



WALTHAMSTOW HALL
SEVENOAKS

DISPLAY SCREEN EQUIPMENT (DSE) WORK POLICY AND GUIDANCE

Scope

This guidance is applicable to all those (employees and pupils) who use display screen equipment. Such equipment will include both laptops and desk mounted units.

Objectives

To ensure that those who regularly use display screen equipment are identified so that a suitable assessment may be undertaken.

To ensure, so far as is reasonably practicable, that the health and safety of users is not adversely affected by the use of Display Screen Equipment ("DSE").

To ensure that where required, ancillary equipment is provided.

Guidance for Staff

The Bursar is responsible for ensuring that DSE assessments are completed, remedial action implemented and the assessments reviewed as appropriate.

Members of staff who regularly use DSE should have their workstation assessed. Attached at Appendix I is a DSE self-assessment form which should be completed by all members of staff who use DSE.

The Bursar will encourage staff to complete a self- and that any remedial action identified is implemented. The self-assessments should be reviewed on an annual basis or when there has been a significant change in their work environment.

Where the assessment indicates a need for ancillary equipment this will be provided by the School. Equipment includes, but is not limited to:

- Specialist seating
- Footrests
- Anti-glare screens
- Wrist support
- Window blinds
- Specialist desk

Employees who may be suffering from ill health effects, which may be caused by or made worse by the use of DSE, should report these effects to the Bursar. Occupational Health assessments may be required to be undertaken by users.

Where eye tests are requested by DSE users, the School will pay up to a maximum of £20.00 for such a test. Arrangements should be made through the Bursar's Office. Where a user provides evidence from an optician showing that they require spectacles **for DSE work**, then the cost of spectacles suitable for that purpose will be reimbursed by the School (up to a maximum of £100). Individuals may put this sum towards a pair of spectacles which may also be suitable for other purposes as long as these spectacles are made available for use at work.

Eye tests should be undertaken every 2 years.

Guidance will be provided at induction on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen. A copy of the HSE guidance INDG36 (05/13) should be available at each users workstation.

IT technicians will be responsible for ensuring appropriate cable management where DSE is in use.

Staff will be encouraged to make use of the DSE self-assessment form if required to work from home to help them keep fit and well.

Guidance for Pupils

Although schools are not required to undertake DSE assessments for pupils, it is recognised that they will use such equipment during the School day, leisure time and private study.

Pupils will be given guidance on the need for breaks, posture etc in line with that given to staff.

Designated workstations for pupils will be of a similar standard to those provided for staff.

Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.

Review Date June 2021
Next Review Date June 2022

Signed:Date:

Mrs J Adams
Chairman of the Governing Body

Appendix I: Display Screen Equipment Self-Assessment Form

Part I - Initial assessment of DSE work	
Person being assessed:	
Location:	
Issue	Y / N
<p>Does the person:</p> <ul style="list-style-type: none"> • Depend on DSE to do their job; there is no alternative? • Need particular skills and training in the use of DSE to do the job? • Normally use DSE for spells of more than one hour? • Does the person normally use DSE daily? • Need fast transfer of information between themselves and the screen? • Require high levels of concentration, ie errors may be critical? 	
<p>If most of the answers are yes, then the person will be considered to be a user, and a detailed assessment will now be completed using part 2 of this form. If most answers are no, then the person would not be classified as a user.</p>	

Part 2 - Detailed assessment of DSE work

The Display

Screen Y / N

1.	Are screen characters well-defined and of adequate size and spacing?	
2.	Are screen images flicker-free and stable?	
3.	Can screen brightness and contrast be adjusted?	
4.	Is the screen free from glare and reflection?	
5.	Is the screen positioned correctly to enable comfortable use?	
6.	Is a screen cleaning kit provided?	

The Keyboard

7.	Can the keyboard be tilted?	
8.	Is the keyboard separate from the terminal?	
9.	Does the keyboard have a non-reflective surface?	
10.	Are the keyboard characters clearly defined?	
11.	Are the keys comfortable to use?	

The work desk

12.	Is the work desk large enough for all the equipment?	
13.	Are the surfaces non-reflective?	
14.	Is there a document holder available, if required by the user	
15.	Is there space in front of the keyboard to allow users to rest hands/wrists?	

The work chair

16.	Is the work chair stable?	
17.	Can the chair be height-adjusted?	
18.	Can the backrest be adjusted for height and tilt, independently of seat height?	
19.	Can both feet be placed on the floor when in a comfortable working position?	
20.	Is a footrest available if required by the user?	

Environment

21.	Is there sufficient space for comfortable handling of documents, telephone etc.?	
22.	Is the lighting adequate at the workstation?	
23.	Will lighting prevent excess contrast when the user looks away from the screen?	
24.	Is the temperature at the workstation comfortable?	
25.	Are heat levels emitted by the equipment under control?	
26.	Are noise levels at the workstation comfortable?	
27.	Is ventilation of the area adequate and comfortable?	
28.	Is the relative humidity comfortable? (no complaints of dry facial skin, sore eyes)	

Health		
29.	Is the identified user free of eyesight problems?	
30.	Has the identified user requested or been offered an eyesight test?	
31.	Does the user wear eye correction provided as a result of an eyesight test?	
32.	Are copies of the optometrist's eyesight reports and prescriptions held on file?	
33.	Is the user free of pains, pins and needles etc in neck, shoulder or upper limbs?	
34.	Is the user free of restricted joint movement, impaired grip or other disability?	
35.	Is the user free of fatigue or stress?	
Training, information and planning		
36.	Has the user received training in the use and set up of DSE?	
38.	Is there a written record of the identified users training and is it up to date?	
39.	Is work planned to include breaks to avoid excessive exposure to DSE work?	

Part 3 - Corrective action (The following action should be taken to correct the problems identified above.)

Comments and corrective action	Date Completed

Assessors details

Name of assessor:	
Issued to:	
Date of next review:	