

## 1. Introduction

Under the Health & Safety (Display Screen Equipment) Regulations, employers are required to provide a healthy and safe environment which includes minimising the risks associated with the use of display screen equipment (DSE).

The use of DSE is not generally a high-risk activity, but failure to meet the minimum requirements set out in the regulations can lead to musculoskeletal problems, eye strain, fatigue or mental stress. These problems can be overcome by good ergonomic design of equipment and furniture, a good working environment and careful planning of the tasks performed.

## 2. Policy Statement

This policy applies to all employees and workers of the University of Brighton Academies Trust. It is the policy of the University of Brighton Academies Trust to provide a safe and healthy working environment for employees, which includes measures to protect their health and safety when using Display Screen Equipment (DSE).

The Trust will fulfil its obligations by:

- Assessing all workstations, including workplace, home, or remote working locations, using a self-assessment approach supported by a network of academy and professional services trained DSE assessors.
- Making arrangements for referral to Occupational Health, when health issues due to DSE use are suspected.
- The provision of suitable work equipment
- The provision of information and training for users
- The provision of eye examination and testing for all users, and the provision of corrective glasses, where these are required solely and specifically for DSE work.

## 3. Legislative context

The Health and Safety Executive (HSE) places significant emphasis on the requirement for a formal system that deals with Display Screen Equipment (DSE) assessments. The system adopted by the Trust/Academy is a statutory duty, which is designed to minimise the risks associated with workstation equipment and its prolonged use. The legal requirement placed on the Trust is to provide a safe and healthy working environment for employees and students, when working with DSE. The requirements are laid out under the Health and Safety (Display Screen Equipment) Regulations 1992 as amended.

## 4. Scope

This policy applies to all employees who use DSE within the University of Brighton Academies Trust.

## 5. Definitions

**User** = The HSE guidance states: It will generally be appropriate to classify the person concerned as a “User” or “Operator” if they:

- Use DSE for continuous or near continuous spells of one hour or more at a time
- Use DSE in this way more or less daily
- Have to transfer information quickly to and from the DSE

**Workstation** = includes the screen, keyboard (including portable DSE i.e. laptops, in prolonged use), and other parts of the computer and its accessories (such as the mouse or other input device), the desk, chair and the immediate working environment.

**Hot desk** = refers to an arrangement at work whereby employees do not have a specific fixed desk (workstation) allocated to them. A 'hot desk' is provided and used by many employees.

**DSE** = Display Screen Equipment, **WSA** = Workstation Assessment, **WA** = Workstation Assessor

**HW** = Homeworker - An employee that routinely works from home or other remote location

**ACOP** = Approved Code of Practice (ACOPs) offer practical examples of good practice. They give advice on how to comply with the regulations by, for example, providing a guide to what is "reasonably practicable". For example, if regulations use words like "suitable and sufficient" an ACOP can illustrate what this requires in particular circumstances.

**Guidance** = Guidance provides advice on achieving compliance, or it may give information of a general nature, including explanation of the requirements of the regulation, more specific technical information, or references to further sources of information.

**Dynamic Risk Assessment** = A dynamic risk assessment is a process of assessing risk in developing and changing situations. You might not always be able to know the exact level of risk ahead of time. The risk levels might need to be continually assessed, even during the task or activity carried out, for example, using a hot desk at another location

## 6. Responsibilities

### 6.1 Managers and those with delegated responsibilities must ensure:

- Compliance with this policy, ACOPS and guidance and the local arrangements when using DSE.
- Employees complete the **Display Screen Equipment (DSE) Self-assessment** and any issues documented on the checklist are addressed.
- Generic DSE assessments are facilitated where 'hot desking' is carried out.
- Employees are informed of the policy regarding the provision of eyesight tests for designated DSE users.
- Employees are advised on contacts regarding any issues/safety concerns around using their DSE and associated workstation/ working environment.
- DSE assessments relating to their employees are held on file, maintained up to date (reviewed as necessary) and readily available.
- They facilitate arrangements for regular breaks for employees working with DSE.

