



# Tudor Grange Academies Trust

## Display Screen Equipment Policy

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14.03.2023	1.0	New document. Incorporates contents of DSE Eyewear Policy

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## 1 Introduction

Under the Health and Safety (Display Screen Equipment) Regulations, employers are required to provide a healthy and safe environment which includes minimising the risks associated with the use of display screen equipment (DSE).

The use of DSE is not generally a high risk activity, but failure to meet the minimum requirements set out in the regulations may cause some workers to experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE.

## 2 Scope

This procedure applies to all schools that are part of The Tudor Grange Academy Trust. It applies to all workers who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more).

## 3 Responsibilities

### 3.1 Head Teachers / Line Managers are responsible for ensuring:

- Employees are aware of this procedure.
- Employees who use DSE equipment complete the DSE e-learning course on Flick.
- Employees complete the **Display Screen Equipment (DSE) Self-Assessment** and any issues documented on the checklist are addressed.
- Employees are informed of the policy regarding the provision of eyesight tests for designated DSE users.
- Employees are advised on who to contact regarding any issues/safety concerns around using their DSE and associated workstation/working environment.

- DSE assessments relating to their employees are held on file, maintained up to date (reviewed as necessary) and readily available.

## **1.2 Employees** are responsible for ensuring:

- Compliance with this procedure and the local arrangements when using DSE.
- Completing the DSE e-learning course on Flick.
- Completing the DSE self-assessment in accordance with this procedure and bringing any issues identified and documented on the workstation checklist to the attention of their manager to be appropriately addressed within a reasonable timescale.
- Their manager is advised as soon as possible of any known safety or health issues including disability or medical condition associated with their use of DSE.

## **1.3 Tudor Grange Academy Trust Health and Safety Advisor** is responsible for:

- Reviewing the procedures.
- Advising the Trust on compliance to this guidance.

## **4 Completing the DSE Self-Assessment**

If display screen equipment is repeatedly used in the same location eg fixed desks, it is appropriate for the users risk assessment to be recorded on the DSE Self-Assessment Form (Appendix 1 of this policy).

If hotdesking or laptops are frequently used for short periods of time, the user should complete the DSE Self-Assessment as a generic assessment. Sufficient training and information should be provided to enable them to undertake their own dynamic risk assessment whenever they set up a laptop or hot desk area e.g., setting their chair and workspace to prevent poor posture. Note that a dynamic risk assessment is not a written record. Information and training is provided in the DSE Self-Assessment and also contained in the DSE e-learning module on Flick.

## **5 Workstation Guidance**

The risks from DSE can be controlled using the following straightforward, low cost controls. The following may help users:

### **Getting Comfortable**

- Forearms should be approximately horizontal and your eyes should be the same height as the top of the screen.
- Make sure there is enough work space to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements.
- Arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights.
- Adjust curtains or blinds to prevent intrusive light.
- Make sure there is space under the desk to move legs.
- Avoid excess pressure from the edge of seats on the backs of legs and knees.
- A footrest may be helpful, particularly for smaller users.

### **Chairs**

- Make yourself familiar with the operation of your particular chair. (A good chair with arms will have at least 8 adjustment features, see Appendix 4 below).
- Ensure that your chair is adjusted to suit your particular needs.
- Report to your line manager if you are unable to adjust the chair to suit your needs or the chair is defective in any way.

- Chairs have a maximum user weight of between 18 and 23 stone, any user exceeding 18 stone must check with the supplier the maximum weight of the particular chair they wish to use/order.

## **Workstation Layout**

### *Keyboards and keying in (typing)*

- A space in front of the keyboard can help you rest your hands and wrists when not keying.
- Try to keep wrists straight when keying.
- Good keyboard technique is important – you can do this by keeping a soft touch on the keys and not overstretching the fingers.

### *Using a mouse*

- Position the mouse within easy reach, so it can be used with a straight wrist.
- Sit upright and close to the desk to reduce working with the mouse arm stretched.
- Move the keyboard out of the way if it is not being used.
- Support the forearm on the desk, and don't grip the mouse too tightly.
- Rest fingers lightly on the buttons and do not press them hard.

### *Reading the screen*

- Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment.
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position.
- Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).

## **Changes in activity**

Breaking up long spells of DSE work helps prevent fatigue, eye strain, upper limb problems and backache. . Interrupt prolonged use of DSE with changes of activity. Organised or scheduled rest breaks may sometimes be a solution.

The following may help users:

- Regularly stretch and change position.
- Look into the distance from time to time, and blink often.
- Change activity before you get tired, rather than to recover.
- Short, frequent breaks are better than longer, infrequent ones.

## **Laptop computers**

These same controls will also reduce the DSE risks associated with portable computers. However, the following may also help reduce manual handling, fatigue, and postural problems:

- Use a rucksack or wheeled bag if you have to carry heavy equipment and papers.
- Whenever possible, use a docking station with a separate screen, keyboard and mouse or a laptop riser with a full-sized keyboard and mouse.
- More changes in activity may be needed if the user cannot minimise the risks of prolonged use and awkward postures to suitable levels.
- Avoid using mobile devices such as tablets for long periods of time. The degree and intensity of use may vary so your line manager should assess the risks and take steps to reduce residual risks.

