printer	
Other (please specify):	

\* Delete as appropriate

Questions		Comments/Recommendations
<b>Work Chair</b>		
Does the chair have a 5 castor base	YES/NO*	
Are the casters in good condition, allowing easy movement	YES/NO*	
Is the seat height adjustable from a seated position	YES/NO*	
Does the chair have independent backrest height adjustment, is it adjustable from a seated position, does it have independent backrest tilt and is it adjustable from a seated position	YES/NO*	
Has the user been shown how to set up the chair	YES/NO*	
<b>Work Desk</b>		
Is the work surface large enough to accommodate the equipment and all items necessary for the task	YES/NO*	
Is the work surface of low reflectance	YES/NO*	
Is there sufficient room for the operator to vary movements/ achieve a comfortable position (including footrest where necessary)	YES/NO*	
<b>Monitor</b>		
Are characters easy to read	YES/NO*	
Is image stable (flicker free etc)	YES/NO*	
Is brightness/contrast adjustable	YES/NO*	
Does screen tilt and swivel	YES/NO*	
Is the screen at a suitable height for the individual user	YES/NO*	
Is screen free from glare/reflections	YES/NO*	
<b>Keyboard</b>		
Is keyboard separate from screen	YES/NO*	
Is keyboard tiltable	YES/NO*	
Is there sufficient space in front of keyboard	YES/NO*	
Is the keyboard glare free	YES/NO*	
Are the letters and symbols on the keys clearly legible from the working position	YES/NO*	
Is a wrist support required for the user	YES/NO*	

Questions		Comments/Recommendations
<b>Mouse, Trackerball etc</b>		
Is the device suitable for the tasks it is used for	YES/NO*	
Is the device positioned close to the user	YES/NO*	
Is there support for the device user's wrist and forearm	YES/NO*	
Does the device work smoothly as at speed that suits the user	YES/NO*	
Can the user easily adjust the software settings for speed and accuracy of pointer	YES/NO*	
<b>Other Equipment</b> (if appropriate)		
Is a document holder required	YES/NO*	
Is the document holder stable and can it be positioned at the same height and angle as the monitor screen	YES/NO*	
Is a footrest required	YES/NO*	
Is the footrest height adjustable	YES/NO*	
If a screen filter is fitted, does it meet the needs of the user	YES/NO*	
Which type is it	Mesh/Glass*	
Is a screen filter required	YES/NO*	
(If YES, state which type)	Mesh/Glass*	
<b>Working Environment</b>		
Is an adequate room temperature/humidity maintained whilst equipment is on	YES/NO*	
Is the room adequately ventilated	YES/NO*	
Is the room too noisy for the user(s) when the equipment is in use	YES/NO*	
Do people have to shout	YES/NO*	
(If YES, what is the cause of excessive noise)		
Is there sufficient space around work-station for user to move freely and easily	YES/NO*	
Are there any hazards/obstructions	YES/NO*	
Can other people get past without disturbing the user	YES/NO*	
<b>Individual (User)</b>		
Has user had an eye/eyesight test	YES/NO*	
Did the user use the Eyecare Voucher Scheme	YES/NO*	
Are eyesight tests carried out as required	YES/NO*	

Questions		Comments/Recommendations
Has the user received any training on health and safety issues in respect of the Display Screen Equipment	YES/NO*	
Did the user inform the optician that portable DSE is used?	YES/NO*	
Is the user aware of the DSE Code of Practice and understand its contents	YES/NO*	
Does the user get the recommended work breaks and/or task rotation (minimum 5/10 minutes away from Display Screen Equipment after every hour of continuous work).	YES/NO*	
Is the software easy to use	YES/NO*	
Do you suffer any symptoms of ill health which you feel may be linked to using the equipment	YES/NO*	
Does the checklist cover all problems you may have regarding your workstation?	YES/NO*	
<b>Lap Tops</b>		
Are you expected to use Portable DSE in connection with work?	YES/NO*	
Have the risks relating to Portable DSE been explained (posture, manual handling, personal safety)?	YES/NO*	
Are there any issues relating to:- Poor Posture?	YES/NO*	
Manual Handling?	YES/NO*	
Personal Safety?	YES/NO*	
Do you use Portable DSE equipment for substantial periods of time?	YES/NO*	
Are more frequent breaks or changes of activity taken when using Portable DSE equipment?	YES/NO*	
Are appropriate carrying aids provided?	YES/NO*	
Is a Docking Station provided?	YES/NO*	
Has the reason for a docking station been explained?	YES/NO*	
Has the user received any training on how to set up the docking station correctly?	YES/NO*	
Are a separate keyboard, mouse and screen provided?	YES/NO*	
Has a risk assessment been undertaken?	YES/NO*	
Are appropriate breaks taken?	YES/NO*	

