Display Screen Equipment (DSE) Policy

#HS6

Last amended 13th March 2026 (v1.1)

Version history

Date	Version	Details	Actioned by	PDF to Websites	Word to Governor Hub
13.03.26	1.1	Formatted to house style and checked against model for updates	MF	✓	✓

Contents:

Version history

Common abbreviations and acronyms

Statement of intent

1. Legal framework
2. Definitions
3. Roles and responsibilities
4. Workstations
5. Learning spaces
6. Working from home
7. Health risks

Monitoring and review

Appendices

a. Display Screen Equipment Risk Assessment Template

Common abbreviations and acronyms

AA	Admissions Authority	**GPA**	Government Procurement Arrangement
AAI	Adrenaline Auto-Injector (Epi Pen)	**HASH**	Herefordshire Association of Secondary Heads
ACM	Asbestos Containing Materials	**HBV**	Honour Based Violence
AFH	Academies Financial Handbook	**HR**	Human Resources
AHT	Assistant Headteacher	**H&S**	Health and Safety
AIR	Attendance Intervention Reviews	**HoS**	Head of School
APIs	Application Programme Interfaces	**HSE**	Health and Safety Executive
BAME	Black, Asian and Minority Ethnic Backgrounds	**ICO**	Information Commissioners Office
BCP	Business Continuity Plan	**IHP**	Individual Healthcare Plan
BFR	Budget Forecast Return	**IRMS**	Information and Records Management Society
CAMHS	Child and Adolescent Mental Health Services	**IWF**	Internet Watch Foundation
CEO	Chief Executive Officer	**KCSIE**	Keeping Children Safe in Education
CFO	Chief Financial Officer	**KS1/2/3/4**	Key Stage 1/2/3/4
CIF	Condition Improvement Fund	**LAC**	Looked After Child
CIN	Child in Need	**LADO**	Local Authority Designated Officer
CLA	Children Looked After	**LGB**	Local Governing Body
CMIE	Child Missing in Education	**LLC**	Low-Level Concerns

COO	Chief Operating Officer	**LSA**	Learning Support Assistants
COSHH	Control and Substances Hazardous to Health	**MASH**	Multi-Agency Safeguarding Hub
CP	Child Protection	**MAT**	Multi-Academy Trust
CPD	Continuing Professional Development	**MFA**	Multi-Factor Authentication
CSCS	Children's Social Care Services	**MFL**	Modern Foreign Language
CSE	Child Sexual Exploitation	**NCSC's**	National Cyber Security Centres
CTIRU	Counter-Terrorism Internet Referral Unit	**NPQEL**	National Professional Qualification in Executive Leadership
CWD	Children with Disabilities	**PA**	Persistent Absence
DBS	Disclosure and Barring Service	**PAN**	Published Admission Number
DDSL	Deputy Designated Safeguarding Lead	**PECR**	Privacy and Electronic Communications Regulations
DfE	Department for Education	**PEP**	Personal Education Plan
DHT	Deputy Headteacher	**PEEP**	Personal Emergency Evacuation Plan
DSE	Display Screen Equipment	**PEx**	Permanent Exclusion
DSL	Designated Safeguarding Lead	**PLAC**	Previously Looked After Child
DPO	Data Protection Officer	**PP**	Pupil Premium
EAL	English as an Additional Language	**PSHE**	Personal, Social and Health Education
ECT	Early Career Teacher	**PSED**	Public Sector Equality Duty

