

St Cyprian's Greek Orthodox Primary Academy



Display Screen Equipment Policy

Revised: May 2014

Reviewed & ratified by the Full Academy Trust on:

Date: 18/07/2014

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Position: CHAIR PREMISES + H&S

Our Mission Statement

'The aim of St Cyprian's Greek Orthodox Primary Academy is to provide its children with primary education of the highest quality in a supportive learning environment through the National Curriculum in core subjects, enriched by the progressive teaching of the Greek language and Christian Orthodox religion.'

The children will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and prepare them for transition to secondary education and to contribute positively to the challenges of a diverse multicultural society.'

1. APPLICATION

1.1. This policy applies to all users and operators of Display Screen Equipment (DSE) who work for St Cyprian's Greek Orthodox Primary Academy

2. POLICY STATEMENT

2.1. St Cyprian's Greek Orthodox Primary Academy will comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulation 2002.

3. ROLES & RESPONSIBILITIES

3.1. The Headteacher is responsible for ensuring that this policy is implemented throughout the school.

3.2. Line Managers are responsible for:

- Identifying DSE users in their teams
- Ensuring DSE users' workstations are assessed, and that assessments are periodically monitored and reviewed – See Appendix 1 & 2
- Taking steps to reduce the risks to DSE users so far as is reasonably practicable
- Ensuring that training and information is given to DSE users on the risks, the correct ways to set up their workstations and work methods to be used
- Ensuring DSE users' work activities include a mixture of screen and non-screen work or that users take regular breaks from their display screens
- Ensuring workstations meet minimum requirements of the above regulations
- Organizing free eye and eye sight tests and correct appliances where required
- Referring DSE users to the Occupational Health Unit where there are concerns about the users' health in relation to their workstations

3.3. Employees are to:

- Co-operate with the requirements of this policy. They must act in a safe manner and not endanger themselves or others through their acts or omissions.

3.4. The Health and Safety Representative will:

- Provide training on DSE assessments upon request
- Report any conditions that staff develop as a result of DSE use to the Health and

Safety Executive in accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

- Regularly review this policy particularly when there is any significant change in legislation or best practice
- Monitor school compliance with this policy
- Undertake a DSE assessment, every October, on all habitual users

4. TERMINOLOGY

4.1. For the purpose of this policy the term “DSE user” is defined as a being worker who habitually inputs or extracts information using DSE. Length and frequency of use of DSE should not be a consideration although managers may wish to use this as a method of prioritising assessments.

4.2. The term workstation includes all DSE including portable equipment in prolonged use such as laptop computers, handheld computers, personal digital assistants etc. The workstation itself is the assembly of equipment including:

- The screen / monitor
- The keyboard
- The mouse (or other input devices)
- The desk
- The chair
- The immediate work environment

Appendices:

DSE Guidance	Appendix 1
DSE Assessment	Appendix 2
Request for DSE Vision test	Appendix 3

Next Date of Review: May 2015

Display Screen Equipment Guidance

1. Display Screen Equipment habitual users

- 1.1. Managers should identify workstations that require assessment. Any person who:
- depends on the use of DSE to do the job; and / or
 - normally uses DSE for continuous spells of an hour or more each day

2. Assessments

- 2.1. Line managers must ensure that each workstation is analysed, with risks being assessed and reduced, so far as is reasonably practicable. Assessors will need to look at:
- The whole workstation (equipment, furniture and work environment)
 - The job being undertaken; and
 - Any special needs of individual staff
- 2.2. Where one workstation is used by more than one worker, whether simultaneously or in shifts, it should be analysed and assessed for each worker affected. Assessments must be carried out with the user and, where appropriate, the relevant safety representative.
- 2.3. All assessments should be recorded on the form at appendix 2 and should be retained, periodically monitored and reviewed following significant changes (for example, change in hardware / software) or, in any event, each year by the line manager.

3. Daily Work Routine of Users

- 3.1. Managers should try to ensure that jobs at display screens consist of a mix of screen and non-screen-based work to prevent fatigue. Where this is not possible, deliberate breaks must be introduced with a recommended frequency of a five to ten minutes break in every 50 minutes work at a computer. The break should involve the worker in doing other work tasks away from the screen; it does not mean stopping work unless it is a part of a normal structured break. DSE breaks should be included in working time.

4. Eyes and Eyesight

- 4.1. New and existing employees, including temporary employees, who habitually use DSE or who are experiencing visual difficulties considered to be caused by DSE work, are entitled to have a free eye and eyesight test. To organise this, the line manager must complete the form at Appendix 3 and send it to the Occupational Health Unit. The frequency of repeat testing will vary between individuals according to factors such as age.

