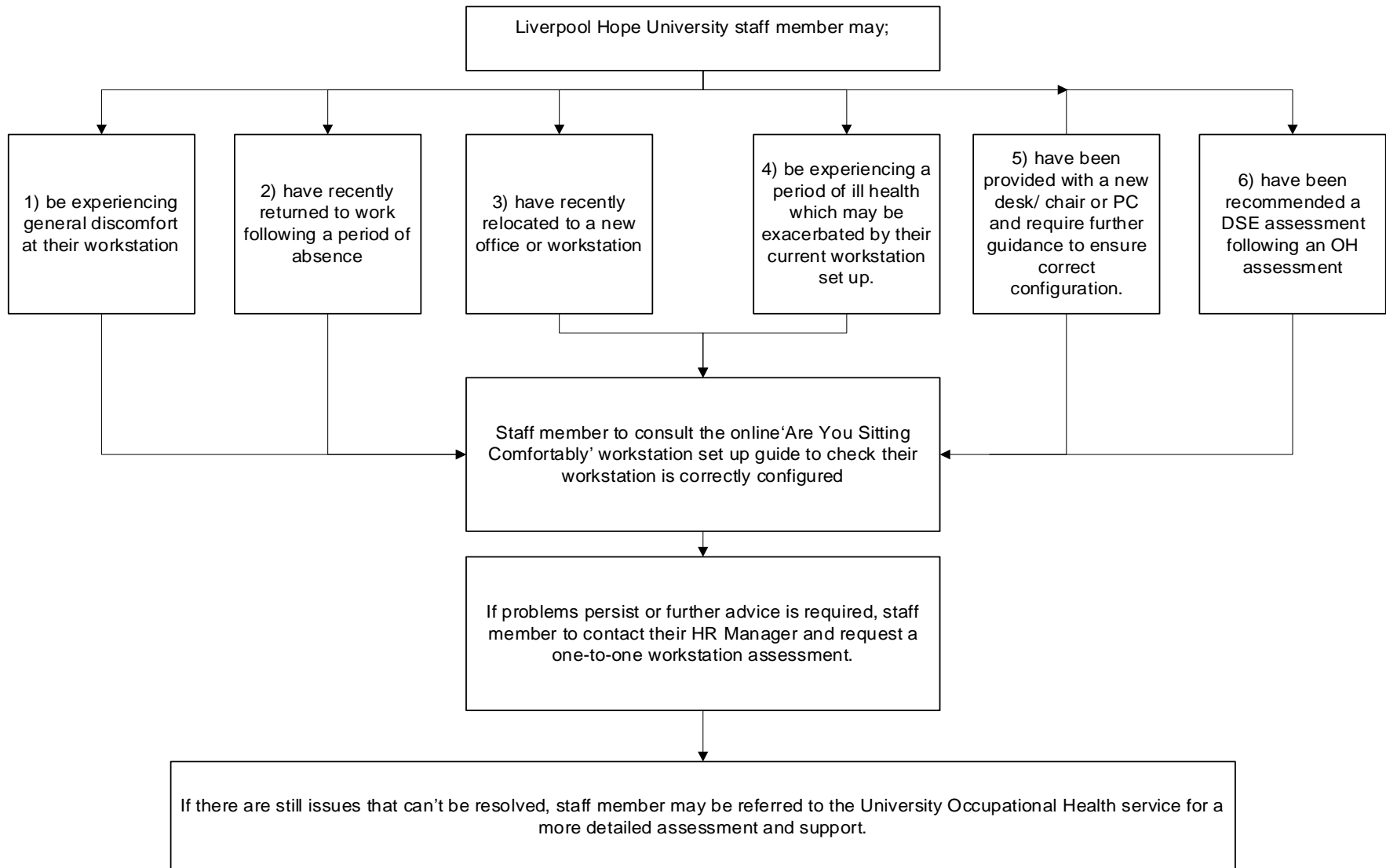




Display Screen Equipment Code of Practice

Document Control

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Liverpool Hope University Workstation Assessment Referral Process

DISPLAY SCREEN EQUIPMENT CODE OF PRACTICE

1. As part of its duty of care to all staff, the University recognises that display screen equipment (DSE), as defined in Regulation 1 (2)(a) of the Health and Safety (Display Screen Equipment) Regulations 1992, may under certain conditions, give rise to hazards to health. To fulfill the statutory obligations as laid down by the above regulation, the University will undertake suitable and sufficient assessment of all display screen equipment workstations and introduce control measures and adopt safe working practices to remove the hazards or, if not practicable, to reduce the risk to an acceptable level. This policy outlines how the University will fulfill these responsibilities to protect the health of staff when using DSE.

