



Draft Display Screen Equipment Policy

St George's, University of London

Document Control

Document History and Control

Version:	1
Date Policy comes into effect:	1 January 2023
Policy Owner:	Assistant Director Safety, Health and Environment
Next Review Date:	June 2025
Responsible Committee:	Safety Management Committee
Committee Approval Date:	8 December 2022

Document update history

Version No.	Date of alteration and re-issue	Details of changes	Changes made by	Approved by
Ver. 1 (Draft 2)	29.06.2022	New Policy Draft	Geoffrey Mutenga (Health and Safety Officer) Hanif Brora (Assistant Director Safety, Health and Environment)	
Ver. 1 Final	21.12.2022	Adjustment to equipment as per SMC direction.	Geoffrey Mutenga (Health and Safety Officer) Hanif Brora (Assistant Director Safety, Health and Environment)	Hanif Brora

Table of Contents

1.0 Introduction 3

2.0 Policy Statement 3

3.0 Legislative background and Scope..... 4

 3.1 Legislative background 4

 3.2 Scope 4

4.0 Definitions 4

5.0 Non directly employed workers 5

6.0 Roles and Responsibilities 5

 6.1 Assistant Director of Safety, Health & Environment 5

 6.2 Directors of Institutes/Heads of Departments/Heads of Sections/Managers 5

 6.3 Users 6

 6.4 Line managers 6

 6.5 Occupational Health Advisors 6

7.0 Policy Principles 7

 7.2 Policy Procedures and arrangements 7

 7.2.1 Workstation Assessment procedure 7

 7.2.2 Minimum requirements for workstations 8

 7.2.3 Laptop Computers 8

 7.2.4 Eye and sight testing 9

 7.2.5 Rest Breaks 9

 7.2.6 Working from home 9

 7.2.7 Specialist Employee category considerations 9

8.0 Monitoring and Review 10

9.0 Governance 11

 9.1 Review and Change Requests 11

 9.2 Implementation / Communication Plan 11

10.0 Exclusions 11

Further resources 11

Appendix 1: Workstation Assessment Procedure Flowchart 12

Appendix 2: Visual workstation checklist 13

Appendix 3: Procedure for requesting or getting a free eye/eyesight test and corrective glasses if required 14

1. Introduction

- 1.1 St George's, University of London (SGUL) is committed to provide a safe and healthy working environment for our employees and others whose activities SGUL controls and manages by implementation of appropriate measures to protect their health and safety when they are working with Display Screen Equipment (DSE).
- 1.2 According to the Health and Safety Executive (HSE), scientific research has shown that DSE itself is not dangerous and does not emit harmful radiation but there are risks that are associated with working with DSE under some circumstances, these can be well managed if measures are put in place to ensure good practice.
- 1.3 The main risks connected to working with DSE are musculoskeletal disorders such as backache, repetitive strain disorders, visual fatigue, and mental stress.
- 1.4 When working with DSE, harm can result from use of poor equipment or furniture, poor work organisation, inappropriate working environment, poor job design and posture, and from inappropriate working methods.
- 1.5 This Policy sets out how SGUL will comply with relevant UK Health and Safety Executive (HSE) Legislation and HSE guidance on Display Screen Equipment.

2. Policy Statement

- 2.1 This policy encompasses the arrangements to manage DSE associated risks and guidance related to the safe use of DSE with the aim of reducing risk of harm to as low as reasonably practicable for all Users.
- 2.2 SGUL will achieve this by:
 - a) The provision of suitable DSE as mandated by the law and good practice
 - b) Ensuring that DSE workstations are risk assessed using a self-risk assessment approach supported by the Safety Health and Environment (SHE) team.
 - c) Ensure that all the DSE workstations it is responsible for (including declared home workstations) meet minimum requirements as set out in the Health and Safety regulations
 - d) Provision of suitable DSE, desk, chair, and other accessories will be ensured by SGUL. All costs associated with equipment requirements for on campus activity will be borne by SGUL.
 - e) The provision and management of a suitable work environment considering sufficient space, lighting, reflections, glare, noise, temperature, and humidity. Suitable and appropriate software.
 - f) The provision of information stipulating recommended standards, on-line DSE training modules and risk assessment checklist.
 - g) The provision of clear guidance on responsibilities to all parties and the necessary tools required.

