

## Display Screen Equipment Policy

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### Contents

### Page

General Statement	1
The Legal Position	1
Definition of 'User'	2
Procedures	2
Employees' Duties	2
Eye Tests	3
Supply of Glasses	3
Laptop Users	3

### General Statement

It is our policy that all computer (display screen) users will be assessed once they commence employment with us. This will help us determine whether or not they can be classified as "users" for the purposes of current legal requirements.

This assessment will be carried out by completing a Display Screen Equipment (DSE) questionnaire. This will then determine whether or not any further action is required. If so, a further assessment will be carried out by our Health and Safety Advisor

### The Legal Position

The law relating to the use of DSE equipment, such as computers, is covered by the Health and Safety (Display Screen Equipment) Regulations 1992 (the DSE Regulations).

These Regulations set down a series of minimum standards for the workstations used by DSE users. This includes seating, lighting levels and workstation layout. We have also incorporated the amendments made to these Regulations in 2002.

### **Definition of 'User'**

The Guidance to the DSE Regulations defines a 'user' as someone who uses a computer for 'continuous spells of an hour or more at a time' on a 'more or less daily' basis. Taking this into consideration, we have decided that the following job roles will qualify as users under these Regulations - **A d m i n S t a f f**. If your job role does not appear, then you are not considered to be a 'user'.

### **Procedures**

In order to comply with the DSE Regulations, we have introduced some procedures which are to be followed by all staff, these are as follows:

All new employees who are required to use computers as part of their job role will be given a self- assessment DSE questionnaire to complete within a week of starting work with us. It is the duty of the Headteacher to provide this to all new starters.

All existing employees should have completed a questionnaire. However, should a member of staff change workstations or become a DSE user for the first time, then another one should be completed. This should be done shortly after the change in location or job role. Whilst care has been taken to ensure that the questionnaire is self-explanatory, any queries can be referred to your line manager.

Where the questionnaire identifies problems, such as glare, it is the responsibility of the individual's line manager to ensure that these are rectified

Staff are actively encouraged to try and rotate their job tasks in order to spend a few minutes an hour away from the computer screen. This time should be spent engaged in work duties such as telephone calls and general office administration. If any employee feels that their workload does not permit adequate breaks, this should be brought to the attention of the individual's line manager. Where possible, this situation will be rectified.

Where necessary, staff will be provided with training and information in order to help them set up their workstation correctly.

### **Employees' Duties**

Employees are expected to complete the self- assessment DSE questionnaire in a timely manner. They are also required to set up and operate their workstations correctly. In the unlikely event that any difficulties are experienced with workstations, employees should bring this to the attention of their line manager as soon as possible. Each employee is also expected to abide by the procedures laid down in this policy.

## Eye Tests

Any employee who has been designated as a DSE user has the right to request an eye test. This will be organised through an optician of the employee's choice/our own designated optician (delete as necessary). However, it is the employee's responsibility to make arrangements to have the eye test carried out.

Following the initial eye test, the frequency of any follow-up tests will be decided solely by the optician. We do not offer the taking of paid leave for eye tests and wherever possible, employees are expected to arrange for them to take place in their own time.

## Laptop users

Some of our staff may use laptops instead of, or in addition to desktop computers. This is most likely to apply to those who spend much of their day outside the office. If so, this policy should be read in conjunction with our Laptop Health and Safety Policy. This contains guidelines on the safe use of laptops whilst being used in less than ideal conditions, such as cars.

Signed

Date: