

Display Screen Equipment Policy

1 Introduction

- 1.1 This policy forms part of, and should be read in conjunction with the University's Health and Safety Management Policy.
- 1.2 A breach of this policy may be addressed via the University's disciplinary and code of conduct policies.
- 1.3 This policy will be reviewed by Estates and Campus Services on a 3-year basis or amended in response to changes in future legislation and/or case law.

2 Ownership

- 2.1 Estates and Campus Services owns and manages this policy on behalf of The University of Northampton.

3 Organisational Scope

- 3.1 This policy is intended to ensure compliance with the University's statutory requirements as set out primarily in the **Health and Safety (Display Screen Regulations) 1992**, and the **Health and Safety at Work Act 1974**.
- 3.2 This policy applies to all University employees regardless of the hours they work (including staff on temporary contracts) who are designated as 'display screen equipment users' and all workstations.
- 3.3 However, if non-employees are also designated as a 'display screen equipment operator' (e.g. agency staff, contractors), the organisation also has a duty of care to them. Managers should ensure that these individuals have been appropriately trained by their own organisation prior to commencement. Where equipment is provided for their use at The University of Northampton, it should meet the institutions standards and they will be subject to the same provision of information, instruction, and training as employees. Non-employees will also receive a desk assessment at their request. However, if they require an eye test and/or the provision of equipment (e.g. glasses), their employer will be expected to provide and pay for these provisions.
- 3.4 Students for the purposes of the Regulations are deemed as "members of the public" and as such computer equipment used by them is exempt from the requirement for assessments there is also no need for the individuals concerned to be assessed to determine their "user" status. The University of Northampton recognises its duty of care with regard to its students and therefore duty holders responsible for the provision of computers and equipment for the use of students must ensure that reasonable steps are taken to provide workstations that comply with the University's standards.
- 3.5 The Regulations do not apply to laptop computers and tablets used as portable systems as they are deemed to be unsuitable for regular prolonged usage **unless** adequate steps to prevent or reduce the risks presented, for example, linking to a suitable docking station or peripheral workstation equipment when a period of prolonged use is planned.

4 Definitions

4.1 Display Screen Equipment (DSE)

Display screen equipment means any alphanumeric or graphic display screen, regardless of the display process involved.

4.2 A Workstation

'workstation' means an assembly comprising of:

All peripheral items to it (e.g. mouse, keyboard, phone, document holder) the workstation chair and desk and the immediate environment. These criteria apply to workstations used in the workplace and those used by employees working from home or at another employer's premises.

Display screen equipment (whether provided with software determining the interface between the equipment and its operator or user, a keyboard or any other input device),

4.3 Users and Operators

Employees are classified as such if they satisfy the criteria set out in the associated Display Screen Equipment Procedure. The distinction is that Users are employees and Operators are self-employed persons/agency staff. Only "Users" are entitled to sight tests at the employers' expense. The workstation standards apply in both cases, so far as reasonably practicable.

The regulations define a person as being a designated Display Screen Equipment User or operator where it is clear that use of DSE is more or less continuous on most days or if they:

- Normally uses display screen equipment for continuous or near continuous spells of an hour or more at a time; and
- Uses display screen equipment in this way more or less daily; and
- Have to transfer information quickly to or from the display screen equipment; and
- They also need to apply high levels of attention and concentration, are highly dependant on display screen equipment, have little choice about using it; or need special training or skills to use the display screen equipment

5 Policy Statement

5.1 The University of Northampton recognises the risks that are present or may occur from the prolonged use of display screen equipment within the University.

5.2 This policy outlines the University's strategy and the arrangements in place, to ensure that electrical systems and equipment comply with statutory legislation, and are safe and free from risk so far as is reasonably practicable.

5.3 The University of Northampton recognises the right of all employees and contractors who use display screen equipment to be assessed in accordance with the display screen equipment procedures and for reasonable adjustments to be made where necessary.

5.4 Where employees are also classed as DSE users (according to the Regulations) they will also be entitled to a free eyesight test through the University's nominated provider and at appropriate times thereafter. Employees will also be provided (through the nominated provider) with spectacles where these are deemed necessary for them to work safely with display screen equipment.

6 Responsibilities of Duty Holders

6.1 Estates and Campus Services

On behalf of the University will be responsible for the implementation of this policy insofar as it relates to the activities and equipment associated with or organised by the University and for the communication to all its staff as appropriate.

