

## Display Screen Equipment (DSE) Policy

The Health and Safety (Display Screen Equipment) Regulations 1992 (or DSE Regulations), as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, are relevant to all work involving staff members working on computers, laptops, tablets or similar interactive screens. The regulations set minimum standards for the protection of individuals from risks related to such work activities, in particular risks relating to visual problems, postural problems or fatigue experienced by designated Display Screen Equipment (DSE) 'users'.

A member of staff would be considered to be a DSE user or if they normally use DSE for **continuous or near-continuous spells of an hour or more** at a time; use DSE in this way **more or less daily**; have to **transfer information quickly**; and also need to apply high levels of **attention and concentration**; are **highly dependent** on DSE or have **little choice** about using it.

This Policy applies to University staff regardless of where they are working and is supported by arrangements, instructions, and guidance, which are available on the University's Health and Safety web pages.

Under the provisions of Ordinance 18, 'Health and Safety in the University', it shall be a duty of all staff, students and others working in the University to comply, as far as it is appropriate, with 'The Statement of Health and Safety Policy', together with any other rules and guidance that may apply. This Policy, together with supporting arrangements, instructions and guidance, forms part of the rules and guidance issued pursuant to 'The Statement of Health and Safety Policy'.

### Core Principles

1. Staff members who are users of DSE need to carry out the training provided on setting up their workstation and to complete a DSE Self Assessment Form on joining the University, whenever their workstation changes or if they are experiencing any discomfort. This form is available via the Health, Safety and Wellbeing web-pages.
2. If the Self Assessment Form indicates that there might be a problem which the user can fix them self, they must take the appropriate action. But if it identifies a problem which they themselves cannot address, they must bring it to the attention of their Supervisor or Manager, who must do all they can to ensure the requirements of the Self Assessment Form are being met.
3. Where a Supervisor or Manager cannot address any particular DSE problems flagged to them by their members of staff they should contact the health and safety helpdesk.
4. Where a member of staff reports particular health issues which might be related to DSE even after all of the steps above have been completed, then the Supervisor or Manager should discuss them with their HR contact and request a referral for the individual to the University's Occupational Health team, who will advise on additional arrangements or alterations which might be necessary.
5. DSE users are entitled to free eyesight tests once every two years, and for a contribution towards any corrective eyewear, in line with the details on the HR web-pages: the contribution toward eyewear will only apply where the optician deems them necessary for DSE use.

6. DSE users must take regular breaks from DSE work, at least one short break every hour, during which time they should carry out other, non-DSE related, work tasks in order to rest their eyes in particular.
7. DSE users must take reasonable steps to exercise and stretch in line with any advice provided within the Health, Safety and Wellbeing web-pages.
8. Only 'DSE Compliant' equipment and furniture should be purchased and provided for DSE users, and suitable checks must be made to ensure that equipment or furniture that might be 'non-compliant' is not brought into the University.

## Responsibilities

Heads of Departments are responsible for the implementation of this Policy with regard to the members of staff within their respective departments. All staff within departments must comply with this Policy and the associated arrangements, instructions and guidance.

The Directors of Estates and IT Services are responsible for ensuring that furniture and IT equipment provided for use by DSE users through their respective departments are compliant with the relevant regulations and standards.

The HR and OH teams are responsible for the implementation of this Policy with regard to the provision of additional support where health conditions are evident or are suspected. The HR department is responsible for providing access to eyesight tests and for provision for corrective eyewear if and when required.

The Director of Health and Safety is responsible for advising on the standards and regulations that must be achieved in order to meet legal requirements; for keeping the University's Health and Safety website up to date with the related policy documents; and for ensuring that spot checks and audits are carried out to provide assurance that activities are being carried out in compliance with this Policy.

## Review

This policy is dated March 2019. The policy will be reviewed at least annually.

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