### 6.2 Employees are responsible for ensuring:

- Compliance with this policy, ACOPS and the local arrangements when using DSE.
- Completion of the **DSE Self-assessment** in accordance with this policy and bringing any issues identified and documented on the workstation checklist to the attention of their manager, to be appropriately addressed within a reasonable timescale.
- Their Manager is advised as soon as possible of any known safety or health issues, including any disability or medical condition, associated with their use.
- Their availability and attendance at any specialist assessment and/or Occupational Health appointment made for them.

### 6.3 Responsibilities to students.

Students are classed as 'Occasional users' and will undergo classroom-based instruction in relation to the safe use of IT equipment, how to set up a workstation and awareness of risks when working with DSE.

## 7. Competence, Training and Briefing

*Competence* is based upon training and is equipping employees, students (and others where the Trust has a duty-of-care) with relevant skills and knowledge to deal appropriately with a given health and safety situation.

*Safety Training* is a process that aims to provide employees with the knowledge and skills to perform their work in a way that is safe for them and their co-employees.

*Briefing* is informing such persons of relevant knowledge in relation to health and safety. Training and briefing will be made available in a range of formats according to the needs of the trainee and different groups of employees, students and others.

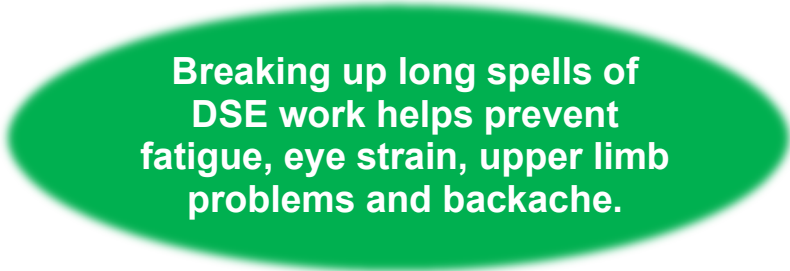
All employees are classed as 'Users' and are required to undertake Display Screen Awareness Training as part of their Health and Safety Induction, with refresher training taking place no more than every 3 years or sooner where their work environment or workstation significantly changes their use and access to the workstation.

A manager or appointed person/s within each academy or Professional Services team are required to undertake Display Screen Assessor training and act as WA's. Once trained, WA's are deemed to be the competent person for guidance, review of DSE Self Assessments and to request the implementation of additional measures or actions to ensure that the employees' workstation is safe and meets the employee's needs. In most cases this role can be fulfilled by one person.

Software suitability will be evaluated by the purchasing group/authority through stakeholder engagement, regular reviews for value, suitability, and ease of use. The purchasing group/authority is responsible for the provision of suitable training, stakeholder support and continuing development.

## 8. Health effects

It has been established that health problems may arise for 'Users' of DSE. DSE workstations or equipment can be associated with neck, shoulder, back or arm pain, as well as with fatigue, stress and eyestrain. Most of these conditions do not indicate any serious ill health, but it makes sense to avoid them as far as possible.



**Breaking up long spells of  
DSE work helps prevent  
fatigue, eye strain, upper limb  
problems and backache.**

## 9. Workstation Assessments

If DSE is in lengthy or repeated use in the same location such as fixed desks, it would be appropriate for the user's risk assessment to be recorded on the **DSE self-assessment form** – the form is included at *appendix 2*.

Risk assessment for users of laptops and hot desks working from multiple locations can be a challenge, as it is clearly not practicable to complete a full DSE self-assessment to analyse each location where work may take place.

If hot desks and laptops are to be used at a variety of locations for short periods of time, the user should complete the DSE Self-Assessment as a generic assessment and be given sufficient training and information to enable them to undertake their own dynamic risk assessments. The user should take measures to control risks wherever they set up their hot desk or laptop (for example, setting up the seating and work surface to prevent awkward/poor posture). This dynamic assessment is not written down.

A more formal one-to-one assessment may be carried out by the WA if required, for example, if the Line Manager has specific concerns about the individual or workstation. Under these circumstances the WA makes a referral to the Health & Wellbeing Partner who may request a referral to Occupational Health for a Workstation Assessment (WSA) if issues are of a health nature and cannot be resolved by the WA alone.