- h) The provision of free appropriate eye and eyesight tests for Users as soon as practicable when requested and the provision of adequate corrective glasses, where these are prescribed or required solely and specifically for DSE work.
- i) Having suitable arrangements for referral to Occupational Health when health concerns related to DSE use are suspected by User or because of an assessment or examination.
- j) Monitoring and reviewing the effectiveness of this policy as required.

3. Legislative background and Scope

3.1 Legislative background

- a) The relevant legislation includes
 - i. Health and Safety at Work etc Act 1974
 - ii. Health and Safety (Display Screen Equipment) Regulations 1992 as amended.
- b) Under the Health and Safety law, a “duty of care” is placed upon SGUL to provide a safe and healthy working environment for DSE Users it is responsible for.
- c) The requirements to meet this statutory duty are laid out under the Health and Safety (Display Screen Equipment) Regulations 1992 as amended.
- d) A formal self-risk assessment system is in place at SGUL in line with HSE recommendations designed to manage risks associated with DSE, workstation equipment, workstation set up and work methods.
- e) This policy ensures that SGUL complies with the required ‘duty of care’ placed upon it and fulfils its legal obligations as required by law.

3.2 Scope

- a) This policy applies to all employees throughout SGUL classed as DSE Users and includes arrangements and guidance to manage DSE use related risk.
- b) Covers the following workstations:
 - i. Personal workstations within SGUL premises
 - ii. Shared workstations within SGUL premises where one workstation is used by more than one employee.
 - iii. Home workstations
- c) Includes Users who may have special needs (e.g., expectant mothers, wheelchair users, with disabilities etc)

4.0 Definitions

- 4.1 “Display screen equipment” (DSE) means any alphanumeric or graphic display screen, regardless of the display process involved.
- 4.2 “operator” means an employed person who habitually uses display screen equipment as a significant part of their normal work
- 4.3 “use” means use for or in connection with work.
- 4.4 “User” means an employee who habitually uses display screen equipment as a significant part of his normal work. A User will normally fulfil the following
 - a) Use DSE for continuous or near continuous spells of one hour or more at a time.

- b) Transfer information quickly to or from the DSE; and need to apply high levels of attention and concentration; or are highly dependent on DSE or have little choice about using it; or need special training or skills to use the DSE.

4.5 “workstation” means an assembly comprising:

- a) display screen equipment (whether provided with software determining the interface between the equipment and its operator or User, a keyboard, or any other input device)
- b) any optional accessories to the display screen equipment,
- c) any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other item peripheral to the display screen equipment, and
- d) the immediate work environment around the display screen equipment.

4.6 Working from home /Home User - A DSE User who routinely works from home or chooses to work from home as agreed with their line manager. DSE Regulations apply whether the workstation is provided in whole or in part by the employer or not. (See 7.2.6 (c))

4.7 DSE Assessor: Where a DSE self-assessment requires further input, a DSE assessor will assist. DSE assessors will have attended SGUL Risk Assessment training and equipped with relevant skills and knowledge to deal appropriately with a given DSE health and safety situation.

5.0 Non directly employed workers

5.1 All workers directly managed and controlled by SGUL are required to comply with this policy e.g., agency worker managed by SGUL, individual undertaking work experience at SGUL.

6.0 Roles and Responsibilities

6.1 Assistant Director of Safety, Health & Environment

- a) Monitor and regularly review this Policy 3 yearly or as required, and reporting to the Safety Management Committee.
- b) Examine relevant legislation and best practice to advise SGUL board on DSE risk policy.
- c) Advise on the suitability of DSE self-risk assessments, coordinate DSE risk assessment activities and undertake audits to ensure the effectiveness of the policy.
- d) Report any incidents under Reporting of Injuries Diseases, Dangerous Occurrences Regulations 2013 (RIDDOR)

6.2 Directors of Institutes/Heads of Departments/Heads of Sections/Managers

- a) Ensure DSE assessments for all workers in your area of responsibility are carried out as required.
- b) Ensure that worker activities are planned to allow them breaks from DSE work.
- c) Liaise with the SHE team to ensure that DSE Users receive initial and refresher training to use DSE and when required after modifications to workstations.

