

Display Screen Equipment Policy

HSPP.005

Formal Review Cycle:	Annual		
Latest Formal Review (month/year):	2018-10	Next Formal Review Due (month/year):	2019-09
Policy Owner:	RM Health and Safety Manger		
Impact Assessed by:		Impact Assessment Date:	

APPROVAL REQUIRED:

SMT Y/N	Y	SMT Date approved:	2016-06-21	
Governor Y/N	N	Committee:	N/A	Governor Date approved: N/A

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Area/s of Staff Intranet:		Health and Safety					

Policy description

The College has an established general Health & Safety Policy which includes in its aims the continued maintenance of safe plant, equipment and systems of work together with the provision of adequate information, instruction, training and supervision to enable those affected to contribute to their own health, safety and welfare at work.

This policy extends those duties to include the requirements imposed by the Health and Safety (Display Screen Equipment) Regulations and subsequent amendments and the relevant parts of the Workplace (Health, Safety and Welfare) Regulations and the Provision and Use of Work Equipment Regulations.

The College Policy and Code of Practice on the use of Electricity at Work will also apply with respect to the installation and maintenance of Display Screen Equipment to which this Policy relates.

Supporting documentation:

- Reporting of Incidents, Disease & Dangerous Occurrences Regulations 1995
- The Health and Safety (Display Screen Equipment) Regulations) 1992
- The Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992

Links to other policies:

- Health and Safety Policy
- Electrical Safety Policy

1.0 EXECUTIVE SUMMARY

Craven College is committed to the safe operation and maintenance of its computer systems. In order to achieve this it will operate as set out in this policy, monitor and ensure the policy's effectiveness, and ensure all computers are managed without giving rise to any risks.

2.0 CONTEXT

The use of Display Screen Equipment (DSE) is commonplace throughout the educational environment and the College is no exception. It is widely accepted that work with DSE should not constitute a risk to the health and safety of the user provided that the workstation and working environment have been correctly designed and the user given guidance in safe working.

This Policy seeks to establish arrangements which provide the right environment for the maintenance of appropriate standards with regard to the purchase, installation and use of all DSE used in relation to College activities.

3.0 THE POLICY

3.1 Objectives & Duties

It is the policy of the College to ensure that working with DSE will not adversely affect the health, safety or welfare of its employees.

3.1.1 The practice outlined in this Policy, should be implemented in its entirety by the individual managers concerned when considering the purchase and installation of DSE. Particular regard should be given to equipment selection, installation and general workstation design for DSE and advice sought from appropriate advisors. Managers must also ensure that adequate information, instruction and guidance is provided to all DSE users.

3.1.2 The Policy sets standards and procedures which should ensure the safe and effective use of equipment.

3.1.3 The Policy covers:

- a. Analysis of workstations to assess and reduce any risk found
- b. Selection and installation of equipment

- c. Design of the environment and workstation
- d. The provision of eye tests and eye screening
- e. Advice on health factors
- f. Guidance to users
- g. Assessment of possible fatigue which should be taken into account when designing the task
- h. Consultation with staff and their union safety representatives and the requirement to provide them with copies of the assessments
- i. Arrangements for consultation regarding DSE.

3.1.4 The Policy requires:

- An analysis of existing workstations to be conducted to assess and eliminate / reduce any risks found
- All new workstations to comply with the established standards before first use
- That the health, safety or welfare of College employees is not adversely affected by working with DSE

3.2 Responsibilities

3.2.1 Heads of School and other Departmental Managers will ensure that:

- a. An assessment of both existing and proposed workstations is undertaken
- b. Any condition or illness which could affect their own or staff capability as a DSE user is reported, to ensure that there is no further risk from continuing DSE work
- c. Any eye correction or workstation equipment provided is used
- d. Their own safety and that of others who may be affected is ensured as far as possible

3.2.2 Students who use DSE are required to:

- a. Follow the instructions given by the College with regard to the use and operation of DSE
- b. Advise the member of staff supervising, of any condition or illness which could affect their capability to safely use the equipment provided
- c. Report any defect or problems encountered whilst using DSE
- d. Ensure, as far as possible, that their actions do not affect the health or safety of others

3.3 Eyesight

3.3.1 Provided the DSE design is satisfactory and the workstation and environment are adequately assessed and controlled, operators with average or corrected eyesight should experience no discomfort. It is estimated, however, that up to 30% of the working population have uncorrected or inadequately corrected eyesight. DSE users in this category may suffer some eye fatigue.

