



Document Title:	Display Screen Equipment Regulations Policy and Procedure
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## **1. Introduction**

The Health and Safety (Display Screen Equipment) Regulations 1992, as amended, require that the potential for harm to staff as a result of undertaking work with display screen equipment is either prevented, or where that is not reasonably practicable, is adequately controlled.

## **2. Who is a Display Screen User?**

The above Regulations apply to those who habitually use display screen equipment for a significant part of their normal work. For the purposes of this Policy and Procedure a user is defined as a person spending one hour or more at continuous display screen work during a normal working day.

Staff are covered by the Regulations if they use display screen equipment:

- a) At a RHSU fixed workstation;
- b) At a workstation at home on RHSU business
- c) If they are a mobile worker
- d) If they are required to hot desk
- e) At another employer's workstation while on RHSU business.

## **3. Display Screen Equipment Workstation Assessment and User Training**

During their first weeks of employment, new employees shall receive instruction in the safe use of display screen equipment. Their workstation shall also be assessed for the purpose of establishing any risks to which that person may be exposed from the use of such equipment, with appropriate remedial action being identified and action taken.

The assessment shall be conducted by a member of staff trained to the prescribed standard. The assessment is intended to identify any aspects of the work equipment requiring attention in order to ensure correct and safe workstation layout.

A copy of the record of the assessment shall be kept by HR for retention.

A review of the existing assessment should be conducted when new equipment (e.g. desk, chair, display screen) is introduced or the user experiences discomfort.

Where existing staff transfer to a new department, move location within the office or receive new display screen equipment, they should receive a workstation assessment review. The overriding principle is that any significant changes to workstation, work location and methods of working may require a revision to be made to the original workstation assessment.

## **4. Responsibilities**

It is incumbent on both line managers and the individuals themselves that display screen work should be planned in order that short breaks or changes of activity periodically interrupt their work. In most cases natural breaks or pauses occur as a consequence of the way in which work is organised and little, if any, further action will be necessary. Where such breaks do need to be organised they should be 5-10 minutes duration after 50 – 60 minutes of continuous screen / keyboard work.

## **5. Eye and Eyesight Testing**

During the H&S induction carried out on an employee's first day of employment with RHSU, the individual will be advised of their entitlement to an eye and eyesight test. Where they wish to have such a test, this should be conducted by a registered optician.

The cost of the eye and eyesight testing shall be met by the organisation. Where special corrective appliances are recommended the cost of the basic appliance only (i.e. the part of the prescription

relating to display screen equipment) will also be met by RHSU. The employee must meet any additional costs.

Repeat eye tests should be carried out at regular intervals (usually every 2 years) or as recommended by the Optometrist who carried out the previous test.

## **6. Procedure for carrying out DSE Assessments**

- i. As part of their Health and Safety Induction into the organisation, all new employees will be made aware of this Policy and Procedure and given a DSE assessment within their first weeks of employment.
- ii. Where existing staff transfer to a new location or receive new equipment, it is the responsibility of their line manager to inform HR to ensure that a review of their DSE Assessment may be conducted.
- iii. Records of the assessments should be forwarded to HR.
- iv. A review of any workstation and eye tests should be conducted at least every 2 years.

## **7. Monitoring**

Records of all DSE assessments are held centrally by HR and a log retained to ensure that reviews and new assessments are carried out in a timely fashion as required. DSE assessments will be monitored and reported to H&S Committee on an annual basis.