- d) Provide information to Users about risks, risk assessment and risk control measures.
- e) Support the DSE Assessors in carrying out their duties.
- f) Ensure furniture and equipment provided for Users complies with the minimum requirements.
- g) Implement appropriate recommendations made by DSE Assessor, Optometrist and or Occupational Health Advisor.

6.3 Users

- a) Undertake the DSE training on the My Workplace platform initially as part of the induction process, and thereafter as part of the refresher training process.
- b) Carry out DSE Self-risk assessment, initially as part of the induction process, and then as part of the review process. This must be completed for both the onsite and remote/home workstations.
- c) Seek advice from the line manager, DSE Assessor to resolve any issues arising from a DSE Assessment and make any necessary changes recommended.
- d) Report significant changes and repeat self-risk assessments as soon as practicably possible. Significant changes may include:
 - i. Major change to software used.
 - ii. Office/workstation move.
 - iii. Major change to any of the equipment (screen, keyboard, input devices, etc).
 - iv. Major change in workstation furniture.
 - v. Substantial increase in the amount of time required to be spent using DSE.
 - vi. Substantial change in other task requirements (for example greater speed or accuracy)
 - vii. If the workstation is relocated (even if all equipment and furniture stay the same)
 - viii. Major features of the work environment, such as the lighting are significantly modified
- e) Liaise with the IT department to report faulty equipment to the IT department also if technical help on how to use DSE and accessories.
- f) Accidents, incidents, near misses must be reported by filling out an online Riddox form found on SGUL website.
- g) Report any diagnosed or chronic ill health conditions that may affect or be made worse by working with DSE to the line manager and SHE department.
- h) Provide equipment including specialist equipment (e.g., software) as required (see 7.2.6 (c)).

6.4 Line managers

- a) Ensure new starters undergo training and self-risk assessment as part of the induction process and keep records to show this has been done.
- b) Advise existing Users to undergo DSE user training and assessment annually or as required and send reminders to this effect.

- c) Ensure all Users know where to seek help if they have difficulties with an issue which relates to DSE health and safety.
- d) Follow up DSE self-risk assessments to resolve any problems identified.
- e) Carry out face to face assessments where necessary with the support of the SHE team if required.
- f) Make referrals to Occupational Health through Human Resources and SHE team where appropriate.

6.5 Occupational Health Advisors

- a) Assist Line managers with assessments on request.
- b) Conduct DSE assessments for individuals with work related health problems.
- c) Make recommendations to individuals and managers following DSE assessments referrals.

7.0 Policy Principles

7.1. According to HSE guidance, a DSE User's health may potentially be affected in the following ways:

- a) Limbs; Upper limb disorders including RSI
- b) Eyes: Visual fatigue resulting from prolonged exposure to DSE, poor lighting, flickering screens, glare, poorly positioned DSE, and soreness in low humid environments
- c) Muscles: Temporary backache, muscle fatigue etc., caused by bad posture.
- d) Mental fatigue/stress: May be caused by factors such as unfavourable environmental conditions and poor task planning
- e) Symptoms borne out of use of DSE may highlight existing health issues.

7.2 Policy Procedures and arrangements

The legal requirement is that SGUL ensures that suitable and sufficient risk assessments are carried out and, where necessary, bring up to acceptable standards, all workstations where the individual is determined as falling under User category.

7.2.1 Workstation Assessment procedure

The overall procedure is outlined within the Workstation Assessment Procedure Flowchart (Appendix 1).

- a) All employees must complete DSE online training module, and complete both working from home and on campus DSE self-risk assessments.
- b) Read information on how to correctly set up a workstation using the visual checklist (Appendix 2)
- c) All DSE Users working within SGUL premises using personal or shared workstations, or on a home workstation, must carry out a DSE self-risk assessment by completing the online self-risk assessment forms. This should be done only after completing the online DSE training module. Please note, two DSE Risk Assessments are required (Working from home and On-campus) accessed via my workplace.
- d) Following the completion of a workstation self-risk assessment:

