



EAST RIDING
OF YORKSHIRE COUNCIL

Display Screen Equipment Safety Guidance Document

Lead Directorate and Service:	Corporate Resources - Human Resources, Safety Services.
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1.	Introduction	1
2.	Foreword	1
3.	Implementation	1
4.	Roles and Responsibilities.....	1
4.1	Directors and Heads of Service	1
4.2	Managers and Headteachers	2
4.3	Employees.....	2
4.4	Safety Services	3
4.5	Occupational Health.....	3
5.	Arrangements	3
5.1	Provision of Equipment (Work Stations, Chairs and Associated Equipment) ..	3
5.2	Provision of Computer Equipment	3
5.3	Laptop Computers.....	4
5.4	E Achieve Work Station Assessment Form	4
5.5	Information, Instruction & Training.....	4
5.6	Variation of Tasks and Rest Breaks	5
5.7	Eye Screening	5

1. Introduction

The council accepts its responsibilities under the Health and Safety at Work Act and the health and safety (display screen equipment) regulations, which place duties upon the council to ensure that suitable assessments of display screen equipment and associated operations are carried out; that adequate and sufficient training is given; that appropriate provisions are made available for eye screening and examination, and for the provision of suitable corrective appliances (where determined by examination) for those employees falling within the scope of the display screen equipment regulations.

2. Foreword

In accordance with the councils' corporate safety policy, the council is committed to pursuing continual improvements in health and safety. This safety guidance document supports this commitment and forms part of the councils' health and safety management system.

3. Implementation

Directorates are responsible for the implementation of this safety guidance document, and communication of its content as appropriate.

This safety guidance document is available on the safety services intranet page and, where employees do not have access to the council's intranet, via their line manager/headteacher.

The council relies on the co-operation of all employees, and trade unions for the successful implementation of this safety guidance document.

A review of this safety guidance document will be undertaken 2 years after its implementation, and where significant changes in legislation or working practices deem this appropriate.

4. Roles and Responsibilities

4.1 Directors and Heads of Service

Directors and heads of services are ultimately responsible and accountable to the chief executive for ensuring this safety guidance document is issued to their management team.

4.2 Managers and Headteachers

Managers and headteachers are responsible for achieving the objectives of this safety guidance document and are responsible for ensuring that:

- Staff who are required to use display screen equipment are identified;
- The Councils ICT Security Policy is communicated to all staff who use computer equipment and implemented accordingly;
- Staff who use display screen equipment complete the **'DSE/Workstation Assessment E Form or the paper copy of this form'** the outcome of which should then be actioned by the manager/head teacher. Both of these are available via the Safety Services intranet page;
- They provide appropriate work stations, chairs and associated equipment to enable the display screen equipment to be used safely and without risk;
- They provide computer equipment which is appropriate for its intended use;
- They take account of equipment required for use away from a fixed base i.e. laptops and note pads and ensure this equipment is suitable for its intended use;
- They provide as necessary, suitable and sufficient information, instruction and training on the use of display screen equipment;
- Provisions are made available for eye screening and examination, and for the provision of suitable corrective appliances (where determined by examination) for those users falling within the scope of the display screen equipment regulations;
- Work activities are planned so that breaks or changes of activity are taken by users during their normal work to prevent fatigue and to vary visual and mental demands.

4.3 Employees

Employees must ensure they set up and use display screen equipment for its intended purpose in accordance with information and instruction. Specifically they must ensure that:

- This safety guidance document is complied with;
- The Councils ICT Security Policy is adhered to by all staff who use computer equipment;
- They complete the **DSE/Workstation Assessment E Form or the paper copy of this form** (see 5.3 below) (both of these are available via the Safety Services intranet page) and forward this to their line manager;
- They take a personal responsibility to ensure their work station is set up to achieve a safe and conducive working arrangement;
- They take a personal responsibility for ensuring that display screen equipment used away from a fixed base i.e. laptops and note pads are set up and used in an appropriate way (see safety guidance note on laptops);
- Their work activities are planned so that breaks or changes of activity are taken to prevent fatigue and to vary visual and mental demands;
- They undergo regular eye screening;

- They bring to the attention of their manager/headteacher any concerns they have regarding their physical wellbeing and the use of display screen equipment.

4.4 Safety Services

The primary function of safety services is to support the council and its employees by providing professional, authoritative, impartial advice on all aspects of display screen equipment. Where managers/head teachers require further assistance, safety services will advise on achieving compliance with this safety guidance document.