The assessment shall be repeated/reviewed if major changes are made to equipment, furniture, or if workstations are relocated, if the nature of the work and environment changes or if the health of the user changes.

Review of the assessment on a regular basis may help to remind users of the importance of good practice in DSE work. It is recommended that Line Managers carry out a workstation review at least annually and any identified problems are brought to the attention of the WA.

## 10. Equipment and Workstation guidance

### 10.1 Equipment

#### Laptops



Laptops are not designed for intensive or prolonged use and are subject to the DSE Regulations if they are used in this way. For intensive and prolonged use, the risk must be assessed, and additional equipment or accessories may be required to make them safe to use e.g. separate mouse, keyboard, screen riser etc. Regular breaks must also be taken.

You should also consider manual handling issues and possible risk of theft.

#### Keyboard

The keyboard should be about 10cm/4 inches away from the edge of the desk. This should give you enough room to rest your hands and forearms when you're not typing. When using your keyboard, try not to bend your hands either up or down. Your hands, wrists and forearms should be roughly horizontal and your upper arms at 90° at the elbow. Move the keyboard to find a comfortable position that suits you.



#### Mouse



If you use a mouse place it within easy reach, so you can use it with your wrist straight. Do not work with your mouse arm stretched forwards or sideways. Support your forearm on the desk. Do not grip the mouse tightly, rest your fingers lightly on the buttons and don't press them hard.

#### Screen



Ideally the top of the screen should be level with your eyes. Adjust the height and angle of the screen for comfort and avoidance of glare. If there is no screen use a portable laptop riser

## Chair



To avoid poor posture users must adjust their chairs properly. This is vital when a number of users, with different needs and preferences, share a workstation.

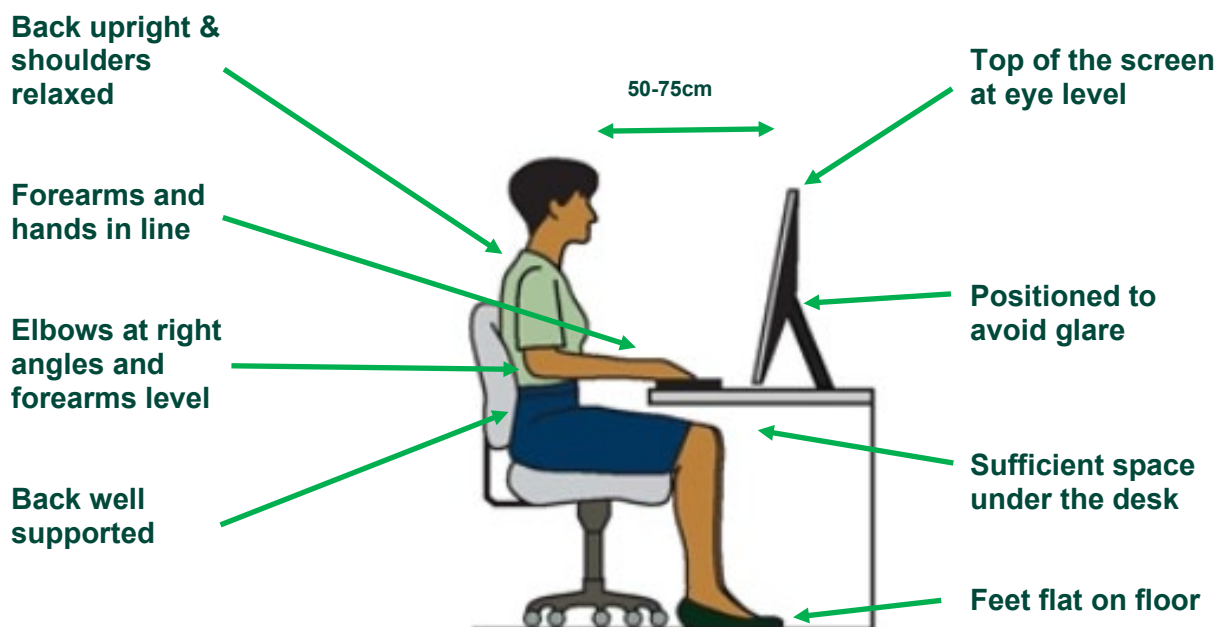
Your spine is naturally curved and should be well supported by your chair. Check that the backrest is properly adjusted to give the support you need. Leaving a gap between the lower part of the backrest and the seat will help make sure you are sitting correctly.