- i. Completed workstation self-risk assessment forms and the results must be reviewed by the User's line manager or DSE assessor and appropriate action taken to resolve any issue(s) highlighted.
- ii. If the results of the workstation self-risk assessment highlight any issue(s) within the User's workstation, line managers should work with the User to reduce any associated risks as far as reasonably possible.
- iii. If the results of the workstation self-risk assessment highlight possible health issues, which cannot be resolved, the line manager should contact the SHE team and Human Resources for advice on possible referral to Occupational Health service.
- iv. If the results of the workstation self-risk assessment highlight an eyesight test is required and is requested, line managers should contact the SHE team to arrange for a Spec Savers voucher.
- v. If the results of the eye and eyesight tests determine that the DSE User requires corrective glasses, these will be provided up to the cost of £45, and these will be solely for DSE work.
- vi. Assessments should be repeated or reviewed if there are major changes to the equipment, environment, furniture, tasks or following an employee relocating workstations or annually. Reports of ill health can also indicate that a reassessment of the workstation is required.

7.2.2 Minimum requirements for workstations

- a) The Display screen should have well defined characters of adequate size, a stable image, and easily adjustable brightness and contrast. The screen should be easy to tilt and swivel with no reflective glare.
- b) The keyboard should be adjustable (with legs to raise the rear slightly from the desk), separate from the screen, and have a matt surface with adequate and contrasting symbols on keys. There should be sufficient space in front of the keyboard, and it should be easy to use.
- c) The mouse should be suitable for the task.
- d) The work surface should be sufficiently large and low reflecting and allow a flexible arrangement of equipment and adequate space.
- e) The work chair should be stable allowing the User easy movement and comfortable position. It should have adjustable height seat, and an adjustable seat back (height and tilt). Footrests should be available on request and there should be sufficient space to allow the User to change positions.
- f) The lighting should be satisfactory with appropriate contrast between screen and background, and prevention of glare through positioning of artificial lighting.
- g) Positioning must prevent sources of light, such as windows, from causing distracting reflections on the screen.
- h) Noise should cause as little distraction of attention or disturbance of speech as possible.
- i) Heat must not be excessive such to cause discomfort, and an adequate level of humidity should be established and maintained.
- j) The software systems must be suitable for the task, easy to use, and adaptable to the level of the User's knowledge.

7.2.3 Laptop Computers

- a) Laptops must comply with DSE regulations when they are used for continuous periods of more than one hour per day, on most days.
- b) The keyboard and screen should be separate, and there are several options to achieve this:
 - i. Use with a docking station (preferred)
 - ii. Connect to a desktop computer
 - iii. Use with a separate monitor
 - iv. Use with a separate keyboard and mouse
- c) All laptops and their accessories should be as light as possible. It is highly recommended that a rucksack type carrier is considered if a laptop is to be carried frequently.

7.2.4 Eye and sight testing

The procedure for requesting a free eye/sight test and corrective glasses is outlined in a flow chart in appendix 3.

- a) SGUL will provide the means for all employees who are DSE Users to have an eye and sight test when requested or required.
- b) A voucher system is in operation, if required, a voucher will be issued which can only be redeemed at Specsavers. The vouchers are held by and issued by the Safety, Health & Environment department.
- c) If corrective spectacles are prescribed for DSE work, SGUL will contribute up to £45. This will be requested through the line manager. Where bifocal or varifocal spectacles are prescribed as required corrective appliances, SGUL will meet the costs associated with providing above frame and prescribed lenses.
- d) Retesting will generally be done annually or as required if there are problems.

7.2.5 Rest Breaks

- a) It is recommended that DSE Users take short frequent 5–10-minute breaks away from DSE work after 50-60 minutes continuous screen time.
- b) Most Users within SGUL will have some control over their own working arrangements and will be expected to organise their work to take this into account.

7.2.6 Working from home

- a) Where SGUL employees work from home as authorised by their line manager, the full requirements of the DSE Regulations in terms of provision of equipment and a suitable set up must be implemented.
- b) Line managers or DSE Assessors are not expected to visit the Users home. If the User assessment identifies issues that need to be addressed, methods such as telephone discussion, e-mail, photographs of workstations etc should be used.
- c) Where staff are not contracted/required to work from home but choose to for example as part of a hybrid working arrangement, SGUL will not have a duty

to provide workstation equipment and furniture but will require that in accordance with good DSE working practice, the line manager should be notified and a DSE self-risk assessment completed, upon satisfactory outcome, the line manager may authorise working from home.