4.5 Occupational Health

The Occupational Health Unit will support this policy and procedure by providing managers and employees with guidance on all work related health issues, such as musculoskeletal disorders. Further information on the role of occupational health can be found on the Council's intranet.

5. Arrangements

5.1 Provision of Equipment (Work Stations, Chairs and Associated Equipment)

The council will provide appropriate work stations, chairs and associated equipment to enable the display screen equipment to be used safely and without risk. Such equipment should be fit for purpose and must be procured by following the council's procurement procedures.

Where equipment such as a specific chair, foot rest, wrist rest, ergonomic mouse, document holder, screen raiser etc is required, advice can be obtained in the first instance from the safety services team. Where more specific specialist medical advice is required in determining appropriate equipment (for example due to complex health/medical conditions) this can be obtained from the occupational health team. In these cases occupational health may advise referral to other specialists where equipment is required which needs to be specifically personalised to the individual users needs.

It should again be noted that all equipment must be procured by following the council's procurement procedures.

5.2 Provision of Computer Equipment

All computer equipment will be provided in accordance with the council's procurement policy. All reasonably practicable steps will be taken to ensure that

any equipment provided is fit for purpose, suitable for its intended purpose, and does not pose a detrimental risk to the end user.

The Councils ICT Security Policy will be adhered to in respect of the use, security and storage of computer equipment.

5.3 Laptop Computers

Further guidance on the use of lap top computers is available in the supportive lap top user safety guidance note and should be referred to in conjunction with this safety guidance document.

5.4 DSE/Workstation Assessment E Form

A DSE/Workstation Assessment E Form (or the paper copy of this form) should be completed by all users of computer equipment. This form allows users to proactively assess their work station/working situation, by taking a personal responsibility for setting their work station up in accordance with the guidance.

Further more, the form allows users to confirm whether or not they are happy with the work station and display screen equipment provided and where they have concerns (which cannot be resolved by the individual) raise these with their line manager.

This form should be completed annually and additionally where users relocate offices/work areas or experience any changes in their health and wellbeing which may affect their work.

Managers are then responsible for addressing highlighted issues by completing the action required section on the form. This form can be accessed by following the link below:

[**Link to the DSE/ Work Station Assessment E Form**](#)

Where it is identified that individuals may have problems believed to be connected with display screen equipment, it may be necessary to talk to the safety services in the first instance, your directorate IT liaison officer or occupational health to get further advice.

5.5 Information, Instruction & Training

The Council will ensure the provision of information, instruction and training as is necessary to maintain the health and safety of its employees who are users of display screen equipment.

Training should be identified at the beginning of employment, and be regularly reviewed through the employee development review (EDR) process. Should an employee identify additional training requirements, not picked up

during the EDR process they must bring these to the attention of their line manager so that appropriate training can be arranged.

5.6 Variation of Tasks and Rest Breaks

Whenever possible, jobs involving display screens should be designed to consist of a mix of screen based and non-screen-based work to prevent fatigue and to vary visual and mental demands. Where the job unavoidably contains spells of intensive display screen work (whether using the keyboard, reading the screen or a mixture of the two), these should be broken up by periods of non-intensive, non-display screen work. Where work cannot be so organised, deliberate breaks or pauses must be introduced.

The purpose of a break from display screen work is to prevent the onset of fatigue. To achieve this objective, the council will, where reasonably practicable, seek to incorporate changes of work activity into the working day.

It is not appropriate to lay down requirements for breaks which apply to all types of work; it is the nature and mix of demands made by the job which determine the length of break necessary to prevent fatigue but generally it is advised that breaks should be taken before the onset of fatigue, in order to recuperate and when performance is at a maximum, before productivity reduces.

The timing of the break is more important than its length short frequent breaks are more satisfactory than occasional, longer breaks e.g. a 5-10 minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be better than a 15-minute break after 2 hours. If possible breaks should be taken away from the screen.

5.7 Eye Screening

The council has made provisions available for eye screening and examination, and for the provision of suitable corrective appliances (where determined by examination) for those employees falling within the scope of the display screen equipment regulations. Examinations may be required upon employment as a pre employment check, where any employee changes their work activity which involves working or increased working on display screen equipment or where an employee is experiencing visual discomfort through what they believe to be associated with the use of display screen equipment.

Those employees who are identified as requiring eyesight tests will be entitled to have an eyesight test paid for every two years. Information is available from support services on reimbursement of the cost of eye tests and contribution towards spectacles for display screen equipment users where recommended by an optician.