Set the height of your chair. If your arms are horizontal when you use the keyboard, then the seat height is about right. Make sure you can place your feet flat on the floor.

## Desk

Arrange the keyboard, mouse and phone to suit you, so that arms, shoulders and wrists are under as little strain and stretch as possible. Do not crowd your knee space with personal belongings and leave room to move about. Remember there is a clear desk policy!

### 10.2 How to set up your workstation correctly.



### 10.3 Accessories

If having completed a DSE self-assessment you require accessories such as a wrist-rest, footstool, ergonomic keyboard or laptop screen riser then you should discuss these requirements with your

manager who is responsible for the authorisation of related expenditure with the cost met by the employing cost centre.

Mobile working employees need to consider the risk of manual handling. Generally, for people carrying a laptop the standard issue case will be sufficient.

However, if employees are required to carry additional items e.g. case files, paper work and health risks are identified in terms of them carrying these items using the standard bag then their manager may agree to purchase a backpack/wheeled pilot bag/trolley. The cost would need to be met by the employing cost centre.

#### **10.4 Purchasing equipment following a DSE Self-Assessment or WA assessment**

Any equipment, workstation adaptations or other associated costs are to be met by the employing department and cost centre.

### **11. Eye Examination & Testing**

The Trust will provide the means for all employees who are identified as 'Users', to have a full eye examination when requested. Re-testing would usually be every two years unless otherwise recommended by the optician.

Eye examinations are available via Specsavers and e-vouchers will be issued when requested from [people@brightonacademiestrust.org.uk](mailto:people@brightonacademiestrust.org.uk) which will entitle the employee to:

- A full eye test
- One pair of glasses from the £45 range or £45 towards glasses, when required solely and specifically for VDU use.
- £20 off when purchasing from the £99 range with Premium Club

### **12. Home Working**

Where employees are contracted/required to work remotely on a formal or ad-hoc basis, the full requirements of the DSE Regulations in terms of provision of equipment and suitable set up must be implemented.

A DSE self-assessment must be carried out in the remote setting, and exceptionally by a DSE Assessor during a remote working visit.

In some cases, employees are not required to work remotely but may choose to work remotely at the discretion of managers. In these cases, although not coming under the DSE Regulations, the employee should ensure that their work area is set up in accordance with good DSE working practices.

All remote working must comply with the requirements of the Remote Working Policy, Flexible Working Policy, Health and Safety Policy, Display Screen Equipment Policy any related Approved Code of Practice (ACOP) or guidance.

### **13. Reasonable Adjustments**

As a good employer the Trust aims to put in place reasonable adjustments for all employees as required (see Guidance on Reasonable Adjustments). The Trust is committed to fulfilling its duties under the Equality Act 2010 and as set out in the Equality and Diversity Policy. The Trust is also committed to fulfilling its duty of care to all employees as set out in this and other associated Health and Safety related policies.

If, following completion of the DSE self-assessment, problems persist the manager should contact the Trust's Safety & Compliance Manager using the Parago Helpdesk to obtain further advice. Where the employee has disclosed a disability or medical condition that affects the use of DSE, the manager



should contact the Health & Wellbeing Partner to obtain further advice. This may result in a further assessment being carried out or a referral to Occupational Health.

New and expectant mothers must have their workstation and working arrangements assessed monthly over the pregnancy period.

Students are not covered by the DSE Regulations and therefore not covered by this policy. However, although it is less likely that a student would be required to make sufficient concentrated use of DSE to be classed as a “User”, should a student report difficulty, every effort should be made to advise that student, as necessary.

