Display Screen Equipment Policy

| Version 2.0 |

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Summary of Changes from Version 1.0 to Version 2.0

This policy has been reviewed and updated to improve clarity, strengthen governance arrangements, and better support employees and learners who use Display Screen Equipment (DSE). Key changes include:

- Clarification and expansion of the definition of a DSE User to better reflect modern working practices.
- Strengthened workstation assessment requirements, including management review, action tracking, and closure of identified issues.
- Enhanced guidance and oversight arrangements for learners using DSE during training activities.
- Expanded homeworking provisions, including completion and review of DSE self-assessments and the provision of support where reasonably practicable.
- Introduction of a new **Reasonable Adjustments** section to support individuals with disabilities, health conditions, or other specific needs affecting DSE use.
- Addition of an Occupational Health referral process where DSE-related issues persist or specialist advice is required.
- General improvements to wording, responsibilities, and policy structure to provide greater clarity and consistency.

These amendments do not alter the overall purpose of the policy but strengthen the organisation's approach to managing DSE risks, supporting wellbeing, and demonstrating compliance with relevant health and safety requirements.

1. Introduction

1.1 This policy outlines the procedures and guidance for the safe use of Display Screen Equipment *(DSE)* by staff and learners at Staff Power Training *(SPT)*. We are committed to protecting the health and wellbeing of all DSE users and ensuring compliance with the Health and Safety *(Display Screen Equipment)* Regulations 1992 *(as amended)*.

1.2 This policy aims to:

- *Minimise the risks associated with DSE work, such as musculoskeletal disorders (MSDs), eye strain, and fatigue.*
- *Ensure that DSE workstations meet ergonomic standards.*
- *Provide DSE users with appropriate information, training, and support.*
- *Outline the responsibilities of management, staff, and learners in relation to DSE safety.*

2. Scope

This policy applies to all:

2.1 Employees of SPT (full-time, part-time, permanent, temporary and agency workers) who are classified as DSE Users.

Definition of a DSE User

Employees will normally be regarded as DSE users where display screen equipment forms a significant part of their normal work activities. This includes employees who use DSE on most working days, for prolonged periods, or where the use of DSE is necessary to carry out a significant part of their role, regardless of whether usage occurs in continuous blocks.

2.2 Learners enrolled in training programmes at SPT who are required to use DSE for significant periods as part of their training activities. The extent of application to learners will focus on the DSE and workstations provided by SPT and the information and guidance necessary for their safe use during training hours.

2.3 DSE includes devices such as desktop computers, laptops, tablets, and smartphones when used for work or training purposes.

3. Responsibilities

3.1 SPT Management is responsible for:

- *Ensuring that this policy is implemented and regularly reviewed.*
- *Allocating sufficient resources for the implementation of this policy.*
- *Ensuring that DSE workstation assessments are carried out for all relevant staff and that appropriate records are maintained.*
- *Ensuring that identified risks are controlled and that necessary adjustments or*

equipment are provided.
- *Providing appropriate DSE training and information to staff and learners.*
- *Arranging for eye and eyesight tests for employees defined as DSE users, upon request.*
- *Appointing a competent person(s) to oversee DSE assessments and management.*

3.2 Line Managers/Supervisors are responsible for:
- *Ensuring that their team members who are DSE users complete DSE self-assessments.*
- *Reviewing DSE self-assessments and ensuring that appropriate action is taken to address any identified issues.*
- *Ensuring that staff attend DSE training.*
- *Monitoring that staff are taking appropriate breaks from DSE work.*
- *Escalating any unresolved DSE issues to senior management.*

3.3 Employees who are DSE users are responsible for:
- *Participating in DSE training provided.*
- *Completing DSE workstation self-assessments accurately and honestly when required.*
- *Adjusting their workstations and equipment to achieve a comfortable and safe working posture, in line with training received.*
- *Reporting any discomfort, pain, or other health issues potentially related to DSE use to their line manager promptly.*
- *Taking regular breaks from DSE work or varying their activity.*
- *Familiarising themselves with and following this DSE policy.*

3.4 Learners who use DSE are responsible for:
- *Participating in any DSE guidance or training provided by SPT.*
- *Adjusting their workstations (where adjustable) and equipment provided by SPT to achieve a comfortable posture.*
- *Reporting any discomfort or equipment issues related to DSE use during their training to their trainer or a designated member of staff promptly.*
- *Taking appropriate breaks from DSE work as advised during their training sessions.*

4. Workstation Assessment

4.1 All employees classified as DSE users will undergo a DSE workstation assessment. This will typically be a self-assessment using a provided checklist.

4.2 Assessments will be carried out when a new workstation is set up, when a new user starts work, when significant changes are made to an existing workstation, or if a user reports health problems potentially related to DSE use.

4.3 Assessments will be reviewed periodically *(every 12 months)* or if there is reason to suspect they are no longer valid.

4.4 Where self-assessments identify issues that cannot be easily resolved, a more

detailed assessment will be carried out by a competent person. Completed DSE assessments will be reviewed by the employee's line manager. Any actions identified through the assessment process will be recorded and implemented within a reasonable timescale. Line managers will monitor progress and ensure that identified issues are addressed and closed out appropriately.

4.5 While individual detailed DSE assessments for learners may not be practicable, trainers will monitor learners' workstation setups and working practices during training sessions and provide guidance where improvements are required. Learners will be encouraged to report any discomfort or issues relating to DSE use, and appropriate adjustments, equipment changes or alternative arrangements will be considered where reasonably practicable.