Definition of Display Screen Equipment

2. DSE refers to any display screen as part of a computer that displays text, numbers or graphics. A workstation means an assembly comprising of DSE, keyboard or another input device, any accessories including a telephone, printer, work chair and work surface and any immediate work environment around the DSE. A DSE user is defined as a member of staff who uses DSE for a significant or continuous part of their normal working hours. It is expected that DSE users utilise this type of equipment on a more or less daily basis, are highly dependent upon this equipment due to the nature of their work and have little choice of using any similar or alternative methods.
3. Taking into account the above characteristics of a DSE user, the University will work with such staff to fulfill its obligations by:
 - a) Providing suitable work equipment and assessing workstations;
 - b) Ensuring all staff carry out a web based DSE self-assessment exercise and if there are any problems or issues the University agrees to give access to a trained DSE assessor for a more detailed assessment.
 - c) The provision of eye and eyesight testing for users.
 - d) Making arrangements for regular breaks for employees working with DSE.
4. Workstations supplied by the University must comply with specific standards outlined by the Health and Safety (Display Screen Equipment) Regulations 1992. These include a chair with seat height adjustment, seat back adjustment and a stable base (usually consisting of 5 wheels or castors), a desk which provides adequate space to work and a monitor which tilts, swivels and has a clearly readable screen. Further items such as a footrests or specialist chairs are not required to meet a minimum standard but should be provided on request should they be required for health and safety reasons.

Workstation Assessments

5. Workstation self-assessments should be carried out by all members of staff who use

DSE, initially by using the 'Are You Sitting Comfortably?' guide available on the University website.

<http://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/personnelforms/healhandsafetypolicy/media,57363,en.pdf>

The guidance above should ensure that staff are shown how to check that workstations are set up correctly and positioned to allow staff to work safely, whilst minimising the risk of injury from poor working posture.

6. Assessments should be repeated or reviewed if staff experience illness, following a period away from the workplace or on return from maternity leave, if major changes are made to work equipment, furniture or the member of staff moves during a change to office layout or to a new location. Also, should staff experience discomfort following the self-assessment or remedial actions are highlighted as a result of this exercise, a one to one assessment, provided by the University's Health and Safety Advisor can be completed on request. All referrals to the University's Health and Safety Advisor will be co-ordinated by the Personnel department. Any recommendations or remedial actions shall be made in line with the particular employee's departmental health and safety budget.

All staff should inform the University of any DSE related ill health or related injuries using the University's Accident Report Form.

<http://www.hope.ac.uk/healthandsafety/reportinganaccidentincidentornearmiss/>

Eye Examinations

7. All staff using DSE equipment are entitled to request an eye examination. The purpose of this test is to establish the need for glasses specifically for DSE work. The cost of the eye test will be paid for by the University and a basic pair of DSE glasses up to the agreed rate will also be paid for. Eye examinations are recommended every two years unless staff experience visual difficulties before the retest is due.

Summary of Display Screen Equipment Workstation Minimum Requirements

The following is a practical guide on how to arrange your workstation to ensure safe and healthy working environment.

- i. The display screen should have well defined characters of adequate size, stable image, easily adjustable brightness and contrast. You should be able to tilt and position your screen to avoid any reflective glare. As a guide, users should position their monitor so that the top portion of the screen matches your eye line from a comfortable sitting position.
- ii. The keyboard and mouse should be separate from the screen, positioned in your workspace to allow adequate space to rest your wrists and prevent any overreaching. Keyboards should have a matt surface, be easy to use and feature adequate and contrasting symbols on keys. Laptop computers don't adhere to the standards set out in the DSE Regulations therefore if required for prolonged use, they should be used with a

separate keyboard and mouse, or a separate monitor, docking station or connected to a desktop computer.

- iii. The work surface should allow you to work comfortably; it should have a low reflecting surface and adequate space to allow work equipment to be arranged sufficiently. The work surface should be adequate to allow the users to change positions, work with arms in an approximate horizontal position; it should also offer adequate room underneath to allow legs to move freely.
- iv. The work chair should be stable to allow the user easy movement and comfortable working position. To avoid pressure on the back of legs whilst in a sitting position, a footrest may be required to provide additional support.
- v. Long spells of DSE work should be avoided. Staff should ensure frequent, short breaks are organised into their working day to prevent fatigue, eyestrain, upper limb disorders and backache. Taking frequent, short breaks are more beneficial than taking longer breaks at longer intervals.

Further Guidance

HSE Guidance - <http://www.hse.gov.uk/msd/dse/>

Display Screen Equipment Regulations - <http://www.hse.gov.uk/pubns/books/l26.htm>