5. Corrective Appliances

- 5.1. The eye and eye sight test will only cover the viewing distance used specifically for DSE work. Where the test shows it is necessary, special corrective appliances (normally spectacles) will be prescribed to correct vision defects. The costs of the test and up to £80 for basic special appliances (of a type and quality adequate for the function) are at the School's expense. If a user wishes to choose a more costly appliance (e.g. designer frames), he/she will be required to contribute the difference.

6. Training and Information

- 6.1. The Health and Safety representative can provide DSE assessor training for managers or staff that have been nominated to be the assessors.
- 6.2. When DSE assessors undertake assessments, they will train the staff for whom the assessments are carried out, on the findings of their assessments and how they should set up their work stations and work methods to avoid health problems. Where necessary, managers must ensure that their staff involved in DSE work are trained on the software packages they regularly use.

7. Workstation Requirements

7.1. Display Screen:

- Characters should be well defined and of adequate size and spacing
- The screen should be clean and free from dust
- The image on the screen should be stable, with no flickering
- Brightness and contrast between the characters and the background should be easily adjustable
- The screen should swivel and tilt
- The screen should be free of reflective glare
- Adjustable window coverings should be provided and in adequate condition
- The screens specification should be suitable for its intended use

7.2. Keyboard:

- The keyboard should be tiltable and separate from the screen
- There should be space in front of the keyboard to support hands /wrists The surface of the keyboard should have a matt finish
- The keyboard and the characteristics of the keys should be easy to use
- Characters on the keys should be easily readable

7.3. Mouse / trackball

- The device should be suitable for the task
- The device should be positioned to prevent overreaching
- The user's wrists and forearms should be sufficiently supported
- The device should work smoothly and at an appropriate speed
- The software settings should be adjusted to suit the user for speed and accuracy

7.4. Furniture:

- The workstation should allow a flexible arrangement of the screen, keyboard, documents and related equipment
- The workstation should be laid out so that the user can comfortably reach equipment and papers
- All surfaces should be free from glare and uncomfortable reflections
- The document holder (where required) should be stable, adjustable and positioned to minimise the need for uncomfortable head and eye movements

7.5. Work Chair:

- Seat back should be adjustable in height and tilt
- The seat height should be height adjustable
- The seat should swivel easily

- The seat should be fitted with 5 star castors or glides and move freely
- Footrest should be made available if needed by the user

7.6. **Environment:**

- Space - the workstation should provide space for the user to change position and vary movement
- Lighting - room or task lighting (lamps) should ensure satisfactory lighting and contrast between screen and the background environment
- Reflections and glare - sources of light or brightly coloured fixtures or walls should not cause glare or reflections on the screen. Where possible windows should have suitable adjustable coverings
- Noise - the workstation or environment should not be so noisy as to distract the user's attention or disturb speech
- Heat - the workstation equipment should not produce excess heat
- Humidity - an adequate level of humidity should be established and maintained

7.7. **Software:**

- When introducing tasks using DSE, the following principles should be taken into account:
 - Software must be suitable for the task
 - Software must be easy to use and where appropriate adaptable to the level of knowledge or experience of the user
 - Systems must display information in a format and at a pace which are adaptable to the users
 - The user should be appropriately trained to use the software

7.8. **Portable computers ('Laptops')**

- New portable computers should be selected with ergonomic features in mind, including:
 - As low a weight as possible (e.g. 3kg or less) for the computer and accessories
 - As large and clear a screen as possible (e.g. 14" diagonal or more)
 - Detachable or height adjustable screen
 - As long a battery life as possible, or extra transformer/cable sets so the user has a set in each main location where the portable is used and so only carries the computer
 - Touch pad, roller ball or external mouse rather than 'nipple' trackpoint device
 - Wrist pad between keyboard and front edge of portable
 - Lightweight non-manufacturer-branded carrying cases with handles and shoulder straps or lightweight trolley
 - Tilt adjustable keyboard
 - Facility for attaching external mouse and numeric keyboard
 - Friction pads to stop computer sliding
 - Sufficient memory and speed
 - Appropriate docking / downloading facilities

7.9. **Assessment of Laptops**

- Portable display screen equipment does not come under the requirements of the Display Screen Equipment Regulations 1992 unless it is in prolonged use. There is no clear definition of what constitutes 'prolonged use', however where portable equipment is habitually in use by a user as part of their normal work, it should be

regarded as falling within the regulations. Although some of the requirement for the workstation may not be applicable, the work should be assessed.

