Managing Display Screen Equipment Procedure

1. Introduction

1.1. The Health & Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002) requires employers to assess the risks associated with the use of display screen equipment (DSE) and associated workstations.

1.2. The objective of the Regulations is to improve the working conditions of DSE users by assessing all the risks associated with DSE and workstations, and to provide suitable control measures to minimise the risks of ill health arising from using DSE. The main types of ill health are musculoskeletal disorders, such as back pain or upper limb disorders (sometimes known as repetitive strain injury, or RSI), visual fatigue, and mental stress. This Procedure details how the School will meet its responsibilities, and the procedures to be followed.

1.3. The organisation acknowledges its responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, and The Manual Handling Operations Regulations 1992.

2. Scope

2.1. This Procedure applies to all workstations provided for the use of employees.

2.2. If an employee is designated as a homeworker, the Procedure applies to their workstation.

2.3. This Procedure does not apply to workstations used by employees who work from home as part of a local agreement. In particular, responsibility for providing suitable adjustments to private workstation equipment remains the responsibility of such employees. Employees are encouraged to apply the same good work practices and adjustments they have at work to their private workstations.

2.4. The Regulations do not apply to portable devices not in prolonged use. However, the School will adopt what is considered to be good practice under these circumstances.

2.5. Under the DSE Regulations, the School has a duty to ensure that workstations provided for use by non-employees (e.g. by students in the Library, computer rooms, PhD rooms) conform to the Regulations. However further requirements of the Regulations (e.g. provision of eye tests, information and instruction, provision of non-procedure equipment such as keyboards and mice) do not apply to those who are not employees.

2.6. Adjustments to designated workstations used by students may be made by the Disability and Wellbeing Service to provide equal access. These adjustments are not provided for reasons of health and safety.

3. Definitions

3.1. Display screen equipment means any alphanumeric or graphic display screen, regardless of the display process involved. The regulations do not only apply to VDU screens, but cover other methods of displaying data, such as CCTV screens.

3.2. A workstation includes the keyboard, monitor, mouse, software, printer, document holder, chair, desk, work surface and the work environment.

3.3. A DSE User is defined by the Health and Safety Executive as an employee who habitually uses DSE as a significant part of their work. The School has defined 'habitual' and 'significant' as use which is:

    a) continuous or near continuous spells lasting three hours or more, and

    b) carried out on a daily basis, and

    c) necessary to carry out the work.

3.4. Department refers to all Academic Departments, Institutes, Centres and Professional Service Divisions.

4. Duties Under The Law and Good Practice Guidance

4.1. The LSE as an employer and its employees have duties and responsibilities under the Health and safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and Display Screen Equipment Regulations 1992.

5. Responsibilities

Academic Departments and Units and Administrative Areas

5.1. HODS and Service Leaders are charged with ensuring DSE risk assessments are carried out within their area of responsibility and that the risks from using DSE are reduced to the lowest extent reasonably practicable.

Line Managers

5.2. Implement the DSE Procedure within their area.

5.3. Ensure that all workstations are subject to risk assessment.

5.4. Ensure workstations, working environments and work routines meet the requirements given within the regulations, and that the assessments are reviewed as necessary.

5.5. Ensure that adequate provision is made for equipment or adjustments identified by the initial online assessment.

5.6. Ensure that employees that have identified significant issues with DSE attend an onsite assessment with the School's assessor.

5.7. Monitor the progress of any actions arising out of risk assessments, to completion. Note: Should any difficulties be experienced in progressing actions through relevant departments, Line Managers should inform the Health & Safety Team.

5.8. Ensure that employees receive adequate information, instruction and training regarding the risks from working with DSE.

5.9. Monitor the use of any equipment or adjustments identified as a result of any assessment

Employees

5.10. Complete a risk assessment for their workstation using the online system provided by Cardinus.

5.11. Follow the guidance in the assessment to control any low risks that are identified.

5.12. Make themselves available to the external assessor if an onsite assessment is necessary.

5.13. Use equipment and adjustments in accordance with the instruction and training provided.

5.14. Report any concerns or defects in protective measures/equipment or cases of ill-health via the relevant channels.

Health and Safety

5.15. Provide guidance and information on DSE use and on all aspects of the DSE Regulations.

5.16. Ensure that suitable means for all DSE users to risk assess their workstations are made available.

5.17. Ensure that a competent assessor is contracted to advise and make recommendations to staff identified by the risk assessment as high risk.

5.18. Ensure that there is an effective process in place to evaluate DSE risk assessments so that high risk individuals are referred to the ergonomic assessor if necessary.

5.19. Ensure that recommendations from the ergonomic assessor are implemented and that employees receive adequate training on equipment, software or other adjustments provided.

5.20. Liaise with relevant HR partners/Line Managers regarding employees that may require Access to Work funding or referral to Occupational Health.

5.21. Monitor and review the adequacy of control measures in place.

IMT

5.22. Ensure that all computer equipment and software provided meets the minimum requirements of the DSE Regulations.

5.23. Ensure that employees have access to appropriate training for the software in use at the School.

5.24. Manage DSE issues reported through the IMT Service Desk.

Estates

5.25. Provide general office furniture and equipment that meets the minimum requirements of the DSE Regulations.

5.26. Provide an adequate working environment in accordance with the relevant regulations and fit for purpose.

5.27. Manage DSE related issues reported to the Estates Help Desk.

HR

5.28. Provide eyesight tests to all DSE users and a contribution towards corrective lenses for DSE use.

5.29. Provide information and support to employees with disabilities or health conditions that impact on their ability to use DSE.

