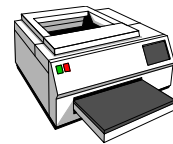To: Heads of all Learning & Culture Establishments   **October 2005**
Cc's Governors/Management Committees
Trade Union Safety Representatives
Employee Notice boards
Learning & Culture Intranet

DISPLAY SCREEN EQUIPMENT (DSE) SAFETY

Health and Safety (Display Screen Equipment) Regulations 1992

Introduction

The Health & Safety (Display Screen Equipment) Regulations, specifies the minimum safety and health requirements for work with display screen equipment. See "A practical Guide to Display Screen Equipment Assessment".

Commitment

Oxfordshire County Council is committed to minimising the risks of working with display screen equipment. The implementation of this objective will be in accordance with the Council's policy on risk assessment. The Council recognises that by addressing the health and safety requirements of display screen equipment in accordance with the regulations it will promote the most effective and efficient method of using this type of equipment.

Definitions

These will apply to employees, workstations and equipment as defined below: -

DISPLAY SCREEN EQUIPMENT (DSE): Any electronic or non-electronic display screen regardless of the display process involved.

USER: An employee who **habitually** uses DSE as part of his/her job for **substantial periods of the working day.** [The appropriate assessor will need to decide whom is a "user" applying the various criteria outlined see Annex 1.]

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WORKSTATION: DSE plus associated equipment including telephone, chair, desk, immediate work environment. (May be located in an employee's home).

N.B As more and more [home working](#) is taking place part of the agreement for such activities must include the County Council Authorised Monitoring Advisers and Officer having periodic access into the employees home to access the workstation and its environment.

Who should carry out risk assessment on workstations?

❑ Line Managers who have the ability or who have been trained
❑ Health and Safety Personnel
❑ Outside experts e.g. consultants
(N.B. Users views about their workstations are an essential part of the assessment.)

Method of putting this Policy into Practice

The County Council will implement this policy by the following means:

❑ Establishments will only purchase equipment, which meets British Standard 7179, or the European equivalent. (see http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/p/publis.pdf)

❑ The Head of Establishment will identify users, workstations and assessors in accordance with the above definitions.

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❑ Users will be trained by managers to ensure they are able to use equipment correctly and top optimise their own workstation environment.
❑ New users of a workstation will be briefed on safety issues before they commence work.
❑ Users' training will be reviewed and additional training given when required after any significant change in the circumstances of the workstation e.g. such as new software is installed/ introduced or after a significant period of absence from such an activity.

Risk Assessments

❑ Users will assist in risk assessments and will bring problems to the notice of the assessor.
❑ Assessors will undertake a risk assessment of each workstation, taking into account the needs of each user who works at each workstation.
❑ Assessors will assess each user of each workstation. New users of a workstation will be assessed before they start work.
❑ Assessors will review risk assessments of workstations and assessments of users regularly and in any event annually, or when there is a significant change in circumstances.

- Assessors will maintain records of assessments in accordance with the 'Practical Guide to Display Screen Assessment' on the form provided.
- Assessors will inform the Health and Safety Team of problems identified and seek their advice when necessary.
- Based on the outcomes of the risk assessments undertaken, appropriate action will be taken to reduce risks identified by:

  − adapting the workstation environment to the user;
  − adopting good job design, including regular breaks from screen work;
  − obtaining advice;
  − providing appropriate equipment;
  − providing basic optical corrective appliances where required.

Work Breaks

To minimise possible health risks it is vital that users take breaks from continuous work at display screen equipment. These breaks can either occur naturally (visiting the toilet, having coffee or lunch), arise from the way work is organised (visiting the photocopier, collecting work from in-tray), or from carrying out other work between spells at display screen equipment (reading mail, carrying out research).

For best results the following guidelines should be followed:

- breaks must be taken **before** the onset of fatigue;
- if possible, breaks must be taken **away** from the screen;
- short, frequent breaks are better than long, occasional breaks;
- where intensive keyboard work is involved, work involving writing or further typing work needs to be avoided;
- work will be organised as far as possible so that there is a mix between screen based and non-screen based work;
- where possible breaks should form part of a structured work pattern and should not be seen as 'time off'.

Repetitive Strain Injury

Repetitive Strain Injury (RSI) and Work Related Upper Limb Disorder (WRULD) have been identified as a potential hazard for DSE users. A suitable and sufficient risk assessment of the workstation, taking into account the needs of the users, followed by appropriate action will minimise the risk of RSI/WRULD developing.

An employee who believes he/she may be suffering from RSI or WRULD should inform his/her line manager who may refer him/her to the County's Occupational Health Service. Where medical advice indicates, and no alternative means of protection against RSI/WRULD can be identified, the County Council undertakes to seek alternative non-DSE based employment wherever practicable.

Eye and Eyesight Testing

The County Council will pay, on request, for an eye and eyesight test for any identified user, or employee who is about to become an identified user. This test may be repeated at regular intervals, as prescribed by an optometrist or medical doctor, at the Council's expense.

N.B. Establishments with their own delegate budget will be required to fund such provision.

Where an optometrist or medical doctor prescribes "special" corrective appliances for use solely with a DSE the cost of suitable basic appliances will be funded by the Directorate HR Team for centrally funded employees and by the establishment with delegated funding, on receipt of a letter from him/her defining requirements which must cover the frame and single vision lenses only. The provision applies where the users "normal" corrective appliances (e.g. glasses, contact lenses) are unsuitable for DSE use. The cost of special corrective appliances **must not** be used to offset the purchase of normal corrective appliances or a more luxurious appliance.

For Further Information and Advice:

Health and Safety Team   Tel - **01865 816464**

CATEGORY	Job	(a) Dependency	(b) Discretion	(c) Significant Training	(d) Prolonged Spells > 1 hour	(e) Daily Use	(f) Fast Information Transfer	(g) Criticality Of Errors
Definitely Users	Word processing	H	L	Yes	Frequent	Yes	Yes	M
	Secretary	M-H	M	Yes	"	Yes	Yes	M
	Data input	H	L	Yes	"	Yes	Yes	M
	Sub editor	H	L	Yes	"	Yes	Yes	M
	Journalist	M-H	M	Yes	"	Yes	Yes	L
	Tele-sales etc	H	L	Yes	"	Yes	Maybe (placed by incoming calls)	M
	Air traffic control	H	L	Yes	"	Yes	Yes	H
	Financial dealer	H	M	Yes	"	Yes	Yes	H
	Graphic designer	M-H	L	Yes	"	Yes	Maybe	M
	Librarian	H	L	Yes	Variable	Yes	Yes	M
May Be Users	Client manager	M-H	H	No	1 per day	Yes	No	M
	Scientist	L-H	H	No	1 per day	Yes	No	M
	Building society officer	M	M-H	No	Occasional	Yes	No	M
	Airline check-in	M-H	L	Yes	Infrequent	Yes	Variable	M
	Community care	L-H	L-H	No	Infrequent	Maybe	Variable	M
	Receptionist 1	M	M	Yes	Infrequent	Yes	Maybe	M
Not User	Senior manager 1	L-M	H	No	Infrequent	Yes	No	M
	Senior manager 2	L-M	H	No	Infrequent	No	No	M
	Receptionist 2	L-M	H	No	Infrequent	No	No	L

KEY: H = High; M = Medium; L = Low

Taken from Health and Safety Executive Guidance notes.