

# Display Screen Equipment (DSE) User Policy

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Document Title: Display Screen Equipment (DSE) User Policy			
Version No.	2	Policy Owner	Executive Director of Human Resources
Superseded version		Author Role Title	Health & Safety Adviser
Approval Date	3 <sup>rd</sup> March 2017	Approved by	POD
Effective Date	June 2020	Last Review Date	June 2021
Next review Date	June 2022		



## Display Screen Equipment (DSE) User Policy

### 1. Regulations Relating to the Use of Display Screen Equipment

- 1.1. Teesside University shall comply with the Health and Safety (Display Screen Equipment) Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 and any guidance notes which accompany the regulations.

### 2. Statement of Intent

- 2.1. The University will take appropriate steps to reduce health risks associated with the use of display screen equipment, by adopting a policy based upon care, support, assessment and education.
- 2.2. The University has a legal obligation only to employees. However, as a caring organisation, the University also acknowledges its responsibility to students.

### 3. Display Screen Equipment (DSE) User Definitions

- 3.1. **Employee:** A user will be defined as someone who uses DSE on a regular, continuous basis, however, where there is doubt as to the definition, then guidance is given in Appendix 1 of this Policy.
- 3.2. **Postgraduate students:** Postgraduate students who meet the criteria as applied to employees will also be regarded as users.
- 3.3. **Undergraduate students:** Are not classed as users. However, where it is likely that an undergraduate will spend a significant part of their daily work activity using DSE:
  - a) they should be provided with a firm work surface of an adequate size to enable them to display their work, together with a chair;
  - b) teaching time should be planned to allow regular work breaks.

### 4. Display Screen Equipment Workstations

- 4.1. The equipment classed as part of the workstation may include:
  - a) a Visual Display Unit or Terminal;

- b) disk-drive, telephone, modem, printer and document holder;
  - c) chair, desk and work surface;
  - d) the immediate work environment around the workstation.
- 4.2. All equipment purchased must meet the minimum requirements as laid down in Appendix 2 of this Policy.

## **5. Workstation Assessments**

- 5.1. All new starters are allocated Display Screen Equipment Assessment training using the online training portal.
- 5.2. All existing staff requesting an assessment will be assigned Display Screen Equipment Assessment training using the on-line training portal.
- 5.3. The training will consist of a module detailing how the workstation should be set up, followed by a self-assessment module which will enable staff to assess their own workstations.
- 5.4. Once the self-assessment is complete a report will be generated identifying any improvements required or issues that need attention. This report will be shared with the Health and Safety Centre who then pass this to the Line Manager or departmental/school DSE assessor for action.
- 5.5. DSE assessors are trained by the Health and Safety Centre or any appropriately qualified trainer to carry out assessments of workstations within their designated area.
- 5.6. Where able, the employee should correct any minor issues, such as adjusting the chair or monitor.
- 5.7. If a face-to-face assessment is required this will be carried out using the [display screen equipment assessors assessment form](#) which will also form the basis of the assessment record. These assessment records will be kept by the individuals line manager, who will ensure that appropriate corrective actions are carried out when necessary. A copy should also be sent to the Health and Safety Centre.
- 5.8. DSE assessments may need to be reviewed if the user identifies problems such as physical discomfort, if they change location, equipment, furniture, software or if the nature of their work tasks changes considerably.

## **6. Information, Instruction and Training**

- 6.1. Display screen equipment users will be informed/instructed by the content of the training module of:
  - a) any risks to their health and safety while working as a DSE user;
  - b) the measures taken to protect them from any such risks;
  - c) the arrangements that have been made to ensure regular changes of work activity.

- 6.2. Assessors will be given the necessary training to carry out the assessments, to maintain the appropriate records and to train the DSE users. This training will be recorded and kept by Human Resources.

## **7. Supervisors' Duties**

- 7.1. The daily activities of display screen equipment users will be planned to enable their work to be periodically interrupted by changes of activity.

## **8. Employees' Duties**

- 8.1. Employees should make full use of the adjustment capabilities of the workstation to avoid potential health problems.
- 8.2. Any health problems which may be attributed to the use of display screen equipment should be reported to their manager.

## **9. Eye and Eyesight Tests**

- 9.1. All users are entitled to an eye examination and an eyesight test provided by the University's contracted optician.
- 9.2. Arrangements have been made with a contracted optician to provide this service at no cost to the member of staff.
- 9.3. An individual classed as a DSE User will be provided with an eye test at their request:
  - a) when they first become classed as a DSE user;
  - b) at two year intervals or as advised on an individual basis by the ophthalmic optician;
  - c) on any occasion where the person concerned experiences visual difficulties which may reasonably be considered to be related to their work with display screen equipment.