5. Workstation Requirements

5.1 Workstations should be set up to allow for a comfortable and safe working posture. Key considerations include:

- ***Display Screen:*** *Should be stable, with no flicker or glare. Brightness and contrast should be adjustable. The screen should be positioned at a comfortable viewing height and distance.*
- ***Keyboard:*** *Should be separate from the screen (unless using a laptop for short periods), tiltable, and easy to use. There should be sufficient space in front of the keyboard to rest hands and wrists.*
- ***Mouse/Input Device:*** *Should be positioned comfortably and suitable for the user.*
- ***Chair:*** *Should be stable, adjustable in height, with an adjustable backrest (height and tilt). It should provide adequate lumbar support.*
- ***Desk/Work Surface:*** *Should be large enough to arrange equipment flexibly and allow for comfortable posture. It should be of a suitable height.*
- ***Lighting:*** *Adequate lighting should be provided, avoiding glare and distracting reflections on the screen. Window blinds should be available if needed.*
- ***Noise:*** *Noise levels should not be distracting.*
- ***Temperature and Humidity:*** *The thermal environment should be comfortable.*
- ***Space:*** *Sufficient space should be provided to allow for changes in posture and comfortable movement.*

6. Training and Information

6.1 All employees classified as DSE users will receive training on the health and safety aspects of DSE work. This will include:

- *Recognising the hazards and risks associated with DSE use.*
- *Understanding how to set up and adjust their workstations correctly.*
- *The importance of good posture and changing position.*
- *The importance of taking regular breaks from DSE work.*
- *How to report problems.*
- *Entitlement to eye and eyesight tests.*

- *Refresher training will be provided as needed.*

6.2 Learners using DSE for significant periods during their training will receive appropriate information and guidance on:
- *Basic ergonomic principles for setting up their DSE.*
- *The importance of good posture and taking breaks.*
- *How to report any DSE-related discomfort or equipment issues.*

7. Eye and Eyesight Tests *(for Employees)*

7.1 SPT will provide and pay for an eye and eyesight test for any employee classified as a DSE user who requests one.

7.2 Further tests will be provided at regular intervals as recommended by the optometrist, or if the user experiences visual difficulties that may reasonably be considered to be caused by DSE work.

7.3 If the test shows that the employee requires corrective appliances (glasses) specifically for DSE work, SPT will contribute a set amount towards the cost of basic frames and lenses. The current amount of this contribution can be obtained from HR. This does not apply to ordinary corrective appliances worn for purposes other than DSE work.

8. Breaks and Changes of Activity

8.1 Employees and learners using DSE should plan their work to include periodic breaks or changes in activity away from the DSE. Short, frequent breaks are more satisfactory than longer, infrequent ones. It is recommended to take a 5-10 minute break or change of activity after 50-60 minutes of continuous DSE work.

8.2 These breaks should ideally involve physical movement and focusing the eyes on distant objects.

9. Portable DSE *(Laptops, Tablets)*

9.1 While portable DSE offers flexibility, prolonged use without proper setup can increase risks. When using portable DSE for extended periods at a primary workstation *(e.g., an office desk)*, users should, where reasonably practicable:
- *Use a separate, full-sized keyboard and mouse.*
- *Use a laptop stand or docking station to ensure the screen is at an appropriate height and distance.*

9.2 Users should be aware of the risks of poor posture when using portable DSE in other locations and take steps to minimise these risks.

10. Homeworking/Remote Working *(for Employees)*

10.1 Employees who are DSE users and work from home, either permanently or

temporarily, are also covered by this policy. Homeworkers are responsible for ensuring their home workstation setup meets basic ergonomic requirements and for completing any DSE self-assessment provided by SPT.

10.2 SPT will provide guidance and review completed homeworking DSE assessments. Where reasonably practicable, appropriate support, equipment or adjustments will be provided to reduce identified risks.

10.3 Any equipment provided by SPT for homeworking remains the property of SPT and must be maintained in good condition.

10.4 Homeworkers must report any DSE-related issues or concerns to their line manager as soon as possible.

11. Reasonable Adjustments

11.1 SPT is committed to supporting employees and learners who have disabilities, health conditions or individual needs that may affect their use of Display Screen Equipment. Where identified through a DSE assessment, medical advice, Occupational Health recommendation or employee disclosure, reasonable adjustments will be considered on an individual basis to support the health, wellbeing and safe use of DSE.

11.2 Adjustments may include changes to equipment, workstation layout, working arrangements or other suitable measures, where reasonably practicable.

12. Reporting Problems and Concerns

12.1 Employees should report any DSE-related pain, discomfort, or other health concerns to their line manager as soon as possible.

12.2 Learners should report any DSE-related discomfort or equipment issues to their trainer or a designated staff member.

12.3 All reported issues will be investigated, and appropriate action will be taken.

12.4 Where DSE-related symptoms persist, where identified adjustments do not adequately control the risk, or where there is a need for specialist advice, SPT may refer the employee to Occupational Health or another appropriate specialist for further assessment and recommendations. Any recommendations will be considered and implemented where reasonably practicable.

13. Policy Review

13.1 This Display Screen Equipment Policy will be reviewed annually, or more frequently if there are significant changes in legislation, working practices, or following any DSE-related incidents.