EHA	Early Help Assessment	**PTFA**	Parent, Teacher and Friends Association
EHCNA	Education, Health and Care Needs Assessment	**RIDDOR**	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
EHCP	Education, Health and Care Plan	**RHE**	Relationships and Health Education
EHE	Elective Home Education	**RSHE**	Relationships, Sex and Health Education
ELSA	Emotional, Literacy and Support Assistant	**SALT**	Speech and Language Therapist
ESFA	Education and Skills Funding Agency	**SARC**	Sexual Assault Referral Centre
EVC	Educational Visit Coordinator	**SBM**	School Business Manager
EWO	Education Welfare and Safeguarding Support Officer	**SCCs**	Standard Contractual Clauses
EYFS	Early Years Foundation Stage	**SDQ**	Strengths and Difficulties Questionnaire
FBV	Fundamental British Values	**SEMH**	Social, Emotional, and Mental Health
FGM	Female Genital Mutilation	**SENCO**	Special Educational Needs Coordinator
FOI	Freedom of Information	**SEND**	Special Educational Needs and Disabilities
FSM	Free School Meals	**SLA's**	Service Level Agreements
FTS	Find a Tender Service	**STEM**	Science, Technology, Engineering and Maths
GAG	General Annual Grant	**TA**	Teaching Assistant
GDPR	General Data Protection Regulation	**TCAT**	Three Counties Academy Trust
GIAS	Get Information about Schools	**VSH**	Virtual School Headteacher

Statement of intent

Three Counties Academy Trust (TCAT) is fully committed to protecting the health and safety of our pupils and staff, in line with our statutory duties. This policy is in place to ensure that members of the TCAT community who regularly use display screen equipment (DSE) are supported and understand how to take the necessary precautions to limit the potential risks surrounding regular use of DSE.

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

NB. Where the term "parent" or "parents" is used this includes those who act as carers or have parental responsibility.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health and Safety (Display Screen Equipment) Regulations 1992
- DfE (2022) 'Health and safety responsibilities and duties for schools'
- HSE (2022) 'Working safely with display screen equipment'

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies and documents:

- Staff ICT and Electronic Devices Policy (FI16)
- Flexible Working Policy (HR14)
- Health and Safety Policy (HS1)
- Risk Assessment Policy (SG8)
- Premises Management Policy (ST6)

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

2. Definitions

In accordance with The Health and Safety (Display Screen Equipment) Regulations 1992 and HSE guidance, the following definitions will be adopted in the implementation of this policy.

Display Screen Equipment (DSE): are defined as devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.

DSE User: means an employee who habitually uses DSE as a significant part of their normal work i.e. daily, for continuous periods of an hour or more.

Workstation: means an assembly comprising of:

- DSE, whether provided with software determining the interface between the equipment and its operator or user, a keyboard or any other input device
- Any optional accessories to the DSE
- Any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other item peripheral to the display screen equipment
- The immediate work environment around the DSE

3. Roles and responsibilities

The Trust Board and where delegated Local Governing Bodies are responsible for:

- Ensuring each TCAT school provides a safe place of work and learning for all staff, pupils and visitors, in line with its statutory duties
- Overseeing that staff receive training so that they can perform their duties with DSE in a safe manner
- Ensuring whole-school familiarity with the requirements of the appropriate legislation and codes of practice
- Assessing the efficacy of this policy and ensuring any necessary changes are made
- Ensuring each school:
  - Analyses workstations to assess and reduce risks
  - Makes sure controls are in place
  - Provides information and training
  - Provides eye and eyesight tests on request, and special spectacles if needed
  - Reviews the assessment when the user or DSE changes

The Headteacher/Head of School is responsible for:

- Ensuring all risk assessments related to DSE are in place and up to date
- Arranging training for staff using DSE
- Ensuring the steps and requirements laid out in this policy are implemented at all times
- The day-to-day implementation and periodic review of this policy and its efficacy

Members of staff using DSE are responsible for:

- Ensuring they only use DSE once they have undertaken the appropriate training
- Using DSE in line with the health and safety measures set out in this policy, and as learnt during their training, at all times
- Informing the Headteacher/Head of School of any situation where the use of DSE is resulting in either injury or risk of injury as soon as possible
- Where applicable, ensuring any pupils using DSE do so in line with the health and safety requirements of this policy

4. Workstations

Each TCAT school will conduct a risk assessment of the workstations where staff and pupils use DSE as part of their normal, continuous work. This assessment will aim to minimise any identified risks in the following areas:

- Equipment – e.g. keyboard, mouse, display screen
- Furniture
- Environment
- Work conditions
- The task being completed using DSE
- Any special requirements of the user

A workstation risk assessment will be undertaken each time:

- A new workstation is set up
- A new DSE user is employed

- A change is made to an existing workstation or the way it's used
- A DSE users complain of pain or discomfort

Each TCAT school will refer to the [HSE's workstation checklist for DSE use](#) when conducting a risk assessment of workstations.