## **10. Provision of Spectacles**

- 10.1. Following an eye examination and a sight test by the University's contracted Optician, users will be advised if they require spectacles specifically for DSE use. The University will provide these as detailed in Appendix 3.
- 10.2. Spectacles will not be provided for the correction of distance or near visual problems.

## **11. Liability for Costs**

- 11.1. The cost of providing eye and eyesight tests and where necessary spectacles, will be paid by the University through the contracted opticians eye care voucher. The eye care voucher explains that should your prescription be solely for VDU use then you will be offered a pair of glasses from a specific price range. If an individual chooses more costly spectacles, e.g. designer frames, tinted or coated lenses the individual will have to pay any additional cost.
- 11.2. The University will provide an eye care voucher enabling the DSE user an eye examination and eyesight test and the provision of spectacles according to the guidelines set out in Appendix 3.

**Guidelines on the Classification of Display Screen Equipment Users**

1. The HSE notes of guidance to the Regulations defines display screen 'users' as employees who habitually use display screen equipment as a significant part of their normal work, whether they are required to work at their employer's workstation, or a workstation at home.
2. In some cases, it will be clear that use of display screen equipment is more or less continuous on most days and the individuals concerned should be regarded as users. Where use is less continuous or frequent, other factors connected with the job must be assessed. It will generally be appropriate to classify the person concerned as a user, if most of the following criteria apply:
  - a) the individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results;
  - b) the individual has no discretion as to use or non-use of the display screen equipment;
  - c) the individual needs significant training and/or particular skills in the use of display screen equipment to do the job;
  - d) the individual normally uses display screen equipment for continuous spells of an hour or more at a time;
  - e) the individual uses display screen equipment in this way more or less daily;
3. If doubt remains regarding a member of staff's classification as a user, please contact the Health and Safety Centre for assistance.

### Required Standards for Equipment and Furniture to be Included as Part of a Display Screen Workstation

#### 1. Introduction

- 1.1. All furniture and equipment purchased to form part of a display screen equipment workstation, must conform to standards required under the Health & Safety (Display Screen Equipment) Regulations 1992. Those responsible for the purchase of such items must ensure that the standards outlined in these guidance notes are met.

#### 2. Screen/Display

- 2.1. The screen/display unit should:
- a) have a clear, stable and legible image, without flicker, jitters or glare;
  - b) have a controllable contrast;
  - c) be adjustable in the angle of tilt and swivel;
  - d) have a screen size which is compatible with the task.

#### 3. Keyboard

- 3.1. The keyboard should:
- a) be detachable and moveable, light but stable;
  - b) have a shallow keyboard slope of 10-15 degrees;
  - c) have separate numeric keys;
  - d) have non-reflective keys;
  - e) be tactile;
  - f) have a matt surround.

#### 4. Desk

- 4.1. The desk should be:
- a) of sufficient size to provide space for equipment, documents, the operator, and for the task to be undertaken;

- b) between 0.66 - 0.73 metres for non-adjustable desks, and 0.66 - 0.77 metres for adjustable desks, from the floor to the underside of the desk, to allow for knee clearance;
- c) 0.60 metres minimum - 0.80 metres optimum deep, and 1.2 metres minimum - 1.6 metres optimum long, to allow for flexible arrangements of equipment and documents;
- d) stable and have a matt finish, with no sharp edges.

## **5. Chairs**

### 5.1. Chairs should:

- a) be stable, with five star base configuration on castors and swivel to give access to work surface and storage;
- b) be adjustable in height (ideally 0.34 - 0.52 metres) have a backrest which is adjustable in height and tilt (minimum adjust ability range 0.38 - 0.42 metres);
- c) have a seat pan depth of at least 0.38 metres (minimum);
- d) have mechanisms for adjustments which are easy to operate from a sitting position.

## **6. Printers**

- 6.1. Printers should be relatively quiet when in operation, with acoustic hoods fitted where applicable.

## **7. Document Holders**

- 7.1. Document holders should be adjustable in height and tilt and should be able to hold a variety of documents firmly in place.

## **8. Footrests**

- 8.1. Where so required, footrests must be supplied.

### **Guidelines to Providing Cost of an Eye Examination and Provision of Spectacles**

1. All DSE Users of Teesside University are entitled to an eye examination and spectacles specifically for VDU use.
2. Teesside University has a contract with an Optician enabling staff to receive the above; this is the only Optician the University will fund.
3. To obtain an eye examination voucher, staff should email their request to the Health and Safety Centre at [healthandsafety@tees.ac.uk](mailto:healthandsafety@tees.ac.uk) providing name, job title, payroll number and School/Department.
4. Health and Safety Centre staff will confirm user entitlement and respond to the email.
5. All entitled staff will be provided with a voucher for the contracted Optician.
6. On receipt of the voucher, arrangements can be made by staff for an eye examination at the contracted Opticians. It should be noted any spectacles for VDU use only will have to be chosen at the same time as the eye examination is provided.