#### **14. Exceptions to this Policy**

None

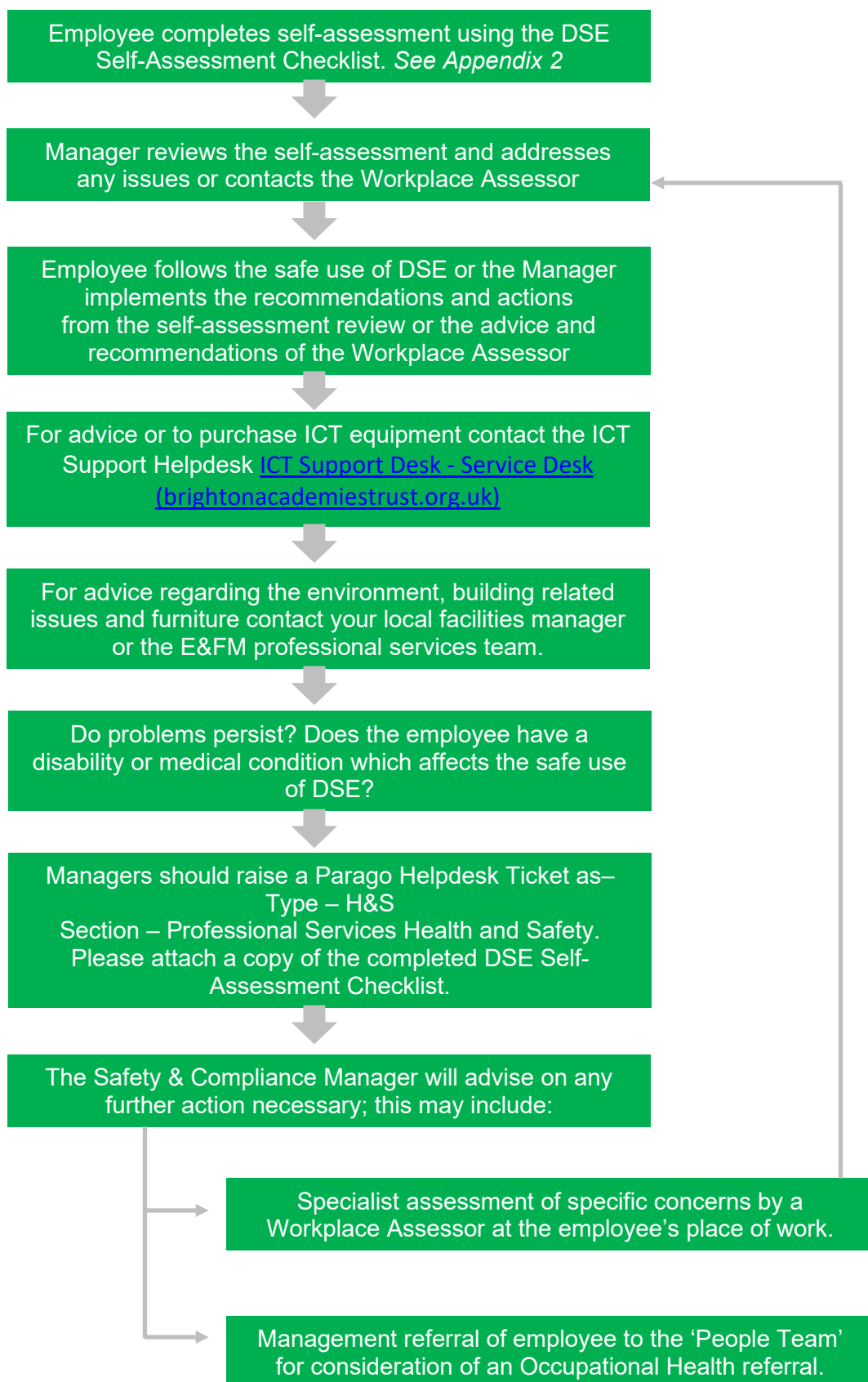
#### **15. Supporting documentation**

Health and Safety Policy  
HSE DSE Guidance  
Remote Working Policy  
Flexible Working Policy

#### **16. Policy status and review**

Written by:	Estates and Facilities Management Director
Owner:	Estates and Facilities Management Director
Status:	Approved
Approval Date:	Executive Team – 14-09-2021
Review Date:	September 2024

## Appendix 1 – DSE process flowchart





**Appendix 2 - DSE Self-Assessment Form to be completed by all employees is available here.**  
[DSE Self-Assessment Form 2021](#)

<b>Name of Employee Completing this Assessment</b>		
<b>Identify whether you are a 'user' covered by the display screen equipment regulations</b>	<b>YES</b>	<b>NO</b>
Are you required to use display screen equipment more or less constantly on most working days?		
Do you use display screen equipment for continuous or near continuous spells of an hour or more at a time on most of your workdays?		

