Display Screen Equipment (DSE) Policy

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This document forms part of Loughborough University’s health and safety policy
Version 3; February 2019
1. POLICY

It is the policy of Loughborough University to provide a safe and healthy working environment for employees, including particular measures to protect their health and safety when they are working with Display Screen Equipment (DSE).

The University will fulfil its obligations by;

a) the provision of information and training for users, primarily through an online computer package provided by Cardinus at the following link;
   Workstation Plus

b) the provision of suitable work equipment (DSE);

c) the assessment of workstations, using an online self-assessment, supported by a network of trained assessors;

d) the provision of eye and eyesight testing for users, and the provision of spectacles where these are required solely and specifically for DSE work; and,

e) making arrangements for regular breaks for employees working with DSE.

The main legislation which is relevant to this subject is the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002).

2. PROCEDURES / GUIDANCE

2.1 Workstation assessment and self-assessment

Workstation self-assessment shall be carried out by all employees who use display screen equipment as a significant part of their work activities, using the online link; Workstation Plus

The assessment will automatically generate a report for the member of staff outlining any remedial actions to resolve problems. Where problems cannot be resolved by the member of staff, tasks will be assigned to an appropriate person to action. Should actions not be completed, automatic reminders will be emailed. Please see flow chart below:
The assessment should be repeated/reviewed if major changes are made to equipment or furniture, if workstations are relocated, if the nature of the work changes, or if the health of the user changes. Training should be carried out every 2 years and assessment should be carried out annually to highlight any issues and promote good DSE practice.

The DSE Assessor will review self-assessments and carry out a more formal assessment where indicated.

2.2 Minimum requirements for workstations

Workstations and equipment must comply with specific minimum requirements laid down in the DSE regulations. These include, for example, a chair with seat height adjustment, seat back adjustment and a stable base (usually 5 wheels/castors); a desk which provides 'adequate space'; a monitor which tilts and swivels and has a clearly readable screen.

There are minimum standards which apply to all elements of the workstation, including the keyboard, the mouse, the environment and the software. These are summarized in Appendix A of this policy.

If items such as a footrest or document holder are provided these should comply to the minimum standard; however, they need only be provided if they are necessary given the nature of the work and/or the individual.

Equipment which does not meet the minimum standard may be provided if it is necessary for health and safety reasons – for example, some users may benefit from using a specialist chair which does not have a seat back.

Laptops must comply with the regulations where they are in prolonged use (e.g. for periods of an hour or more, and on most days). The keyboard and screen must be separable, e.g. by use of a docking station.

2.3 Eyesight testing

The University will pay for eye testing for all employees who are identified as users. This payment is conditional on testing being carried out at the University’s chosen optician, and on a voucher for payment being obtained in advance via the Occupational Health department (email: occupationalhealth@lboro.ac.uk).

The University will not reimburse eye testing costs for employees who choose to use a different optician.

Retesting will usually be allowed every 2 years, except in exceptional circumstances.

The University will also pay for a pair of basic spectacles (frames and lenses) where these are required solely and specifically for DSE use. The University will not pay for glasses which are used for reading or driving as well as DSE work.

The University may contribute towards the cost of varifocal lenses where the central part
of the lens is specifically calibrated to allow viewing of the computer screen. The cost of
the contribution will not exceed the normal cost of a pair of basic frames and lenses.

2.4 Responsibilities of the Deans and Heads of Professional Services

Every member of staff should have access to a local DSE Assessor. It is the responsibility
of Deans and Heads of Professional Services to appoint sufficient assessors from their
staff to provide sufficient coverage. In the case of small departments, an assessor can be
shared between Departments. These assessors will be trained in the principles and
practice of workstation assessment and problem solving; training courses and regular
updates can be booked through My.HR.

a) Nominate one or more DSE assessors for the department
b) Support DSE assessor(s) in carrying out their duties
c) Ensure sufficient resources are provided.

2.5 Responsibilities of assessors

a) Ensure new users undergo training and self-assessment (using the online Cardinus
training and self-assessment software) as part of the induction process.
b) Monitor the Cardinus dashboard for outstanding tasks.
c) Follow up self-assessments to resolve any problems identified.
d) Carry out face to face assessments where necessary.
e) Make referrals to Occupational Health / University Health and Safety Service where
appropriate.

