



Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

Display Screen Equipment Policy

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Display Screen Equipment Policy

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1.0 INTRODUCTION

This policy sets out the ways Neath Port Talbot County Borough Council (NPTCBC) will comply with its duties and responsibilities as defined in the Health and Safety (Display Screen Equipment) Regulations 1992 (DSE Regs).

2.0 AIM OF THE POLICY

The aim of the policy is to ensure that the working environment and equipment being utilised is suitable for Display Screen Equipment (DSE) users i.e. temperature, lighting, space, desks, chairs, computers etc.

3.0 DEFINITIONS

For the purposes of this policy, the following definitions are being adopted:-

3.1 *Display Screen Equipment* means an alphanumeric or graphic display screen, regardless of the display process involved.

3.2 *Workstation* means an assembly comprising –

- display screen equipment, whether provided with software determining the interface between the equipment and its operator or user, a keyboard or input device
- any optional accessories to the display screen equipment
- any disk drive, telephone modem, printer, document holder, work chair, work desk, work surface or other item peripheral to the display screen equipment, and
- the immediate work environment around the display screen equipment

3.3 *User* means an employee who frequently uses display screen equipment as a significant part of his/her normal work

Users include employees who:

- normally use DSE for continuous or near continuous spells of an hour or more at a time; and
- use the DSE for the same length of time or more on a daily occurrence;

- have to transfer information quickly to or from the DSE;
- and also need to apply high levels of attention and concentration; or are highly dependant on DSE to do the job or have little choice about using them; or need special training or skills to use the DSE.

4.0 ROLES AND RESPONSIBILITIES

4.1 Chief Executive/ Corporate Directors

Overall responsibility for the implementation of the policy rests with the Chief Executive and Corporate Directors.

4.2 Heads of Service

Heads of Service will be responsible for ensuring that the health and safety arrangements are developed and implemented to satisfy the requirements of this policy.

4.3 Governing Bodies of Schools Maintained by Education Authority

There is a shared responsibility for health, safety and welfare between the LEA, governing body and Headteacher.

4.4 Managers / Team Leaders/ Headteachers

Each Manager/ Team Leader/ Headteacher will ensure that departmental instructions are implemented within their section.

Managers / Team Leaders/ Headteachers are responsible for:

- Undertaking the necessary ‘DSE Assessment Training’.
- Conducting DSE assessments to identify who in their work areas are ‘users’
- Analysing workstations of employees covered by the regulations to assess and reduce risks.
- Ensuring that workstations and equipment meet the minimum requirements of the regulations.
- Planning work so that there are breaks or changes of activity for ‘users’.
- Informing ‘users’ that eyesight tests are available (following the procedure for employee eyesight test).

- Identifying Health and Safety training requirements for ‘users’ in the use of Display Screen Equipment, and ensuring that it has been beneficial and achieved all objectives.
- Providing necessary DSE information to ‘users’.

4.5 Employees

Employees (Users) are responsible for: -

- Following all guidance and advice relating to DSE.
- Conducting the DSE workstation checklist with Line Managers / Supervisors.
- Taking reasonable care of their personal health and safety when using DSE
- Ensuring that the facilities and equipment are used in accordance with the manufacturer’s guidelines.
- When an eyesight test has been undertaken, then a ‘Customer Satisfaction Evaluation Form’ must be completed and returned to the procurement section.

4.6 Personnel Officers

Personnel Officers are responsible for: -

- Following the procedure for an ‘Employee Eyesight Test’.
- Collating all records of ‘users’ assessments and retaining them on the employees’ personal file.

4.7 Procurement / IT Section

Procurement / IT Sections are responsible for: -

- Ensuring that all DSE equipment is of a high quality standard and performance.
- Ensuring that arrangements are made for the maintenance and safe disposal of equipment.

4.8 Occupational Health Unit

The Occupational Health Unit (OHU) will arrange appropriate health surveillance for at risk employees.

4.9 Corporate Health & Safety Section

The Corporate Health & Safety Section will provide advice and guidance in order to ensure compliance with legislation and associated guidance. Conduct audits to ensure DSE assessments and workstation checklists have been carried out and reviewed, provide feedback on any new changes or updates to the DSE regulations. Reviewing and updating the DSE policy when necessary.

5.0 LEGAL IMPLICATIONS

5.1 To meet the requirements of the DSE Regs. NPTCBC will:

- Identify and train, users and assessors.
- Assess workstations and ensure workstations and equipment comply with at least the minimum requirements.
- Plan changes of activity or breaks for users
- Provide eye sight tests and any necessary spectacles for DSE/VDU work

5.2 The key pieces of legislation that need to be considered with regard to this policy are:

- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)
- Health and Safety at Work etc Act 1974 (HSWA)
- The Management of Health and Safety at Work Regulations 1999.

6.0 REVIEW

The implementation of this policy will be the subject of periodic review.

7.0 CORPORATE PROCEDURES

NPTCBC shall implement this policy through the guidance outlined in the Corporate Procedure [CP/14/01](#).