*If the answer to either of the above is 'YES', complete the rest of this assessment and send a copy to your manager for review.*

### How and where you work

List your main work styles e.g. fixed, flexible, mobile, home.	List the locations you work from e.g. home, office etc.	Proportion of working week (days) you spend at each place.

### Equipment

List the ICT equipment you use e.g. laptop, desktop, tablet, smartphone etc.	List any accessories for DSE work e.g. bag/trolley separate keyboard, mouse, laptop/screen riser etc.

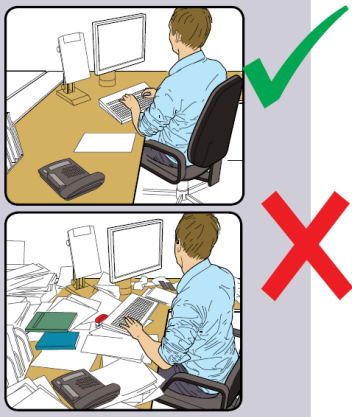
### Training


	<b>YES</b>	<b>NO</b>
Have you completed the Display Screen Equipment e-learning training on EDUCARE?		

### Eye Test

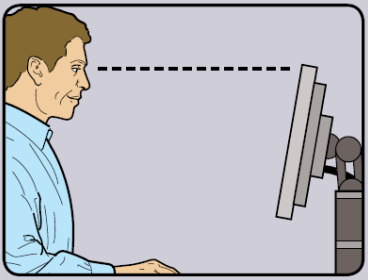
	<b>YES</b>	<b>NO</b>
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Have you had an eye test?		
Do you require glasses to use Display Screen Equipment?		

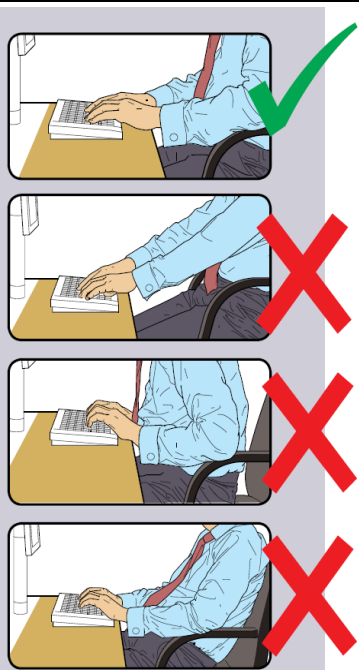
Risk Factors	YES	NO	Things to consider	Comments/ Action Required
<b>Furniture</b>				
<p>Is the work surface large enough for all the necessary equipment, papers etc?</p> <p>Can you comfortably reach all the equipment and papers you need to use?</p>			<p>Create more room by good housekeeping and de-cluttering workspace.</p> <p>Rearrange equipment, papers etc. to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	
<p>Is the chair suitable? Does the chair have:</p> <ul style="list-style-type: none"> <li>• Seat back height and tilt adjustment?</li> <li>• Seat height adjustment?</li> <li>• Castors or glides?</li> </ul>			<p>The chair may need repairing or replacing if you cannot get comfortable or the adjustment mechanisms do not work.</p>	

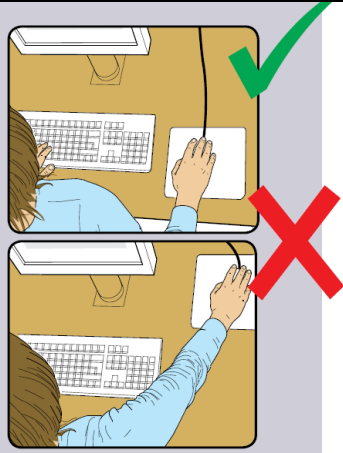
<p>Is the chair adjusted correctly?</p> <p>Is the small of the back supported by the chair's backrest?</p> <p>Are forearms horizontal and eyes roughly at the same height as the top of the screen?</p> <p>Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?</p>			<p>You should be able to sit comfortably.</p> <p>Make sure you adopt suitable postures while working.</p> <p>The arms of the chairs should not stop you getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p> <p>You should have a straight back, supported by the chair, with relaxed shoulders.</p> <p>Adjust the chair height to get your arms in the right position, and then adjust the screen height, if necessary.</p>	
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Screens