3.3.2 DSE users are entitled to an eye or eyesight test which will be provided as soon as possible by a registered optometrist, who may be appointed by the College, at no cost to the employee. Employees are encouraged to avail themselves of eye screening facilities.

3.3.3 The standards adopted under this Policy are those recommended by the Association of Optometrists for DSE operators.

3.3.4 Users who wear contact lenses may require additional single lens glasses to operate their display equipment. The Association of Optometrists considers contact lenses as being suitable for DSE users and should not present any problem for the wearer.

3.3.5 Should any DSE user experience headaches, eye discomfort, pains in muscles or limbs, they must inform their manager and seek advice via the Health and Safety Manager who will arrange eyesight screening and workstation assessments as necessary to identify possible problems.

3.4 Other DSE Health Factors

3.4.1 Advice on health matters and DSE use is contained in this Policy.

- 3.4.2** Pregnant women, or any operator who is concerned about health issues, should inform their manager who will arrange an interview with the Health and Safety manager via Human Resources. If necessary, a referral to a medical agency will be arranged for further guidance.
- 3.4.3** Work Related Upper Limb Disorder is a condition which has received much publicity. This disorder can be caused by work conditions involving repetitive use of wrist, arm or shoulders. It is essential that the working conditions and environment conform to the standards set out in this Policy together with the provision of appropriate levels of guidance for users.
- 3.4.4** Many of the health problems associated with DSE can be completely overcome by following very basic guidance concerning DSE use. Employees should understand that this Policy requires that such guidance is observed in the interests of their continued good health.

3.5 Ionising and Non-ionising Radiation

- 3.5.1** The low level electro-magnetic radiation emissions from cathode ray tubes used within display screens are well within internationally accepted safety limits. Purchasing from reputable manufacturers should ensure that equipment is safe, however, those involved in purchasing such equipment, and in particular the College Technology Services Department, should ensure that they know and understand the standards which apply to such equipment. The use of more recent technology based on LCD or LED backlighting removes many of the worries related to potential radiation exposure.

3.6 Avoiding Fatigue

- 3.6.1** Few users will work continuously reading a display screen, many will input data using a keyboard and glance occasionally at the screen to check accuracy. In this way natural breaks are built into the work procedure. Other duties, interruptions and natural breaks will all reduce actual time spent looking at the screen. Working patterns should be designed to ensure that no user is required to give unbroken attention to DSE screens for a period in excess of two hours.
- 3.6.2** In cases where the normal interruption of DSE work is not a feature of the job, breaks should be taken before the onset of fatigue and should ideally be taken away from the screen. It should be recognised that short frequent breaks are more satisfactory than occasional, longer breaks. eg a 5-10-minute break after 50-60 minutes' continuous screen and/or keyboard work is better than a 15 minute break every two hours.

3.7 Training

- 3.7.1** The College will ensure through the managerial arrangements that all employees who use DSE receive adequate guidance and are competent to discharge their duties.
- 3.7.2** All staff will be assigned to do a DSE training course online, which will then enable them to review their own workstation and then contact the Health and Safety manager for further advice.

3.8 Assessment of Risk

- 3.8.1** The Regulations require that a suitable and sufficient assessment of the risk of all DSE activities is undertaken. The aim of the assessment is to identify any health risks, both immediate and cumulative, and for managers to take the necessary preventative action.
- 3.8.2** As far as it is reasonably practicable, DSE will be selected on the basis of optimum clarity and stability of image for the tasks to be undertaken.

3.8.3 Under this Policy, Heads of School and Departmental Managers are required to see that an assessment of risk in accordance with the College's policies and procedures has been done and to record both the findings and action taken. Such assessment must be kept up to date and made available to employees and their representatives on request. See Appendix one.

3.8.4 Persons undertaking assessments for the purpose of this Policy shall be competent, having sufficient knowledge of the working environment and a practical understanding of the DSE work being undertaken.

3.8.5 The College Health and Safety Manager will assist with such assessment on request, but the duty to undertake and record the assessment will rest with the individual manager.

3.9 Implementation

3.9.1 This Policy will be implemented under, and in accordance with, the terms of the College's Health and Safety Policy.

3.9.2 The College's Health and Safety Manager will keep under review the implementation of this Policy and any subsequent Codes of Practice and will advise the College Health and Safety Committee accordingly.

3.9.3 The arrangements necessary within Curriculum or Business Support Areas for the implementation of the Policy and Code of Practice and any revisions will be the responsibility of the appropriate Head of School or Departmental Manager.