7.10. Recommendations on usage of Laptops

- Laptops should normally only be used for work outside the office unless a docking station (external keyboard and/or external display screen) is provided
- Portables should not be used for long periods when full sized equipment is available
- Keyboards should be placed at the right height for keying
- Manual handling guidelines apply to the carrying of laptops and appropriate cases for carrying should be used
- The screen should be adjusted so that the head is slightly downwards to view it
- The laptops should be placed to avoid glare problems
- Health & safety training relevant to the use of laptops should be given to users

DISPLAY SCREEN EQUIPMENT ASSESSMENT
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Date of Assessment:	Line Manager:
Name of user:	Location in office:
Employee Number:	
Job Title of User:	Premises address:
Contact Number of User:	Department:
Shared Workstation:	Name of Assessor:

Description of tasks:	Hours spent on DSE per week:
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Has there been any discomfort in using the equipment?
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Chair & seating	Y	N	Action required:
Torso reasonably upright, facing forward (not twisted)?			
Sitting fully into the chair?			
Back rest of seat goes up and down			
Backrest supports spine, particularly lower spine?			
Head & neck upright (not bent down, back or to the side)?			
Glasses do not affect head position (see above)?			
Telephone does not affect head position (see above)?			
Shoulders, upper arms & elbows relaxed by sides?			
Seat height goes up and down ensures elbows are at same height as keyboard?			
Forearms horizontal to keyboard?			
Wrists & hands straight (not bent up, down or to the side)?			
Space to rest hands & wrists in front of keyboard?			
Thighs horizontal to floor & lower legs vertical. Legs not crossed?			
Feet flat on floor / footrest & no pressure behind knees?			
Armrests adjustable (not a requirement)?			
Chair swivels & glides easily?			

Monitor	Y	N	Action required:
Monitor is directly in front of employee at a comfortable distance?			
Monitor height ensures that when employee has his / her head in comfortably upright position, his / her eye			

line comes to top of the screen?			
Screen size suitable for intended use?			
Document holder to be either at side of, & at same height as, monitor or across keyboard?			
Characters readable?			
Brightness & contrast adjustable?			
Glare avoided?			

Keyboard	Y	N	Action required:
Keyboard tiltable?			
Keyboard characters readable?			
Keyboard technique effective (use of all fingers, soft key touch & hands / wrists free of desk and wrist rest)?			
Are wrist & forearm kept straight while typing?			

Mouse	Y	N	Action required:
Mouse positioned by side of keyboard?			
Mouse moved from upper arm & shoulder (not the wrist)?			
Mouse suitable for tasks & works smoothly?			
Adjustable speed, accuracy and primary button ?			

Furniture & Environment	Y	N	Action required:
Work surface large enough (room to change position)?			
Reach distances comfortable?			
Surfaces free from glare?			
Lighting suitable?			
Window coverings work?			
Temperature & humidity comfortable?			
Noise levels comfortable?			

Software	Y	N	Action Required:
Software should have suitable format on the screen?			
Employee trained in main software used?			

Other Issues	Y	N	Action required:
Workload should be manageable?			
Frequent changes of activity away from the computer (5 to 10 minutes every hour)?			
Eye & eyesight checks explained?			
Gentle exercises explained?			
Correct set up & adjustment of workstation explained?			

Assessor's Comments:	
Signature:	Date:
Date of completion of corrective actions:	

Employee's Comments:	
Signature:	Date:

Line Manager's Comments:	
Signature:	Date:

Items to be order	<input checked="" type="checkbox"/>	Items to be arranged	<input checked="" type="checkbox"/>
Desk light		Blinds for windows	
Document holder		Chair fitting	
Fan		Eye sight test	
Foot rest		Over head lighting	
Monitor raiser		Program training	
Mouse		To be seen by Health & Safety Consultant	
Mouse mat		To be seen by Occupational Health	
Wrist support		Other	
Other			

Employees Confirmation of receipt of above items/recommendations	
<p>I acknowledge receipt of the above items/recommendations</p>	
Signature:	Date:

Request for DSE Vision Test

The following information is required to make an appointment for a DSE Vision Test:

Name	
Position	

To be completed by the line manager	
Is this person a habitual user of Display Screen Equipment? YES/NO Has a DSE assessment been carried out for this person? YES/NO	
Test Authorised by:	Print name: _____ Sign: _____

Once you have completed your eye test, please return this form along with your receipt of eye test and any appliances you have bought in order for the Academy to reimburse the costs to you.

For Office use only:

Date of test/...../.....

Receipt Received: YES/NO

Spectacles required YES/NO

Receipt received YES/NO