5.30. Ensure that employees are referred to the School's Occupational Health provider if necessary.

6. Implementation

Training and Risk Assessment

6.1. The LSE is required to provide information, instruction and training to users of display screen equipment to help them identify risks and safe work practices.

6.2. The training provided covers:

- the risks from DSE work and the controls that are in place;
- how to adjust furniture;
- how to organise the pace of computer work and the need to take regular breaks;
- who to contact for help and to report problems or symptoms;

6.3. DSE workstations require a suitable and sufficient risk assessment to ensure that all factors that may affect the health and safety of the user are considered.

6.4. To be suitable and sufficient the risk assessment should cover:

- Workload/task
- Individual's capability
- Type of software packages used
- Display screen and keyboard
- Desk
- Chair
- Location and working environment.

6.5. The LSE has contracted with an external software provider to provide an online DSE eLearning course and risk assessment check list.

6.6. Although the guidance refers specifically to DSE users, the requirements are equally relevant to all office staff (whether temporary or permanent), peripatetic staff and staff working from home as a significant part of their normal working day. It is the responsibility of managers to ensure that workstation risk assessments are undertaken.

6.7. Risk assessments should be reviewed where there has been a significant change to the workstation such as:

- Changes to software, equipment or furniture
- A substantial increase in time using DSE
- An office move, desk relocation or major change in the work environment.
- Changes in the health of the individual.

Reminders to review risk assessments will be given to staff annually.

Issues Identified by Risk Assessment

6.8. Completed risk assessments are evaluated by the external provider.

6.9. Minor issues identified by the assessment should be dealt with locally, advice and guidance on this is given while completing the assessment, and in follow up emails from Cardinus.

6.10. Users who have identified high risk issues will be referred to the external assessor by Cardinus.

6.11. The external assessor will contact the user by email in the first instance to arrange a mutually convenient appointment.

6.12. Following the onsite assessment the assessor will submit a report to the Health and safety Team who will authorise the purchase of any recommended equipment or furniture.

6.13. The report will be sent to the individual who should follow any guidance and recommendations given.

Please note: the Health and Safety Team will not purchase workstation furniture or equipment unless recommended by the external assessor.

Shared Workstations and Hot Desks

6.14. Where a workstation is shared the risk assessment should take account of the differences in users for example, height and individuals' abilities.

6.15. All users of shared workstations should ensure that the workstation is set up correctly for themselves prior to work. For example the chair and screen are correctly adjusted and that the mouse is placed in the best position for the user.

6.16. Users of shared workstations must understand that the set up may be changed by other user(s).

6.17. Guidance on best practice for working with DSE and workstation layout is given as part of the eLearning course.

Portable DSE (Laptops, tablets and mobile phones)

6.18. Portable DSE is subject to the DSE Regulations if in prolonged use.

6.19. Where laptops and handheld devices are used intermittently, a general assessment should be undertaken to ensure best practice is followed.

6.20. Staff using laptops or tablets for prolonged periods in the same location, should set up their workstation to meet the minimum requirements of the Regulations. Accessories such as keyboards and stands should be purchased by the department when ordering the laptop or tablet.

Daily work routine

6.21. There is no laid down maximum time for a period of work with DSE, but there is a requirement for users to take regular breaks. Work should be planned so that periodic breaks and interruptions are built in to the daily routine. Intensive screen work should be broken by work activities that are of a different visual nature.

6.22. Frequency of breaks is more important than duration. For example – three breaks of five minutes spread evenly through a period of work is more beneficial than one fifteen minute break.

6.23. Where possible breaks should be taken away from the workstation to allow the user to stand up, move about and/or change posture.

Eye and eyesight tests

6.24. The School has a duty to provide an eyesight test or a contribution towards an eye test for employees who habitually use display screen equipment as a significant part of their normal working hours.

6.25. You can collect a voucher for a free eye test from HR Reception. Employees can claim for an eyesight test once every two years, or more frequently if recommended by their optician.

6.26. If corrective lenses/glasses are needed for DSE, the School will meet a proportion of the cost.

6.27. Further information on eyesight tests can be found on the Human Resources web pages.

7. Monitoring

7.1. Performance will be measured using active and reactive monitoring techniques against this Procedure.

7.2. Heads of Academic Departments and Service Leaders should monitor and review the implementation of this Procedure within their management area at least on an annual basis.

7.3. It will be the responsibility of the individual to ensure that recommended adjustments are actioned and closed out on the Cardinus system. The Health and Safety Team should be contacted if there are any difficulties with actioning recommendations.

7.4. The Health and Safety Team will receive monthly user reports from Cardinus and will make this information available to departments on request.

7.5. Training and assessment completion statistics will be included in the Annual Report to Council.

8. Audit and Review

8.1. Arrangements within this Procedure will be subject to audit as part of the internal auditing programme governed by Audit Committee.

8.2. This procedure will be reviewed on a 3 yearly basis by the Health and Safety Team or where there is material change.

Review schedule

Review interval	Next review due by	Next review start
3 years	June 2021	Mar 2021

Version history

Version	Date	Approved by	Notes
1.0	June 2018	SMC	

Links

Reference	Link
Health and Safety Policy	https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/heaSaf.pdf
The Health and Safety (Display Screen Equipment) Regulations 1992	http://www.legislation.gov.uk/uksi/1992/2792/contents/made
Health and Safety at Work etc. Act 1974	https://www.legislation.gov.uk/ukpga/1974/37
The Management of Health and Safety at Work Regulations 1999	http://www.legislation.gov.uk/uksi/1999/3242/contents/made

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Communications and Training

Will this document be publicised through Internal Communications?	**Yes/ No**
Will training needs arise from this policy	**Yes/ No**
If Yes, please give details	