## **6 Eye care vouchers**

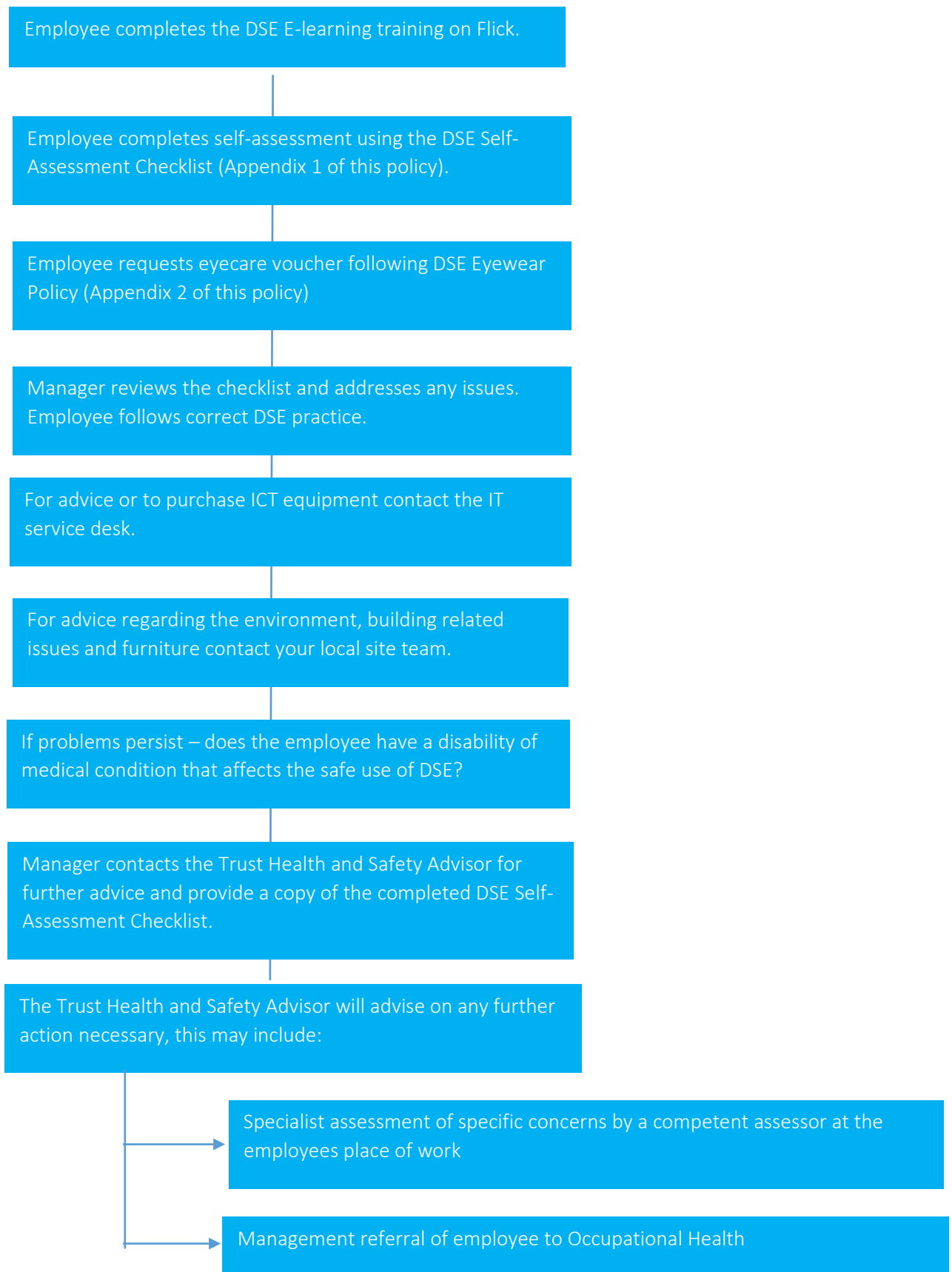
If you are identified as a DSE User you can have the cost of a sight test (and in some cases the cost of a special pair of basic spectacles for DSE work) met by the Trust. This process is managed by issuing an eye care voucher to the employee.

Further information on eye care vouchers can be found as an appendix to this policy.

## **7 Disabilities and medical conditions**

If following completion of the DSE self-assessment problems persist or the employee has a known medical condition that affects the use of DSE then the Manager should contact the Trust Health and Safety Advisor for further advice. This may result in a further specialist assessment being carried out or a referral to Occupational Health.

## 8 Process for Using DSE



## DSE Self-Assessment Checklist

<b>Name:</b>		<b>School:</b>	
<b>Main work location:</b>		<b>Date:</b>	

If the employee works from various locations this DSE Self-Assessment should be completed as a 'generic' assessment and then dynamically risk assess future workstations. This form should be completed by the employee and then forwarded to their Manager.

