



DISPLAY SCREEN EQUIPMENT (DSE) WORK POLICY AND GUIDANCE

Scope

This guidance is applicable to all those (employees and pupils) who regularly 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. An assessment should be conducted upon taking up the DSE role and:

- If major changes are made to the equipment, furniture, work environment or software.
- Users change workstations.
- The nature of work tasks change considerably.
- It is thought that the controls in place may be causing other problems.
- A minimum of 3 years between assessments.

DSE users are to carry out an assessment at least every 3 years at the beginning of the Autumn term, with forms returned to HR for retention and any remedial actions completed before the end of the term. Line managers are responsible for ensuring assessments are conducted.

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 and the HR manager. An occupational Health assessment may be required to be undertaken by the user.

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. Appendix 2, an Employees Guide, provides advice and guidance on the use of DSE.

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 in order to help them keep fit and well.

Guidance for Pupils

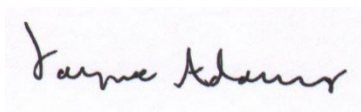
Although schools are not required to undertake DSE assessments for pupils, it is recognised that they will use such equipment during the School day, leisure time and private study.

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; November 2023
Next Review Date: November 2024



Signed:

.....Date: ...17 November 2023...

Mrs J Adams
Chairman of the Governing Body

Appendices:

- 1 Display Screen Equipment Self-Assessment Form
- 2 Employee Guide on the use of DSE

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? • Regularly use DSE for continuous periods of more than an hour or over 2½ hours during the course of a day? • 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
	Name / Signature	Date
Name of user / assessor:		
Line Manager:		
HR Manager:		
Date of next review:		

Employee Guide on the use of DSE

Intention

This brief subject specific guide is intended to help you understand your obligations and provide sensible advice in relation to Display Screen Equipment (DSE).

Getting comfortable

- Adjust your chair and screen to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes at the same height as the top of the screen.
- Make sure you have enough workspace for whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find what suits you best. A document holder may help you to avoid awkward neck and eye movements.
- Arrange your desk, keyboard and screen to avoid glare or bright reflections onto the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful to some users.

Keying in

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting your hands and wrists when you're not keying in.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

Using a mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it's not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly
- Rest your fingers lightly on the buttons and don't press them hard.

Reading the Screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the surface of the screen is clean.
- Choose text that is large enough to read easily on the screen when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (e.g. avoid red text on a blue background, or vice versa).
- Individual characters on the screen should be sharply focused and shouldn't flicker or move. If they do, the screen may need servicing or adjustment.

Posture & breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as you can. It's best if you can have some movement, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation accordingly).
- Take a break from the screen, e.g. to do filing or photocopying or get a drink. Make use of these breaks to change your posture and stretch your legs. Remember, frequent short breaks are better than fewer longer ones.
- Consider other exercises at your desk if you aren't able to get up and walk around such as:
 - Leg Extensions
While sitting down, lift your legs alternatively until they're straight out in front of you. Hold for as long as you are comfortable, then lower and lift the other leg. Repeat 10 times. Try counting how long you can keep your legs raised and see if you can increase the time a little each day. Then lift one foot a few inches off the floor, keeping your knee bent at 90 degrees. Again, hold until it becomes uncomfortable then switch to the other leg.
 - Arm Extensions
Holding your arms straight, move them behind you and lift them up as far as you can, which will do wonders for tight shoulder muscles, then bring them forward, keeping the arm straight, until your hands meet. Make sure your shoulders don't creep up around your ears whilst doing this exercise and try to maintain an upright posture throughout. Repeat 10 times.
 - Neck rotations
Relax your shoulders and lower your chin until it touches your chest and take a deep breath in while rotating your head very slowly clockwise. When your head is as far back as you can get it, slowly begin to exhale while circling your head back to rest your chin on your chest again. Do this 5 times clockwise, then 5 times anti-clockwise to relax and stretch tense neck muscles.
 - Back twists
Sit up straight and put your left hand on the small of your back, with your elbow bent. Twist to the left as far as you can comfortably. Change to the right side and repeat. Keep switching from side to side, and always move slowly and smoothly – don't jerk or force yourself to twist further than is comfortable.
 - Punch the air
Punching the air above your head with both arms for intense 30-second bursts is a great way of releasing stress and getting your heart beating faster. Then repeat in front of you and to the sides and finish with 30 seconds overhead again.

How can I get help?

If you have any questions or if you require further information on this subject, please speak to your line manager or the Bursar.