Each TCAT school will ensure all users of DSE are aware of how to maintain a comfortable typing position, including:

- Maintaining a practical and comfortable space between the user and the DSE
- Avoiding hunching or straining unnecessarily
- Placing the mouse to the appropriate side of the keyboard based on the needs of the user
- Adjusting all adjustable furniture where necessary

TCAT will ensure it provides users with adjustable chairs where possible, to maximise comfort and ease of use.

TCAT will ensure it provides users with adjustable DSE - this includes being physically adjustable by tilting or swivelling, or through the electronic settings such as adjustable brightness and colour saturation.

Any pupils or staff with SEND will be provided with any additional support they require to use DSE.

5. Learning spaces

Each TCAT school will ensure it makes all learning spaces on the school site where staff and pupils will be using DSE comfortable, practical and conducive to a safe and productive use of DSE.

Where a room on the school site is used primarily for ICT equipment, TCAT will where possible:

- Manage the space in line with the requirements set out in the Premises Management Policy at all times
- Set the lighting to slightly lower lighting levels than are required in other classrooms
- Install blinds to reduce occurrences of glare
- Install anti-static and non-slip flooring
- Maintain an adequate space between workstations holding DSE, e.g. desktop computer screens

- Ensure the room has sufficient space and pathways to permit all pupils to access DSE, including those who may need additional space to meet their needs
- Cover all electronic wires and cabling, using trunking and rubber cable covers, to prevent tripping

6. Working from home

If working from home, TCAT will ask staff to carry out a basic assessment of their DSE workstation at home, using the HSE's workstation checklist as a basis, in line with TCAT's Flexible Working Policy.

Staff and pupils who require DSE to complete their working or learning duties and commitments will be provided with the appropriate equipment from TCAT, where necessary.

TCAT will encourage staff and pupils using DSE at home to follow some simple steps to reduce any risks associated with DSE, including:

- Breaking up long spells of DSE use with rest breaks or changes in activity
- Regularly changing seating position to avoid prolonged periods of stasis or discomfort, where possible
- Getting up from their workstation and stretching at regular intervals, as appropriate to the user
- Applying filters to the screen, e.g. night-time settings, to reduce the risk of eye fatigue

TCAT will maintain regular contact with staff and pupils using DSE to complete their working and learning commitments to assess whether any additional requirements are needed. These discussions may focus on:

- Aches, pains or discomfort related to the arrangements for DSE use at home
- Technological issues with their equipment
- Any instances where the user has been using DSE without adequate rest and recovery breaks

TCAT will then endeavour to meet any additional requirements where possible, including carrying out a full workstation assessment.

7. Health risks

TCAT will ensure that users of DSE have work schedules that include breaks or changes of activity, in line with its legal requirements as an employer.

For staff using DSE for work, TCAT will pay for a full eyesight test from an optometrist or doctor, if they request one - the test will include a vision test and an eye examination. DSE users will be made aware of how they can apply for an eye test.

If the test shows that the user needs glasses specifically for DSE work, TCAT will pay for a basic pair of frames and lenses. If users' normal glasses are suitable, or if an ordinary prescription is suitable, TCAT will not pay for glasses.

In order to minimise the risk of adverse effects of DSE use on eyes, TCAT will plan work for DSE users to allow for breaks, e.g. 5 to 10 minutes every hour, or changes of activity. It will also encourage users to:

- Check the screen is well positioned and properly adjusted to suit their needs
- Ensure lighting conditions are suitable
- Get up from their workstations and move around or stretch and change posture during their breaks or change of activity

In order to minimise health risks resulting from DSE use, TCAT will train staff in safe working practices prior to their use of the equipment. This will include:

- Good posture
- Adjusting chairs and other furniture
- Arranging desk space
- Adjusting screens and lighting to avoid reflections and glare
- Breaks and changes of activity
- Workstation assessments
- The process for reporting issues
- The support available for arranging and financing an eye test

TCAT will ensure that any staff or pupils working with DSE who may be at increased risk of injury, e.g. those with photo-sensitive epilepsy, are provided with the appropriate support in order to facilitate their use of DSE, where possible.