<p>Are your eyes at roughly the same height as the top of the screen?</p>			<p>Adjusting the screen height will avoid neck and upper back injury.</p> <p>When using a laptop for extended periods you should have a separate screen or use a laptop riser to lift the screen to the correct height – there are portable versions available.</p>	
<p>Are the characters clear and readable, with suitable text size and free of flicker?</p>			<p>If the problems still exist after using the screen adjustments report to the ICT Service Desk as there could be a fault.</p>	

Is the screen specification suitable for its intended use?			For example, fine attention to small detail may require a large display screen or running two sets of information may require two screens	
Is the screen free from glare and reflection?  Screen side on to the window reduces glare considerably			These may be difficult to fix: your desk and screen position may not be movable but blinds on the windows often help.	
Are adjustable window coverings provided and in adequate condition?			Blinds may need to be adjusted as the sun moves round, especially vertical blinds.	
Does the screen swivel and tilt?			Replace the screen if: <ul style="list-style-type: none"> <li>• Swivel/tilt is absent or unsatisfactory.</li> <li>• You are having problems getting the screen to a comfortable position.</li> </ul>	
<b>Keyboard</b>				
Is the keyboard separate from the screen?  If you are using a laptop for extended periods a separate keyboard should be used since the integral keyboard is not suitable for extended/significant periods of use.			This is required unless the task makes it impracticable (e.g. where there is a need to use a portable device).	

<p>Does the keyboard tilt?</p> <p>Is it possible to find a comfortable keying position?</p> <p>Are you using good keyboard technique?</p>			<p>Try pushing the screen further back to create more room for the keyboard, hands and wrists; you need a resting position for your hands and arms.</p> <p>Training can be used to prevent:</p> <ul style="list-style-type: none"><li>• Hands bent up at wrist</li><li>• Hitting the keys too hard</li><li>• Overstretching the fingers</li></ul>	
<p>Are the characters clear and readable?</p>			<p>Keyboards should be kept clean. If characters still cannot be read, the keyboard may need replacing.</p>	
<b>Mouse</b>				
<p>Is the device suitable for the tasks you will use it for?</p>			<p>If you are having problems, try a different mouse, they are available in a variety of shapes and sizes to solve different, particular problems.</p>	

<p>Is the device positioned close to you?</p> <p>Is there support for your wrist and forearm?</p>			<p>Devices are best placed as close as possible, e.g. right beside the keyboard. Consider:</p> <ul style="list-style-type: none"> <li>• Preventing the arm from overreaching – forwards or sideward.</li> <li>• Do not to leave your hand on the device when it is not being used.</li> <li>• Keep a relaxed arm and straight wrist</li> <li>• A keyboard without a numeric keypad section will give much better arm and shoulder position.</li> </ul> <p>Support can be gained from, for example, the desk surface or arm of chair.</p> <p>You should be able to find a comfortable working position with the device.</p>	
Does the device work smoothly at a speed and accuracy of pointer?			<p>See if cleaning is required of the mouse and desk. Check if the work surface is suitable.</p>	
Can you easily adjust software settings for speed and accuracy of pointer?			<p>You may need training in how to adjust mouse settings.</p>	
<b>Environment</b>				
Is lighting suitable, e.g. not too bright or too dim to work comfortably?			<p>Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p>	
Does the air feel comfortable?			<p>DSE and other equipment may dry the air. There must be a fresh air source and good air circulation.</p> <p>Seek advice if air quality is an issue.</p>	



Are levels of heat comfortable?			Can heat be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or, can you move away from the heat source?	
Are levels of noise comfortable?			Consider moving sources of noise.	
<b>Additional considerations for laptops</b>				
When using a laptop for short periods in different locations do you informally assess the risks each time and adjust your set up accordingly?				
Are you aware of the possible risks of theft when carrying your laptop?			Do not leave laptops on display when unattended – keep secure when not in use.	
<b>Manual Handling</b>				
To reduce the risk of manual handling do you: a) Not carry equipment or papers unless they are needed. b) Store documents electronically where possible? c) Use a bag / backpack / wheeled trolley / pilot case?				
<b>Final few questions</b>				
Has the checklist covered all the problems experienced working with DSE?				
Is there any discomfort or other symptoms, which could be attributed to working with DSE?				
Has the entitlement to an eye test been understood?				
Do you have any health issues that may affect working with DSE?				
Are you taking regular breaks away from DSE?				