6.2 Estates and Campus Service have a duty to:

- Manage this policy on behalf of the University
- Ensure there are adequate measures for suitable and sufficient analysis of workstations where the individual is identified as a user
- Organise further assessments of workstations as required
- Provide a means for all new employees to undergo training and self-assessment of their workstation, and maintain records of this
- Advise existing users to revisit training and self-assessment as required and send reminders of this
- Provide detailed and competent advice on behalf of the University regarding the use of display screen equipment
- Provide the means for all employees who are identified as users to have an eye examination and test when required. Retesting is usually every two years, exceptions would be on the advice of the optician

6.3 Line Managers have a duty to:

- Ensure all DSE assessments are carried out in their area of responsibility as required
- Support the DSE Assessors in carrying out their duties
- Assist with the Implementation of reasonable adjustments as identified
- Provide the resources to implement reasonable adjustments as recommended by the DSE Assessor, or any other specialist assessor in relation to the workstation

6.4 DSE Assessors will have a duty to:

- Follow up on self-assessments to resolve any issues identified by the user
- Undertake DSE/workstation assessments on behalf the University-in their area of responsibility
- Provide competent advice to users
- Identify and advise on the implementation of reasonable adjustments as required-including specialist or loan equipment
- Revisit assessments for any persistent issues
- Refer users to Occupational Health, or any other specialist assessments where competency levels of the assessor are exceeded
- Liaise with Line Managers to ensure recommendations are auctioned accordingly

6.5 Users must:

- Complete any online training packages provided as part of the University process and thereafter as part of the refresher training process
- Carry out DSE Self-Assessment during the induction process, and again as part of the review process as required
- Carry out self-assessments as required e.g. if there are any significant changes to work equipment or environment, or if advised to do so by a DSE Assessor
- Report any health issues which may be related to display screen equipment use to their line

manager, local DSE assessor, or the safety team safety@northampton.ac.uk

6.6 **Human Resources** will have a duty to:

- Organise Occupational Health assessments on behalf of the University as required using the University's nominated provider
- Provide support in the implementation of reasonable adjustments as required

7 Procedures

7.1.1 DSE/Workstation Assessment Process

7.1.2 It is essential that an assessment of the risks associated with DSE work is completed for all those who use display screen equipment.

The university DSE assessment process involves three stages:

7.1.3 Stage One

7.1.4 All employees who use a computer will be expected to complete DSE Awareness training and conduct an online self-assessment of their workstation.

7.1.5 The assessment must be completed within three months of commencing employment, after any significant change (e.g. an office moves or change in physical capabilities) and then at intervals not exceeding 12 months.

7.1.6 Stage Two (Local Assessors)

7.1.7 If an employee identifies an issue during the e-learning self-assessment that they cannot resolve themselves it will automatically notify the assigned DSE Assessor who will attempt to resolve these issues by providing practical advice and tips via the e-learning platform.

7.1.8 Where DSE issues cannot be resolved via the e-learning platform, the DSE Assessor will arrange for a practical DSE/workstation assessment to be completed.

7.1.9 In instances where an employee has completed the self-assessment with no issues noted but may still request a DSE/workstation assessment by an assigned assessor; this shall be arranged, but the assessor must first encourage the employee to revisit the self-assessment to ensure records are up to date.

7.2 Where the DSE Assessor completes an DSE/workstation assessment which identifies action requiring line management intervention (e.g. purchasing of furniture or ergonomic equipment) employee's they will forward a copy of the assessment report and associated recommendations to the employee's line manager for implementation.

7.2.1 If the assessor is unable to resolve the employee's DSE issues they will refer the employee to the health and safety team for an advanced workstation assessment.

Equally if the local assessor believes the issues are beyond their capabilities, they may refer the user to the health and safety team for assessment or referral directly without carrying out a DSE/workstation assessment.

7.2.1 **Stage three**

7.2.2 A member of the health and safety team will carry out an **Advanced DSE Assessment** for the employee, or on occasion arrange for a specialist assessment to be completed, for e.g. an ergonomic chair specialist.

7.2.3 Where a member of the health and safety team completes an assessment which identifies action requiring line management intervention (e.g. purchasing of furniture or ergonomic equipment) they will forward a copy of the assessment report and associated recommendations to the employee's line manager for implementation.

7.2.4 **Referral from Occupational Health for an assessment**

7.2.5 There may be occasion where a DSE assessment has been recommended as part of a pre-employment or Occupational Health referral. In this scenario Human Resources will contact the health and safety team directly to request an assessment for the employee.

7.2.6 **Implementing Assessment Recommendations**

7.2.7 It is the line managers responsibility to ensure that recommendations made arising from the DSE assessment are implemented accordingly.

7.2.8 Recommendations may in some cases involve changes to the workstation set up, the variety of the tasks, or requirement for replacement/additional furniture or ergonomic equipment.

7.2.9 It is the responsibility of the line manager and DSE Assessor to source and purchase equipment or furniture as recommended by the assessment. In some cases where the DSE Assessor is also the budget holder the DSE Assessor may purchase the equipment directly.

7.3.1 **DSE Loan equipment scheme**

7.3.2 The health and safety team operate a 'loan scheme' for DSE and ergonomic equipment required following a DSE assessment. This is intended to allow the user to trial equipment for a period to determine suitability before any purchases are made. The loan stock will be made up of various equipment including ergonomic mice, and keyboards.

7.3.3 Equipment will be loaned to the employee for a four-week period after which the equipment must be returned to the health and safety team, unless an extension to the loan period is agreed.

