



Display Screen Equipment (DSE) Policy

#HS6

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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.

For the purposes of the policy, TCAT will define display screen equipment (DSE) as inclusive of the following:

- 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

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 (2018) 'Health and safety responsibilities and duties for schools'
- HSE (2022) 'Working safely with display screen equipment'

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

- Health and Safety Policy
- Staff ICT and Electronic Devices Policy
- Device User Agreement
- Risk Assessment Policy
- Premises Management Policy
- Flexible Working Policy
- Records Management Policy

2. Roles and responsibilities

The Governing Board is responsible for:

- Ensuring TCAT 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 TCAT 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

The Executive Headteacher/CEO 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
- Regularly reviewing this policy and its efficacy, in conjunction with the Governing Board

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 their Headteacher/Head of School, who will in turn alert the Executive Headteacher/CEO 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

3. Workstations

TCAT 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 – keyboard, mouse, display screen
- Furniture
- Environment
- 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 user complains of pain or discomfort

TCAT will refer to the HSE's workstation checklist for DSE use when conducting a risk assessment of workstations.

TCAT 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.

4. 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 a school site is used primarily for ICT equipment, TCAT will:

- 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 where it is possible to do so
- Install blinds to reduce occurrences of glare
- Install anti-static and non-slip flooring when appropriate to do so
- 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

5. 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.

Any staff and pupils being loaned DSE from TCAT will complete a Device User Agreement, copies of which will be stored by TCAT, in line with the Records Management Policy.

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.

6. Health risks

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

TCAT will arrange and finance an eyesight test, including a vision test and eye examination, from either an optometrist or doctor for staff using DSE for work, if the user requests one. DSE users will be made aware of how they can apply for an eye test.

TCAT will provide glasses for staff using DSE for work, if they require the special glasses prescribed for the distance the screen is viewed at – however, TCAT will not be responsible for paying for prescription glasses if they are suitable.

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, i.e., the room is adequately lit so as to minimise the need to squint
- 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 who are pregnant will be able to safely work with DSE.

7. 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, Chief Finance Officer, and Heads of School in conjunction with the Governing Board. Any changes

made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to all members of staff.

The next scheduled review date for this policy is 31st August 2026.

Signed by:

_____ Executive
Headteacher/CEO Date: _____

_____ Chair of Trustees Date: _____

Schedule of revisions

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