

## **CORPORATE PROCEDURE**

### **DISPLAY SCREEN EQUIPMENT**

#### **1 Aim of the procedure**

The aim of this Procedure is to ensure consistent assessment of risk, the application of control measures and the working practices for the use of Display Screen Equipment (DSE). It shall also ensure compliance with the Health and Safety (Display Screen Equipment) Regulations [as Amended].

#### **2 Responsibilities**

##### **2.1 Corporate Directors**

Corporate Directors will be responsible for the overall implementation of this Corporate Procedure.

##### **2.2 Heads of Service**

Heads of Service will be responsible for the day-to-day implementation of this Corporate Procedure and will ensure the provision of the necessary resources to ensure a safe system of work, comply with the requirements of the policy and the regulations.

##### **2.3 Governing Bodies of Schools Maintained by Education Authority**

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

##### **2.4 Managers/Team Leaders/Headteachers**

2.4.1 Managers/ Team Leaders/Headteachers are responsible for ensuring the implementation of this Corporate Procedure within their workplaces to comply with management guidance.

2.4.2 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’\*;

\*A user is an employee who habitually uses display screen equipment as a significant part of their work. The Authority’s criteria, which must be met, to qualify as a “user” requires display screen usage for:one hour’s continuous use daily **or** more than 3 hours per day

- 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 via the Personnel Section;
- 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’.

## **2.5 Employees**

Employees are responsible for:-

- Following all guidance and advice relating to DSE;
- Completing the DSE workstation checklist with Managers / Team Leaders/Headteachers;
- 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’ should be completed and returned to the procurement section;

## **3 Display Screen Equipment Assessment**

All NPTCBC employees are to carry out a DSE assessment using the form [CF/14/01](#) unless they have been identified as an NPTCBC Workstyle user. NPTCBC Workstyle users will complete the DSE assessment on-line when they register their details.

The DSE assessments shall address the following topics:

- The Display Screens
- The Key Boards
- Mouse Trackball etc
- Software

- Furniture
- Environment

## 4 Training

All DSE training will be aimed at reducing or minimising risks relating to physical (musculoskeletal) problems, visual fatigue and mental health. It is the responsibility of each Manager / Team Leader/Headteacher to assess individual employees' training needs in consultation with that employee and to ensure employees receive the appropriate training. The Manager / Team Leader/ Headteacher must then request the Directorate Personnel Section to arrange the training.

## 5 Work Breaks

5.1 Managers / Team Leaders/ Headteachers in consultation with the user shall plan their activities so that they can take short (10 minute) informal breaks each hour from the DSE equipment to prevent stress and fatigue. The breaks may be used to carry out other work such as filing, reading documentation etc, frequent, short, informal breaks are better than infrequent, longer, formal rest breaks.

5.2 Where work requirements do not allow informal breaks to be taken, deliberate formal rest breaks must be introduced.

## 6 Eyesight Tests

6.1 All users of DSE will be offered a free eyesight test with the **authorised contractor only**, repeated at two-yearly intervals or where a visual problem is experienced. If the eyesight test confirms that corrective spectacles are required for the **sole** use of DSE, the Authority will pay a contribution towards the cost of the spectacles.

6.2 Employees who normally wear spectacles should note that the payment is **solely** for spectacles that have fixed focal length single vision lenses for use only with DSE, and not spectacles that are worn for other purposes.

6.3 Employees who are concerned that using DSE may have affected their eyesight should inform their Manager / Team Leader/ Headteacher and contact their Directorate Personnel Section to request an eyesight test form.

## 7 Health

7.1 Users are to report any health issues or problems associated with the use of DSE to their Manager / Team Leader/ Headteacher. Employees may also discuss the matter with their Directorate Personnel Section or the Occupational Health Unit (OHU).

## 7.2 Health problems associated with DSE work could include:

- Upper limb disorders (including pains in the neck, arms, elbows, wrists, hands, fingers). often referred to as repetitive strain injury or 'RSI';
- Backache;
- Fatigue and mental health;
- Temporary eyestrain (but not eye damage) and headaches.

## 7.3 Pregnancy and Fertility

There is no reliable evidence that there is any risk to pregnant women or the fertility of both sexes when using DSE.

Any anxiety should be avoided during pregnancy and an employee who has concerns regarding this issue should seek further advice from the OHU.

## 7.4 **Epilepsy**

Using DSE does not cause epilepsy, however, the flicker of visual display screens could possibly bring on an attack in people with the rare form of photosensitive epilepsy. Employees with epilepsy who have concerns regarding this issue should seek further advice from the OHU.