Staff members or stakeholders who are pregnant will be able to safely work with DSE.

Monitoring and review

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher/CEO in collaboration with the Board appointed Trustee, the Trust Board and Executive and Senior Leadership.

Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to Executive Leaders, the TCAT Central Team and to Headteachers/Heads of School, who, in turn, will alert school-based staff.

The next scheduled full review date for this policy is 12th March 2029.

Signed by:

Executive Headteacher/CEO   Date:

Board appointed Trustee   Date:

Appendix A: Display Screen Equipment Risk Assessment Template

Important note: *This risk assessment identifies typical examples and controls to illustrate how schools may manage certain risks. These can be used as a guide to think about hazards in your school and the steps needed to manage those risks. In order to be compliant with the law and protect your community, you must consider the specific hazards and controls your school needs and **must not** use this template without assessing your school's risks.*

Name of school

Assessment conducted by:	Job title:	Covered by this assessment:
Date of assessment:	Review interval:	Date of next review:

Risk rating		Likelihood of occurrence		
		Probable	**Possible**	**Remote**
Likely impact	**Major:** Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe: Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor: Causes physical or emotional discomfort.	M	L	L

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
Insufficient awareness of school procedures	Staff who use DSE	M	• The **Trust Board** ensures TCAT adheres to its duties under The Health and Safety (Display Screen Equipment) Regulations 1992. • TCAT has a **Display Screen Equipment (DSE) Policy** with clear procedures for the safe use of DSE which all relevant staff are familiarised with. • All staff members who use DSE daily for continuous periods of an hour or more are considered to be DSE users.	[Outline what additional steps are required in line with an assessment of your school's specific circumstances to eliminate the hazard or control the risk].	**Trust Estate Manager**	**Signature** **Date**

Insufficient workstation assessment	Staff who use DSE		• A workstation assessment for DSE users is undertaken in line with HSE guidance that covers the following:
			
			   - The whole workstation, including equipment, furniture, and work conditions
			
			   - The job(s) being done			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			- Any special requirements of a staff member, e.g. if they have a disability • A new workstation assessment is undertaken in the following circumstances: - A new workstation is set up - A new DSE user starts work - A change is made to an existing workstation or the way it's used - Users complain of pain or discomfort • DSE users report any issues to their **Headteacher/Head of School** and are advised to seek medical support, e.g. from their GP, if they experience any discomfort or pain. • **Headteachers/Heads of School** implement advice from a user's GP or relevant medical professional as much as is reasonably practicable.			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
Pain in arms, wrists and hands	Staff who use DSE		• Only keyboards which can be tilted are purchased. • Keyboards are separate from the screen, unless this is impracticable, e.g. the device is a laptop. • DSE users ensure there is enough room for the keyboard, hands and wrists by pushing the screen back. • Instruction is provided on how to prevent bending hands up at the wrist, hitting keys too hard, and overstretching fingers. • Wrist rests are provided where appropriate, e.g. for users of thick, raised keyboards. • DSE users position the mouse as close as possible to themselves to avoid overreaching. • Support for the DSE user's wrist and forearm is provided, e.g. via a desk surface or arm of a chair.			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed

Pain in back, shoulders and neck	Staff who use DSE		• A suitable chair is provided that has:
			
			  - Seat back height and tilt adjustment.
			
			  - Seat height adjustment.
			
			  - Castors or glides.
			
			• Broken or defective chairs are not used and repaired or replaced as soon as possible.
			
			• DSE users are instructed on suitable postures while working to minimise discomfort.
			
			• DSE users adjust the chair height and/or the height of DSE to ensure their arms are in the right position and eyes are level with the top of the DSE.
			
			• Document holders are used where necessary to minimise uncomfortable head and eye movements.			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed

Fatigue and eye strain	Staff who use DSE		• DSE users are informed of how to apply for an eye test.
			