7.2.7 Special employee category considerations:

- a) **Pregnant Workers:** There is no scientific evidence that expectant mothers may be at risk of harm by use of DSE, the layout and working arrangements should be routinely assessed over the pregnancy period. The aim is to achieve a comfortable seating position and increasing the frequency and duration of rest breaks.
- b) **Post Graduate Students (employed):** Post Graduate Students who have an employment contract with SGUL will be covered by this policy, in the same way as other members of staff. They will be entitled to the complete DSE Risk assessment process, as well as free eyesight testing, DSE glasses and training.
- c) **Undergraduate Students** and Post Graduate students who are not employed by SGUL are not classed as DSE Users and are not covered by this policy. Where SGUL provides a computer or workstation for students, there is a "Duty of Care" to ensure this is suitable for the task and every effort will be made to provide those students having concerns, with advice and information
- d) **Epilepsy:** DSE has not been known to induce epileptic seizures in epileptic patients even among people suffering from photosensitive epilepsy who may react adversely to flickering lights and patterns. Workers can safely do normal office tasks using a display screen. Concerns will be addressed according to individual assessments.
- e) **Disabled Users:** SGUL will make reasonable adjustments to improve layout or access to the employee's workstation, including adapting existing equipment and furniture to accommodate the disabled person, i.e., chair, desk, computers, etc.
- f) SGUL recognises the need for specific measures to ensure the health and safety of groups under the Equality Act 2010. This policy and all other associated Health and Safety related policies take this into account.

8.0 Monitoring and Review

- a) Heads of Institutes should ensure that there are effective DSE arrangements in place, and department heads and managers should ensure that DSE assessments have been completed and all corrective actions undertaken in their areas of responsibility.
- b) Existing DSE assessments should be reviewed regularly, in this case a period not exceeding 1 year is recommended.
- c) If there are significant changes to a workstation, it must be re-assessed, and actions implemented to meet the requirements of the Regulations. Examples of significant changes are:
 - i. If the workstation is relocated

- ii. A major change in workstation furniture
- iii. A substantial increase in the amount of time required to be spent using DSE
- iv. A major change to software being used
- v. A major change to the hardware being used
- vi. A substantial change in other task requirements (e.g., more speed or accuracy)
- vii. If any environmental conditions such as lighting are significantly modified
- viii. As part of an Expectant Mothers (Pregnancy) Risk Assessment
- ix. Following recovery from an injury or illness, where the User has been absent from the workstation for a substantial period.
- x. When a User requests a new assessment due to a DSE issue

9.0 Governance

9.1 Review and Change Requests

- a) This Policy will regularly be reviewed by the Assistant Director of Health and Safety; and assigned reviewer.
- b) Minor changes will be reviewed and agreed through Safety Management Committee.
- c) Major changes will be reviewed through Safety Management Consultative Committee and submitted to the Executive Board for approval.
- d) The Policy will generally be reviewed every 3 years or as required in line with any relevant changes such as changes in Legislation (if sooner).
- e) This Policy forms part of the overarching statement on health and safety for SGUL.

9.2. Implementation / Communication Plan

- a) The policy will be implemented in line with the responsibilities outlined in (6.0) and will be communicated to all staff as part of the Health and Safety publications on SGUL website. Also, through specific, relevant training notably as part of induction.
- b) Other relevant information published on SGUL website include guidance on DSE use and the Health and Safety Handbook.

