



**Shaw
Education
Trust**

Health and Safety Policy Display Screen Equipment (DSE)

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| Document Owner: | Pete Potts |
| Approved by and Date: | Pentagon 4.7.22 |
| First Publication Date | 5.2.2020 |
| Last Review Date: | 1.5.2022 |
| Audience: | All |

1. Success Indicators

The following indicators will demonstrate the appropriate level of success in this area:

- Managers have in place arrangements to identify employees who are Display Screen Equipment users
- Managers ensure that Display Screen Equipment users receive training and information and are aware of how to set up and use DSE to ensure their wellbeing
- Individuals are aware of how to raise concerns regarding the use of DSE with managers
- Individual users DSE assessments are completed as appropriate.
- Concerns identified to managers are appropriately actioned

2. Overview

Prolonged use of DSE may present risks to health where good practice is not followed. The most significant risk associated with the use of DSE is individual users adopting unsuitable postures and remaining static for excessive periods of time. Current evidence is that regular micro breaks and adoption of good postures significantly reduces issues associated with DSE use.

Legislation requires The Shaw Education Trust to assess work stations used by DSE users, review assessments where necessary and reduce the risks identified to the lowest extent reasonably practicable. Additionally, DSE users have a legal right to receive an appropriate eye and eyesight test upon request.

3. Management Arrangements

These arrangements will apply to employees working on The Shaw Education Trust premises or when engaged in The Trust activities.

3.1 Identifying Display Screen Equipment Users and relevant workstations

Managers will have in place arrangements to identify employees who are DSE users. A Display Screen Equipment user is a person who habitually uses display screen equipment as a significant part of their normal work for continuous spells of one hour or more.

3.2 Workstation set up and assessment

DSE users must have enough knowledge and confidence to set up and adjust their DSE equipment and workstation in such a way as to promote their own wellbeing. Information is available on the Staffordshire County Council Health, Safety and Wellbeing SLN.

The DSE Assessment Form must be completed every two years by the DSE user or a DSE Assessor. Where issues are identified by the user these should be discussed with their line manager and where possible these should be resolved locally.

If a DSE Assessor, line manager and the DSE user are unable to identify solutions and require further support the manager should email the Health, Safety and Wellbeing Service with the assessment and details of the actions taken locally.

3.3 Provision of Suitable Equipment

All agile and touch down desks must be provided with suitable equipment such as laptop convertors/docking stations, additional screens, mouse, keyboard etc. to enable employees to work appropriately and manage their own health and wellbeing.

If a DSE user who is working agilely opts to work in a location which is not a hot/touchdown desk they must ensure that they use the information from the DSE training and information module and their own judgement to identify if the workstation is appropriate for prolonged DSE use and to set up the DSE in the most appropriate way. If issues are identified by the user these should be discussed with their line manager and where possible these should be resolved locally.

Where an individual has been assessed as requiring specialist equipment the manager and individual must assess their needs and work requirements prior to them undertaking agile working. It may not be possible to provide suitable equipment that can be used in an agile manner, but it may be possible to adjust work patterns or activities to facilitate flexibility.

DSE users who have a disability which may impact upon their ability to undertake their job role may be able to acquire further assistance from the 'Access to Work Scheme'. This scheme provides advice and support to help persons overcome work related obstacles, and in many cases provides grants towards additional employment costs including equipment.

3.4 Provision for changes of activity/breaks

All DSE users should proactively include regular micro breaks of 30-60 seconds for every 20 minutes of DSE use. The micro break should include changes of posture and looking away from the screen. This will have a significant impact on user comfort and productivity in the short term and long-term health and wellbeing. Computer programmes and applications which remind users to take micro breaks are available for use on laptops and PCs by the DSE user.

Where DSE is used intensively for periods of time the DSE user should ensure that the activity is interspersed with non-intensive, non-DSE work activity. Where work cannot be so organised, deliberate breaks or pauses must be introduced.

3.5. Investigating Ill Health

If a DSE user reports a potential health problem associated with the use of DSE, the manager shall complete an investigation following the procedures detailed in the Management of Accident and Incident procedures.

3.6 Eye, Eyesight Tests and the Supply of Glasses

The Shaw Education Trust will provide funding for their work related DSE eye, eyesight test and corrective spectacles which are required specifically for use with DSE and no other purpose.

Individuals should be aware that varifocal glasses may cause discomfort where they are worn for prolonged DSE use. Single vision glasses should be considered where an individual uses DSE regularly.

4. Training and Information

Managers must ensure that training regarding DSE is undertaken at least every 2 years. An online training module is available on the Staffordshire County Council SLN.

Additional information about setting up DSE is also available on the Staffordshire County Council Health, Safety and Wellbeing SLN

5. Monitoring and reviewing these arrangements

DSE assessments are to be reviewed every two years or following any significant changes to work station, equipment or when a DSE user notifies a manager of ill health symptoms arising from DSE use.

6. Record Keeping

DSE assessments must be retained in line with the relevant legislation and The Shaw Education Trust Retention Schedule.

7. Health and Safety – Further Information

Accident and Incident Health and Safety Policy.

DSE User Assessment Form.





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