7.3.4 If the loan equipment is found to be beneficial for the employee the DSE Assessor will be given details of how they can purchase the equipment. The finance department will require authorisation from health and safety to approve the spend.

7.3.5 **Management of the e-learning and Assessment Platform**

7.3.6 Although the e-learning and assessment platform will notify the Local Assessor directly when an employee is overdue training or assessment or if the employee has DSE issue they cannot resolve, it is good practice for the DSE Assessor to log in to the platform routinely.

7.3.7 The health and safety team will access the system periodically to keep an overview of the outstanding issues to be resolved.

7.3.8 **Monitoring DSE Awareness Training & Compliance**

7.3.9 The health and safety team will provide Faculties and Professional Services with a summary of outstanding e-learning and assessment completion once a term through the briefing produced for the local Health and Safety Committees.

7.4 This summary and individual completion status will also be available for line managers at any time upon request.

Training

7.4.1 Employees who use DSE equipment

7.4.2 Employees who use DSE will be given training on the risks associated and the action to be taken to minimise these risks.

7.4.3 The training will be delivered as a DSE Awareness course through the e-learning and assessment platform.

7.4.4 New starters will be sent login details and link to the e-learning and assessment platform within one month of commencing employment.

7.4.5 Training must be completed within 3 months of starting and must be repeated every 12 months.

7.4.6 Local DSE Assessors

7.4.7 Employees who will be undertaking the 'local DSE Assessor' role will be identified by the Faculty or Professional Service.

7.4.8 Training on the practical completion of a DSE assessment will be provided for DSE Assessors by the health and safety team. The course is one day in duration and should be repeated once every 3 years.

7.4.9 The health and safety team will also provide training on management of the e-learning and assessment platform.

7.5 Eyesight Tests and Eyecare Process

7.5.1 All DSE 'users' are entitled to an eye and eye sight test and appropriate safety spectacles if required specifically for DSE use. DSE 'users' are defined as an employee who uses the DSE more or less continuously on most days.

7.5.2 Managers are responsible for ensuring that they appropriately identify their employees who are DSE users. To determine this, they must complete a 'DSE User and Eye & Eye Sight Test Authorisation' form and submit it to the Safety Office. safety@northampton.ac.uk

7.5.3 Where a DSE user requests an eye and eye sight test they must complete this section of the 'DSE User and Eye & Eye Sight Test Authorisation' form. This must be authorised by their Line Manager and forwarded to the Safety Office. Failure to have the form authorised will result in the form being returned to the employee.

7.5.4 The Safety Office will issue the employee with an eye care voucher within 5 working days of receipt of the form. The eye care voucher can be used at the University's approved optician and will entitle the employee to a free eyesight and eyecare test.

- 7.5.5 Where spectacles specifically for DSE use are prescribed by the optician the voucher will entitle the employee to a pair of spectacles for this purpose at no additional cost.
- 7.5.6 In some instances, an employee may be prescribed spectacles in multifocal form. Where there is a requirement to incorporate an intermediate (screen distance) upper lens together with a reading lens, the University will (once the optician's receipt is received) contribute the equivalent cost of the voucher towards payment for the DSE portion of the lens.
- 7.5.7 **Safety Eye Care**
- 7.5.8 There may be occasion where by the nature of an employee's job and as identified via the risk assessment they are required to wear safety glasses. In the majority of cases where an employee normally wears spectacles, it is expected that safety eyewear are worn over normal glasses will be sufficient. However, in some cases it may be appropriate for an employee to wear prescription safety glasses in order to perform their job safely. Where this is the case, employees should first discuss the situation with their Manager.
- 7.5.9 An appropriate risk assessment must be completed that justifies the use of prescription safety glasses instead of standard eye protection. The Safety Office can be contacted for advice on this.
- 7.6 Where the risk assessment indicates it appropriate for an employee to be provided with prescription safety glasses, they should complete the 'DSE user and Eye & Eyesight Test Authorisation' form, obtaining authorisation from their Line Manager, and forward it to the Safety Office with a copy of the appropriate risk assessment.
- 7.6.1 The Safety Office will issue the employee with an eye care voucher within 10 working days of receiving the DSE User and Eye & Eyesight Test Authorisation' form. The voucher can be used at the University's approved optician.

8 Associated Documents and references

- 8.1 Procedures and references that should be used in conjunction with this policy.
- Health and Safety at work act 1974
 - The Management of Health and Safety Regulations 1999
 - The Health and Safety (Display Screen Regulations) 1992
 - ACOPS - HSE L26

9 Information, Instruction and Training for users

- 9.1 All new starters and existing staff will be provided with adequate information, instruction and training on the possible risks from prolonged DSE use, safe working practices, and the measures the University will take to minimise the risks to users. This includes the University's e-learning and self-assessment platform which must be completed by all employees annually.
- 9.2 Reminders to this affect will be issued by the Safety office annually.

10 Approval Process

- Trade Union Liaison Group
- Health, Safety, Security and Environment Committee

11 Equality Analysis

An Equality Impact Assessment must accompany this document.

12 Version Control

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