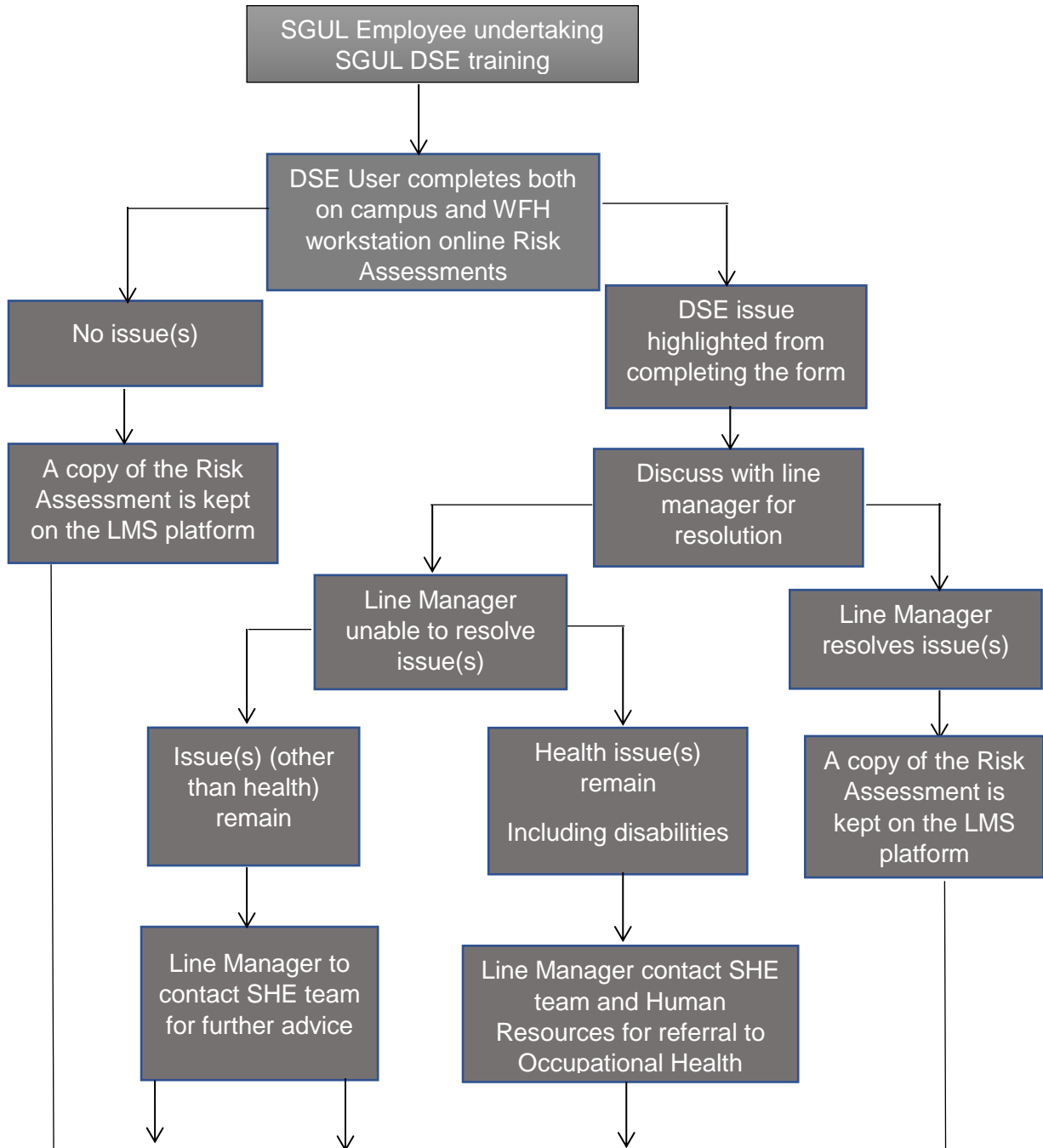
10. Exclusions

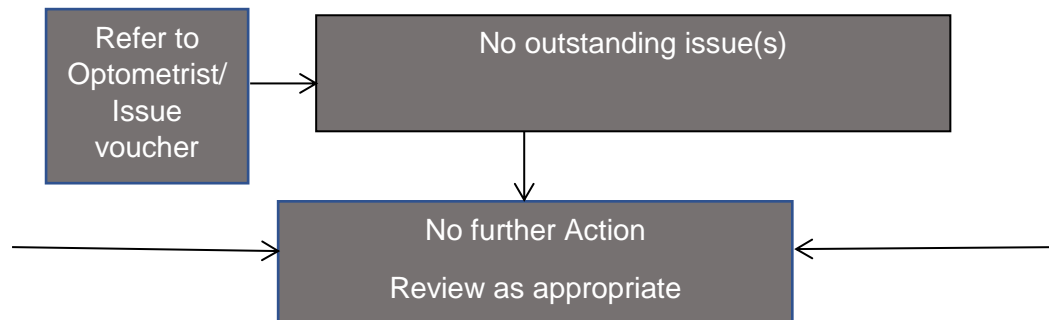
This policy does NOT cover eyewear (normal or prescribed), of which the primary purpose is eye protection. Eyewear used in this way is covered under Personal and Protective Equipment at Work (PPE at work)

