

# Display Screen Equipment (DSE) Policy



## Contents

<b>1 Statement of Intent .....</b>	<b>3</b>
<b>2 Legislation.....</b>	<b>3</b>
<b>3 Roles &amp; Responsibilities .....</b>	<b>3</b>
<b>4 Health issues &amp; risk assessment.....</b>	<b>4</b>
<b>5 Maintaining the workstation.....</b>	<b>4</b>
<b>6 Maintaining the learning space.....</b>	<b>5</b>
<b>7 Eye tests.....</b>	<b>5</b>
<b>8 HSE Suggestions for Avoiding DSE Health Risks.....</b>	<b>5</b>
<b>Appendix 1 .....</b>	<b>7</b>

# 1 Statement of Intent

Our Lady of Walsingham Trust is fully committed to protecting the health of our pupils and staff. Members of staff who regularly use display screen equipment (DSE) will take the necessary precautions to limit their exposure to risk.

This policy outlines the areas of concern, along with solutions to, the risks around regular use of DSE. Although this policy is designed for staff, the safety procedures described will also apply to pupils who use DSE for prolonged periods of time.

The HSE has defined DSE as:

- Conventional cathode ray tube screens
- Liquid, crystal or plasma displays used in flat-panel screens and touchscreens
- Screens used to display line drawings, graphs, charts or computer generated graphics
- Screens used in work with television or film pictures
- Non-electronic microfiches
- Closed-circuit television

Members of staff who are covered by this policy are those who:

- Would normally use DSE for continuous periods of more than one hour at a time
- Use DSE more-or-less daily, for periods of more than one hour
- Need to quickly transfer information to or from DSE
- Need to apply high levels of concentration
- Are highly dependent on DSE or have little choice about using it
- Need special training to use DSE

## 2 Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Workplace \(Health, Safety and Welfare\) Regulations 1992](#), which require employers to ensure that working conditions meet a certain standard

This policy will be implemented in conjunction with the school's Health and Safety Policy.

## 3 Roles & Responsibilities

Headteacher responsibilities:

- Asses staff and decides who is a "user" by utilising the form in Appendix 1
- Ensure that the "Ergonomics" document is displayed on the staff noticeboard
- Ensure that all DSE related risk assessments are in place

- Monitor all controls and procedures for effectiveness
- Ensure training will be arranged for members of staff who request it
- A system for information sharing will be established and regularly monitored
- Report problems or issues with the current policy

Premises/Site Manager responsibilities:

- Provide each Headteacher with the “Ergonomics” manual
- Provide DSE training as requested by the Headteacher
- Carry out DSE risk assessments as requested by the Headteacher and assist with the implementation of eventual suggestions/improvements if needed

Staff responsibilities:

- All staff have a duty to take care of their health, as well as the health of their pupils
- Read the “Ergonomics” manual and ensure that they understand the content
- Inform the headteacher of any issues they are experiencing in regards to DSE

## **4 Health issues & risk assessment**

Regular users of DSE are at risk from a number of health issues; however, these can be mitigated through information sharing and well-designed safety procedures. Some of the risks include:

- Fatigue
- Eye strain
- Upper limb problems
- Repetitive strain injury
- Back pain

The Headteacher is responsible for identifying who is a user by carrying out an assessment of the members of staff by using the form in Appendix 1, and will undertake the assessment.

The Premises/Site Manager is responsible to carry out a DSE risk assessment for all the members of staff that the Headteacher has identified as “users”.

## **5 Maintaining the workstation**

- A comfortable typing position will be used. The space between the user and the keyboard will be practical and comfortable; users will ensure that they are not hunched or stretched unnecessarily
- The mouse will be to the right of the keyboard, if the user is right-handed. For left-handed users, a left-handed mouse will be made available
- Items will be placed at an accessible distance
- Suitable chairs will be used to ensure all users are seated in a comfortable position. Users will ensure that they know how to adjust their seating position
- Foot rests will be made available for users who requires them, following a requested workstation assessment
- Display screens will be fully adjustable; this includes being physically adjustable by tilting or swivelling, or through the electronic settings such as adjustable brightness and colour saturation
- Any staff with special needs or disabilities will be provided with any additional support they require and any reasonable adjustment requests will be submitted to the Headteacher