The Manager should read through and discuss the information with the employee, including any problems that have been identified and decide what action to take.

The DSE assessment should be reviewed when:

- Major changes are made to equipment, furniture, work environment or software;
- The nature of work tasks change considerably;
- It is thought that the controls in place may be causing other problems

The Manager must review any changes of the risk assessment and maintain a records to show review.

Ensure there is evidence where required corrective action has been taken.

<b>Display Screen</b>	<b>Yes</b>	<b>No</b>
Can you easily adjust the brightness and contrast of the characters on screen?		
Can the screen be raised, tilted and swivelled?		
Is the screen image stable, free of flicker and other persistent instabilities and of unacceptable glare and reflections?		
Is the screen adjustable to a height that is comfortable for you?		
<b>Keyboard</b>		
Can you adjust the keyboard to a comfortable angle?		
Is the keyboard clean and can you easily see the symbols on the keys?		
Is there enough space to rest your hands in front of the keyboards?		
<b>Mouse</b>		
Is there a separate device suitable for the tasks you will use it for?		
Is there adequate space on the desk for the device to be close to you with sufficient support for wrist and forearm?		
Does the device work smoothly with adjustable settings for speed and accuracy?		
<b>Chair</b>		
Can you adjust the height and angle of the seat?		
Can you adjust the height and angle of the backrest? Is the chair comfortable?		
Is the chair in a good state of repair with properly working castors or glides?		
<b>Desk</b>		
Is the desk surface large enough to allow you to place all your equipment where you want it?		
Is the height of the desk suitable?		
<b>Footrest</b>		
If you cannot place your feet flat on the floor whilst keying, has a footrest been supplied?		

<b>Document Holder</b>		
If it would be of benefit to use a document holder, has one been supplied?		
If you have a document holder, is it adjustable to suit your needs?		
<b>Training/Information</b>		
Have you been informed about the risks associated with DSE and how to reduce the risks?		
Do you take regular breaks working away from the DSE?		
Have you been informed about the arrangements for the provision of eye and eyesight tests?		
Do you know the procedures to follow if you have a problem relating to DSE?		
Have you been informed in the correct adjustment and positioning of workstation equipment?		
Have you been informed about the importance of good posture?		
Do you know how to adjust screen brightness and contrast?		
Do you know how to recognise visual or postural fatigue and the action to take?		
<b>Environment</b>		
Is lighting suitable, e.g. not too bright nor too dim to work comfortably?		
Does the air feel comfortable?		
Are levels of heat comfortable?		
Are levels of noise comfortable?		
<b>Additional considerations for laptops</b>		
When using a laptop for short periods in different locations do you informally assess the risks each time and adjust your set up accordingly?		
Are you aware of the possible risks of theft when carrying your laptop?		
<b>Manual Handling</b>		
To reduce the risks from manual handling do you: a) Only carry equipment or papers if they are needed. b) Store documents electronically where possible? c) Use a bag / backpack / wheeled trolley / pilot case?		

<b>Authorised by Line Manager (Name):</b>		<b>Job Title:</b>		<b>Date:</b>	
<b>Reviewed by:</b>		<b>Job Title:</b>		<b>Date:</b>	

Further guidance can be found [Working with display screen equipment \(DSE\) HSE guide](#)



## **Appendix 2 Eyewear Procedure for Users of Display Screen Equipment**

### **Purpose**

This procedure outlines the arrangements for eye testing and eye wear for staff recognised as DSE users within Tudor Grange Academies Trust (TGAT) reflecting the Trusts legal responsibilities under the Health and Safety (Display Screen Equipment) Regulations 1992.

### **Scope**

This procedure covers all staff who work under a contract of employment on a permanent or fixed-term appointment with TGAT and who habitually use display screen equipment as a significant part of normal work (for continuous spells of an hour or more at a time). It does not apply to staff who use DSE infrequently or whose eyesight is such that they require a prescription for other activities such as reading or driving and whose current prescription will facilitate working on DSE.

### **Statement**

There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue. Under the Health and Safety (Display Screen Equipment) Regulations 1992 staff are entitled to request an appropriate eye or eyesight test to be carried out by a competent person. Users are entitled to further tests if DSE work is considered to cause them visual fatigue and at regular intervals after the first test. Staff are also entitled to special corrective appliances appropriate for the work required by the role, where:

- normal corrective appliances cannot be used; and
- the result of any eye and eyesight test, which the user has been given in accordance with this policy, shows such equipment to be necessary.

### **Procedure**

If you think you are eligible (in terms of the above), and wish to have an eyesight test please contact your School PA who will arrange for a voucher to be issued to you. This voucher can be redeemed at any Specsavers store and will enable staff to receive an eye test and if necessary corrective basic eyewear. Should an employee wish to upgrade to more expensive frames then the voucher value (£49) can be redeemed against the higher cost. The vouchers are not redeemable in other stores.

### **Supplementary information**

Some workers may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly considered work stations particularly when working from home. The trust conducts workplace assessments in line with obligations but the causes may not always be obvious and can be due to a combination of factors.