Further resources:

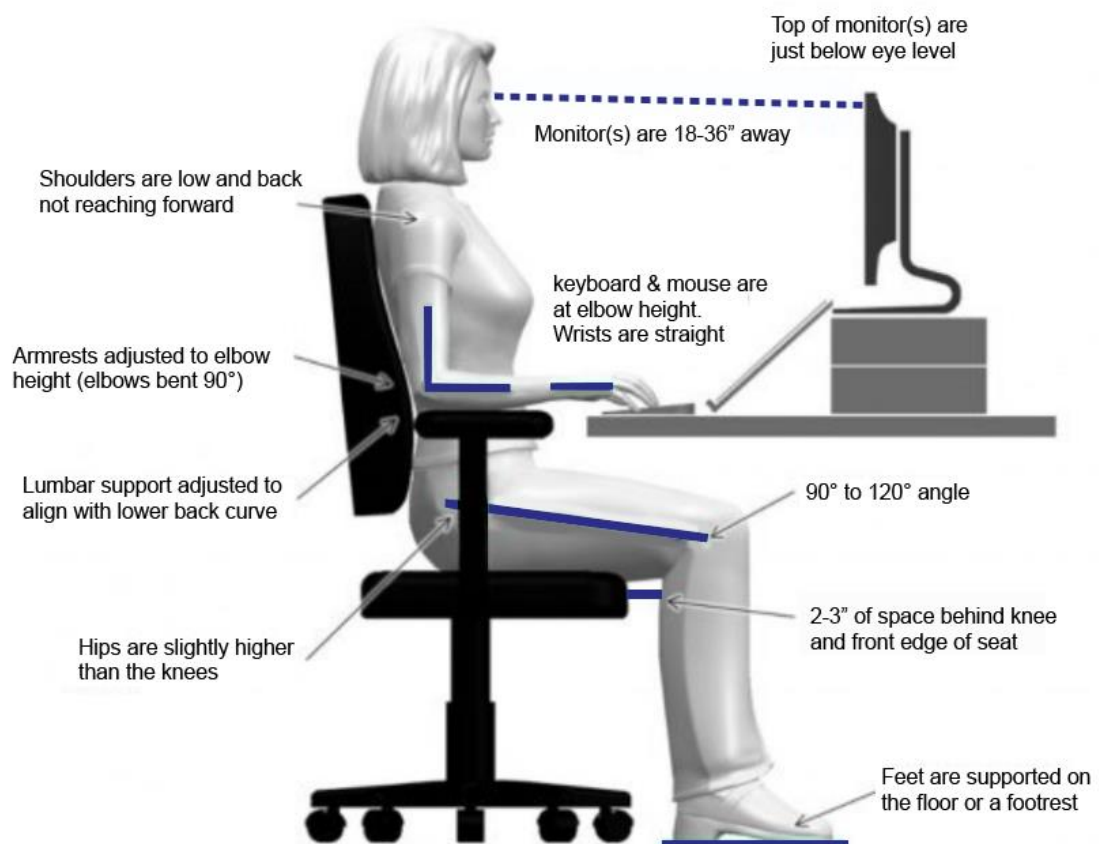
- HSE published DSE Checklist: [Display screen equipment \(DSE\) workstation checklist \(hse.gov.uk\)](https://www.hse.gov.uk/dse/dse-checklist/)
- Health and Safety (DSE) regulations 1992 and guidance: [Work with display screen equipment -L26 \(hse.gov.uk\)](https://www.hse.gov.uk/dse/work-with-display-screen-equipment-l26/)
- Workstations and DSE e-learning module [MyTraining \(sgul.ac.uk\)](https://mytraining.sgul.ac.uk/)

Appendix 1: Workstation Assessment Procedure Flowchart





Appendix 2: Visual workstation checklist



Note: This checklist is for all DSE Users working on campus and working from home.

Remember to:

- Take regular, short breaks away from your workstation (it is best to do a different activity). 10 minutes every hour is advised.
- Include movement and activity as part of your working day.
- Report any issues to your line manager and SHE team who can advise further.
- Remember to refresh your DSE E-learning as appropriate.

Appendix 3: Procedure for requesting or getting a free eye/eyesight test and corrective glasses if required.