## 6 Maintaining the learning space

- Rooms where workstations are sited will have lighting levels adjusted accordingly and glare will be suitably controlled as to reduce eye strain
- The flooring will be suitable for the usage of ICT equipment
- The school will ensure that each workstation is suitably distanced so to ensure that each user have enough space to work comfortably, especially in case of wheelchair users or any other requirement
- All electronic wires and cabling will be suitably covered and protected by suitable means to prevent tripping and contact with electricity

## 7 Eye tests

- If a member of staff, who has been identified as a DSE user by the Headteacher, requests an eye test, the school is required to provide one and will do so
- If the eye test shows that the member of staff requires glasses for DSE use, the school is required to pay for a basic set of spectacles; if the user wants a particular set (designer etc) then he/she will have to pay for the difference
- The Trust has established an agreement with “Specsavers”, to provide free eye tests for members of staff
- Requests for eye test appointments will be made by email, via the school business manager (SBM) or Headteacher, who will liaise with the Trust Financial Controller who administers the arrangement as required

## 8 HSE Suggestions for Avoiding DSE Health Risks

The HSE has developed a list of suggestions which ensure a comfortable working environment.

In order to ensure comfort, the following adjustments should be made:

- Forearms should be kept horizontal
- Eyes should be kept at the same height as DSE
- Workspaces should be arranged to accommodate all the users’ documents
- The desk should be arranged to avoid glare, possibly by facing away from windows
- Blinds or curtains should be adjusted to keep out excessive light
- There should be plenty of space below the desk for the user to move their legs
- To avoid pressure from seat edges, footrests should be used by shorter users

To minimise issues that arise from regular keyboard use, the following advice is suggested:

- The space in front of keyboards should be used to rest wrists and hands
- Users should keep wrists straight whilst typing
- Soft touch pads should be used to provide extra support for users’ wrists and hands
- The mouse should be kept in reach to avoid stretching
- If a keyboard is not being used, it should be moved out of the way
- Users should avoid using excessive force on the keyboard or mouse

When reading the screen, users should consider the following advice to reduce the risks from eye strain:

- Individual characters on the screen should be clear and sharp. If they are not, the settings of

the DSE should be checked

- The brightness and contrast of the DSE should be changed to suit the lighting conditions of the room
- The surface of the screen should be kept clean at all times
- Where possible, text size on the screen should be adjusted to the users' individual needs

By taking regular breaks, the risks from eye strain and other DSE related risks can be reduced. Because of the varied nature of work carried out by users of DSE, the HSE does not give specific advice for teachers. However, in their general guidance they state:

- Regular, shorter breaks are better than longer breaks. For example, 10 minute breaks from DSE every hour are better than 20 minute breaks every two hours
- Users should be given some discretion at which times they take breaks
- Breaks should take place away from the workstation

## Appendix 1

### DSE user, Yes/No Decision Table

(to be completed by the Headteacher)

Name :	1 hrs continuous spell?	Daily use in same way?	Fast transfer of info?	High concentration?	High dependency on DSE?	Little or no choice on DSE usage?	Special training needed?	Is DSE user YES/NO
1	Maybe	Yes	Yes	Yes	Maybe	Maybe	No	<b>Maybe</b>
2	No	Maybe	Maybe	No	No	No	No	<b>No</b>
3	Yes	Yes	Yes	Yes	Yes	Yes	No	<b>YES</b>

**Yes:** means this does apply on a typical working day (not necessarily on all days).

**Maybe:** means either this applies to the job on some days but not others, or that it applies to some such jobs but not others. In either case, there may be a need for further thought or investigation to reach a decision.

**No:** means this never applies, or there are only occasional days in the year when it applies.

**User:** at least 4 “yes” (including 1hrs continuous spell)

**Non-user:** at least 4 “no” (including 1hrs continuous spell)

**Maybe user:** at least 2 “yes” (including 1 hrs continuous spell) and 3 “maybe”, final decision to be made by Headteacher

This table is to be used as a guide, and it is open to the Headteacher to use discretion in the assessment as they see fit.