Workstation(s) address being assessed:					
Risk Assessment Completed by		Job Title:		Date:	
Authorised by Line Manager (Name):		Job Title:		Date:	
Reviewed by:		Job Title:		Date:	

Notes for Completion

If **hot desks and laptops** are to be used the user should **complete the DSE Self-Assessment** as a ‘generic’ assessment and then dynamically risk assessment future workstation setups.

- This form must be completed in the first instance by the employee, giving relevant information, and then returned to their Manager.  
The Manager should read through and discuss the information with the employee, including any problems that have been identified, and decide what action to take.
- The DSE risk assessment must be reviewed at least annually and when any significant changes occur that may affect the risk assessement.
  - The Manager must review any changes of the risk assessment and maintain a record to show every review.
  - Ensure there is evidence that corrective action has been taken where required.

Work through the checklist, ticking either ‘yes’ or ‘no’ column against each risk factor:

- **‘Yes’** answers require no further action.
  - **‘No’** answers require investigation and/or remedial action. A record of decisions go in the ‘Action Required’ column. The Manager should check later that actions have been taken and have resolved the problem.
  - A copy of the checklist needs to be kept by the Manager.
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- **Remember the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, for example by users receiving health and safety training and providing for breaks or changes of activity.**

## **Appendix 3 - Hierarchy of Responsibilities**

### **Principals, Heads of Service, Academy Business Managers:**

- a) Ensure all DSE self-assessments are carried out in your area of responsibility.
- b) Support employees in accessing the online training.
- c) Support Workplace Assessors in carrying out their duties.
- d) Ensure furniture and equipment provided for users is of a suitable and sufficient standard.
- e) Implement appropriate recommendations made by the Workplace Assessor and or Occupational Health Advisors.

### **Line Managers**

- a) Ensure all DSE self-assessments are carried out in your area of responsibility.
- b) Support employees in accessing the online training.
- c) Support Workplace Assessors in carrying out their duties.
- d) Ensure furniture and equipment provided for users is of a suitable and sufficient standard.
- e) Implement appropriate recommendations made by the Workplace Assessor and or Occupational Health Advisors

### **Users**

- a) Undertake the online DSE Awareness training in EDUCARE, initially as part of the induction process, and thereafter as part of the refresher training process.
- b) Carry out your DSE Self-Assessment, initially as part of the induction program, and again as part of the review process.
- c) Seek advice from the Workplace Assessor to resolve any issues arising from a DSE Self-Assessment, and make any necessary changes recommended by the Workplace Assessor.
- d) Repeat self-assessments as required e.g. if there are any significant changes to work equipment or environment, or if advised to do so by a Workplace Assessor.
- e) Report any health problems which may be related to DSE work, to line manager, Head of Service or Health and Safety Representative.

### **Workplace Assessors**

- a) Advise and encourage existing users to undergo training and assessment as required.
- b) Ensure all Users know where to seek help and guidance if they have difficulties with an issue which relates to DSE health and safety.
- c) Follow up self-assessments to resolve any problems identified.
- d) Carry out face to face assessments where necessary.
- e) Make referrals to Occupational Health (through the 'People Team') where appropriate.

### **Safety & Compliance Manager**

- a) Assist Workplace Assessors with assessments on request.
- b) Carry out initial assessments for individuals with work related health problems.
- c) Make recommendations to individuals and managers following assessments.

### **Occupational Health Advisors**

- a) Assist Workplace Assessors with assessments on request.
- b) Carry out assessments for individuals with work related health problems.
- c) Make recommendations to individuals and managers following assessments.