

Statement of Safety Policy

Display Screen Equipment

Statement

The Council acknowledges that health and safety hazards may arise from the use of display screen equipment (DSE). It is the intention of the Council to ensure that any risks are removed or reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that inappropriate work practices or poorly set up workstations may encourage the onset of ill health. The Council will seek to give information and training to enable a fuller understanding of these issues. The implementation of this policy requires the total co-operation of all members of management and staff.

Application

This policy applies to all workstations at which DSE is used by people at work, including home workers, agency and temporary staff

This policy will apply to: -

- **Users of DSE**
 - People who use display screen equipment as a significant part of their normal work;
 - users are those who normally use display screen equipment for continuous or near continuous spells of an hour or more at a time;
 - use it in this way more or less daily;
 - have to transfer information quickly to or from the display screen equipment;
 - need to apply high levels of attention and concentration; or are highly dependent on display screen equipment or have little or no alternative means of completing the work/task;
 - home workers, agency and temporary staff.

Requirements

The Council will, in consultation with employees and their representatives:

- a) carry out an assessment of each workstation, taking into account the DSE, the furniture, the working environment and the employee;
- b) take all necessary measures to remedy any risks found as a result of the assessment;
- c) take steps to incorporate changes of task within the working day, in order to prevent extensive periods of on-screen activity;
- d) review software to ensure suitability for the task;

- e) on request, arrange for the provision of eye and eyesight tests for all designated "users" of DSE;
- f) arrange for the free supply of special corrective appliances (glasses) where required specifically for working with DSE;
- g) advise existing employees, temporary or agency staff, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

Training

The Council will provide information, instruction and such training as necessary to ensure that display screen equipment activities are conducted appropriately and as safely as practicable.

Responsibilities

Directors/Heads of Service/Area Managers/Head Teachers

Have a responsibility to:

- Ensure that the requirements of this policy are fulfilled.
- Ensure adequate resources are made available to comply with this policy.

Managers

Have a responsibility to:

- Ensure that the requirements of this policy are fulfilled.
- Ensure that DSE assessments are undertaken.
- Ensure that all necessary steps to investigate the circumstances of reported concerns are undertaken.
- Ensure corrective measures are taken where appropriate.
- Advise the employee of actions taken.

Employees and Agency/Temporary Employees

Have a duty to:

- Comply with the Council's policy.
- Comply with any instructions provided for reasons of health and safety.
- Attend or complete any training provided for health and safety.
- Report any problems associated with the use of display screen equipment.
- Advise the Council's Occupational Health Unit and his or her own general practitioner in the case of an adverse health condition relating to the use of display screen equipment.
- Report any concerns or failures in safety systems.

Health, Safety and Wellbeing Team

Have a responsibility to:

- Review completed DSE assessments and provide advice when required.
- Promote best practice relating to the use of display screen equipment.

These duties will be monitored by the Council through its management and appraisal processes. Where necessary, the Council will take appropriate action to ensure that these duties are fulfilled.

Monitoring

The requirements of this policy will be monitored by way of a risk-prioritised process of auditing and periodic self-audits and the monitoring of workstation assessments.

The training and responsibilities of individuals will be monitored by the Council through its management and appraisal processes.

Where necessary the Council will take appropriate action to ensure compliance with this policy.

Review

This policy will be reviewed if:

- New legislation is published or existing legislation is updated.
- New guidance is published or existing guidance is updated.
- Research, monitoring or auditing suggests that a review may be required.
- Incident investigation suggests that a review may be required.