



The Dales School
North Yorkshire

Health & Safety

Display Screen Equipment
policy and procedures

Appendix 9

Person responsible: Ann Marie Ellis
Adopted and reviewed by the Governing Body : December 2022
Review Date: December 2023
Signed by the Chair:

1. General Statement

It is our policy that all computer (display screen) users will be assessed once they commence employment with us. This will help us determine whether or not they can be classified as “users” for the purposes of current legal requirements.

This assessment will be carried out by completing a Display Screen Equipment (DSE) questionnaire. This will then determine whether or not any further action is required. If so, a further assessment will be carried out by:

Myra Woods

2. The Legal Position

The law relating to the use of DSE equipment, such as computers, is covered by the Health and Safety (Display Screen Equipment) Regulations 1992 (the DSE Regulations). These Regulations set down a series of minimum standards for the workstations used by DSE users. This includes seating, lighting levels and workstation layout. We have also incorporated the amendments made to these Regulations in 2002.

3. Definition of ‘User’

The Guidance to the DSE Regulations defines a ‘user’ as someone who uses a computer for ‘continuous spells of an hour or more at a time’ on a ‘more or less daily’ basis.

4. Procedures

In order to comply with the DSE Regulations, we have introduced some procedures which are to be followed by all staff, these are as follows:

- All new employees who are required to use computers as part of their job role will be given a self-assessment DSE questionnaire to complete within 1 month of starting work with us.
- All existing employees who regularly use a computer should have completed a questionnaire. However, should a member of staff change workstations or become a DSE user for the first time, then another one should be completed. This should be done shortly after the change in location or job role. Whilst care has been taken to ensure that the questionnaire is self-explanatory, any queries can be referred to your line manager.
- Where the questionnaire identifies problems, such as glare, it is the responsibility of the individual’s line manager to ensure that these are rectified
- Staff are actively encouraged to try and rotate their job tasks in order to spend a few minutes an hour away from the computer screen. This time should be spent engaged in work duties such as telephone calls and general office administration. If any employee feels that their workload does not permit adequate breaks, this should be brought to the attention of the individual’s line manager. Where possible, this situation will be rectified.
- Where necessary, staff will be provided with training and information in order to help them set up their workstation correctly.

5. Employees’ Duties

Employees are expected to complete the self- assessment DSE questionnaire in a timely manner. They are also required to set up and operate their workstations correctly. In the unlikely event that any difficulties are experienced with workstations, employees should bring this to the attention of their line manager as soon as possible. Each employee is also expected to abide by the procedures laid down in this policy.

6. Eye Tests & Supply of Glasses

Any member of staff requesting an eye test or glasses, should refer to the NYCC policy on eye testing