			• Eye tests are paid for by TCAT for DSE users upon request.
			
			• Glasses are paid for where an eye test shows a DSE user needs special glasses prescribed for DSE use.
			
			• DSE users are instructed to:
			
			  - Check the screen is well positioned and properly adjusted.
			
			  - Ensure lighting arrangements are suitable.
			
			  - Take regular breaks from screen work.
			
			• The DSE user adjusts the screen brightness and contrast to be able to easily read text.
			
			• Dark characters on a light background are used wherever possible.			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			• Suitable materials are available to keep the screen clean. • Keyboards are kept clean and have a matt finish to reduce glare and reflection. • DSE users are able to control light levels, e.g. adjusting blinds or light switches. • Large display screens are used for intensive graphic work or work requiring fine attention to small details. • Screens are purchased which can swivel and tilt, or a mechanism is added to allow this. • Screens are placed to be shielded from reflections and glare; anti-glare filters are purchased if necessary.			
Inadequate work breaks			• Work is planned to allow for breaks or changes of activity for DSE users. • During breaks or changes of activity DSE users are advised to get up and move around or stretch and change posture.			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			• DSE users are encouraged to take short breaks often, e.g. 5 to 10 minutes every hour, rather than longer ones less often. • Break-monitoring software is used to help remind DSE users to take regular breaks.			
Lack of work space	Staff who use DSE		• The work surface is large enough to contain all necessary items, e.g. equipment, papers, devices. • Items are rearranged to bring frequently used items within easy reach. • Adequate room space is available to allow for moving and stretching and to change position.			
Poor ventilation	Staff who use DSE		• Fresh air is circulated as much as possible and adequate ventilation or air conditioning is in place • Where appropriate, air-purifying plants are placed in rooms where DSE is used. • A humidifier is provided if the air quality is causing discomfort.			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			• DSE users sit as far away as possible from sources of heat, e.g. electronic equipment.			

Inadequate training	Staff who use DSE		• Health and safety training and information is provided for all DSE users.
			
			• Training covers the risks in DSE work and safe working practices, including:
			
			  - Good posture.
			  - Adjusting chairs and other furniture.
			  - Arranging desk space.
			  - Adjusting screens and lighting to avoid reflections and glare.
			  - Breaks and changes of activity.
			  - Risk assessments.
			  - How to report problems.			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			• DSE users are provided with copies of the school's **Health and Safety Policy** and **DSE Policy**. • DSE users who wish to make their own workstation assessment are instructed on how to the use the HSE's guidance and workstation checklist.			
Home working	Staff who work at home		• All home working adheres to the TCAT's **Lone Worker Policy**. • DSE users who work at home permanently or on a hybrid basis are treated the same as those who work only at TCAT. • A DSE assessment is undertaken for individual DSE users who work at home. • DSE assessments consider working in both the home and TCAT premises for hybrid workers. • A home visit is carried out where it is decided this is necessary, e.g. there is a greater risk due to a disability, or the DSE			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			user has not been provided with suitable training. • DSE users are permitted to undertake their own assessment if they have been provided with suitable training, e.g. on how to use an ergonomic checklist or self-assessment tool. • Where an assessment indicates necessary action, e.g. providing a piece of DSE equipment, TCAT covers the full cost. • Advice is sought where appropriate from a suitably trained DSE assessor or occupational health professional on DSE equipment needs.			
Accessibility issue	Staff who use DSE		• The **Trust Board** ensures individual TCAT schools adhere to their duties under The Equality Act 2010. • Reasonable adjustments are made to meet the needs of DSE users with a disability and/or medical condition.			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			• DSE users seek advice from their GP or relevant medical professional in relation to their work duties as appropriate. • DSE users are encouraged to contact their **Headteacher/Head of School** with any difficulties experienced due to their disability or medical condition.			
Use of assessment software	Staff who use DSE		• TCAT recognises that the use of software packages to train DSE users, and to help them take part in an assessment, is not the same as conducting a workstation assessment. • A trained assessor analyses user assessment results and clears up any doubtful points, provides feedback to users, and ensures problems are remedied, e.g. by making changes to the DSE or workstation.			