2.6 Responsibilities of users

a) Visit; Workstation Plus and carry out online training and self-assessment.
b) Make any necessary changes to workstation and work arrangements.
c) Seek advice from the DSE assessor to resolve any remaining issues arising from
workstation assessment, and make any necessary changes recommended by DSE
assessor.
d) Repeat self-assessment when prompted to do so or if there are changes to work
equipment or environment; or if advised to do so by assessor.
e) Report any health problems which may be related to computer work to Manager
and/or DSE assessor and to Occupational Health Department.
2.7 Responsibilities of University Health and Safety Service

a) Maintain list of DSE assessors on the UH&SS website

b) Arrange suitable training for DSE assessors in line with this policy

c) Circulate a reminder to all DSE assessors annually to encourage DSE users to update training / self-assessment

2.8 Responsibilities of Occupational Health Adviser

a. Assist assessors with assessments on request

b. Carry out assessments for individuals with work related health problems

c. Make recommendations to individuals and managers following assessments

3. DEFINITIONS

Display Screen Equipment – any alphanumeric or graphic display screen

Workstation – this includes Display screen equipment, any associated accessories including keyboard, mouse, printer, furniture etc and the immediate work environment around the Display screen equipment

User – an employee who habitually uses display screen equipment as a significant part of his or her normal work. Someone who uses DSE for an hour or more at a time, on most days would generally be considered as a user

Assessor – individual nominated by the Deans or Heads of Professional Services to carry out duties as outlined in this policy; and who has attended for training accordingly

4. FURTHER READING AND DOCUMENT MANAGEMENT TABLE

- Work with Display Screen Equipment: Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 - L26

- Working with display screen equipment (DSE) INDG 36 (rev 4)


- www.abilitynet.org.uk

(Note: “Abilitynet” specializes in supporting computer users with disabilities or work related ill-health problems. They produce a large number of factsheets on relevant issues, and recommend alternative equipment to solve particular problems.)

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### Document management table

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APPENDIX A

SUMMARY OF DISPLAY SCREEN EQUIPMENT WORKSTATION
MINIMUM REQUIREMENTS

1. The display screen should have well defined characters of adequate size, stable image, easily adjustable brightness and contrast. The screen should be easily tilting and swivelling with no reflective glare.

2. The keyboard should be tiltable and separate from the screen; sufficient space in front of the keyboard; matt surface; easy to use; adequate and contrasting symbols on keys. The mouse (or other non-keyboard device) should be suitable for the task.

3. The work surface should be sufficiently large and low reflecting, and allow a flexible arrangement of equipment and adequate space.

4. The work chair should be stable allowing the user easy movement and comfortable position. It should have adjustable height (seat); adjustable height and tilt (seat back). Footrests should be available on request.

5. There should be space necessary to allow the operator to change positions.

6. The lighting should be satisfactory with appropriate contrast between screen and background; prevention of glare through positioning of artificial lighting.

7. Positioning must prevent sources of light such as windows from causing distracting reflections on the screen.

8. Noise must not cause distraction of attention or disturbance of speech.

9. Heat must not be excessive such to cause discomfort and an adequate level of humidity should be established and maintained.

10. The software systems must be suitable for the task, easy to use, and adaptable to the level of the user's knowledge. No quantitative or qualitative checking facility may be used without the user's knowledge.
APPENDIX B
LIST OF ASSESSORS

Please see list of assessors at the following link:

DSE Assessors
APPENDIX C

POSTGRADUATE STUDENTS

1. Postgraduate (PG) students have a particular risk of health problems related to computer use due to the long hours they spend working, the risk of ignoring early symptoms in order to meet deadlines, and the possibility that they will work for long periods on a laptop computer.

2. PG students who have an employment contract with the University will be covered under this policy in the same way as other employees.

3. PG students who are not employees are not specifically covered by the HSE regulations on Display Screen Equipment; they are not entitled to free eyesight testing and the University is not obliged to provide training and information.

4. Where the University provides a computer/workstation for use by a postgraduate student, there is a duty of care to ensure this is suitable for the task involved.

5. It is good practice to encourage PG students to carry out self-assessment and to seek support from their supervisor, departmental DSE assessor, or IT staff if they feel equipment is sub-standard. Students can visit the "Openerg" (https://www.openerg.com/) website.

6. Undergraduate (UG) students are not covered under the DSE regulations. However, they should be encouraged to carry out self-assessment of any workstation which they use on a regular basis. Students can visit the "Openerg" website for further information.

7. Where the University provides facilities for use by students (e.g. in computer labs, the library etc), these should be of an adequate standard i.e. with suitably adjustable chairs, space to work etc.