3.10 Monitoring and Review

3.10.1 The College's Health and Safety Committee will monitor the implementation of this Policy on behalf of the Principal.

3.10.2 Each site Committee representative will be required to monitor the implementation of the Policy as part of the established safety inspection procedures. Random checks will be made during the routine safety inspections / audits to ensure that the objectives of this Policy are being achieved.

3.10.3 The College's Health and Safety Committee will review this Policy in accordance with any changes to the legislation or at any other time if there is evidence to suggest that the existing measures are no longer effective.

3.11 Definitions

Display Screen Equipment - means any display screen regardless of the display process involved.

User - means an employee who habitually uses display screen equipment as a significant part of their normal work or working day.

Workstation - means an assembly comprising:

- display screen equipment and an input device
- any optional accessories to the display screen equipment
- any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other item peripheral to the display screen equipment
- the immediate work environment around the display screen equipment.

Competent Person - The Health and Safety Executive have defined a competent person as "a person who possesses sufficient technical knowledge, experience and skills to be able to carry out the specific task". For College purposes, this will be someone approved by the College's Health and Safety Manager.

DISPLAY SCREEN AND WORKSTATION ASSESSMENT FORM

Name of User	<input type="text"/>	Date of Assessment	<input type="text"/>
School/Department	<input type="text"/>		
Location	<input type="text"/>		
Area	<input type="text"/>		

1.0 WORKSTATION	YES	NO
1.1 Is your chair stable and does it has adjustment for seat height, backrest height and angle?	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Can you adjust your keyboard angle?	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Can you work with your forearms in a horizontal position?	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Do the chair arms get in the way?	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Is the screen at the right height for you and is it adjustable?	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Is the screen at the right distance for you?	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Do you have enough leg room at your workstation to allow a range of comfortable work positions to be adopted?	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Can you get in and out of your workstation easily?	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Is your work surface large enough to allow you freedom to position the screen, keyboard, other equipment and paperwork?	<input type="checkbox"/>	<input type="checkbox"/>
1.10 Can the screen and keyboard be moved independently?	<input type="checkbox"/>	<input type="checkbox"/>
1.11 Can you rest your forearms on the work surface in front of the keyboard?	<input type="checkbox"/>	<input type="checkbox"/>
1.12 Can you tilt and rotate the screen?	<input type="checkbox"/>	<input type="checkbox"/>
1.13 Is your work surface strong, stable and non-reflective?	<input type="checkbox"/>	<input type="checkbox"/>
1.14 Is your workstation free from tripping hazards (e.g. trailing cables)?	<input type="checkbox"/>	<input type="checkbox"/>
1.15 Is your workstation equipment free from electrical hazards (e.g. frayed leads) and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
1.16 Is a document holder available if required?	<input type="checkbox"/>	<input type="checkbox"/>
1.17 Can you rest your feet flat on the floor or foot rest?	<input type="checkbox"/>	<input type="checkbox"/>
2.0 VISUAL ENVIRONMENT	YES	NO
2.1 Is the text on your screen easy to read and is the image stable and free from flicker?	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Is your display screen free from glare and reflections?	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Can you adjust both the brightness and the contrast of the screen?	<input type="checkbox"/>	<input type="checkbox"/>

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|------------|----------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 2.4 | When you look away from your screen, does the lighting in other parts of the room appear to be adequate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.5 | Is the screen kept clean? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.6 | Are the symbols on your keyboard legible? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.7 | If required, are the windows fitted with curtains or blinds? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.0 | WORK ORGANISATION | YES | NO |
| 3.1 | Do you break up prolonged DSE work with other tasks or breaks? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2 | Do you find the software easy to use? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.0 | OTHER FACTORS | YES | NO |
| 4.1 | Have you received and read the guide 'Display Screen Equipment and Health'? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2 | Have you received information relating to eye and eyesight tests? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.3 | Do you wish to have an eye test? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.4 | Do you suffer any discomfort when using your workstation (e.g. headache, eye strain)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.5 | Is it quiet enough to work or hold a normal conversation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.6 | Do you find the temperature and humidity at your workstation acceptable? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.7 | Do you use DSE at home for business use? | <input type="checkbox"/> | <input type="checkbox"/> |

5.0 ANY OTHER COMMENTS

6.0 TO BE COMPLETED BY HEALTH AND SAFETY MANAGER

Name

Actions

Person Responsible

Target Date

Completed

Signature

Date