

Display Screen Equipment Policy

Approving Body	<i>Health, Safety and Environment Committee</i>
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Policy / Guidance Owner	<i>Health, Safety and Environment Manager</i>
Policy / Guidance Contact	<i>Health, Safety and Environment Team</i> hasstaff@aber.ac.uk or 01970 62(2073)
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1.0 Purpose:

- 1.1 To provide guidance for the assessment of display screen equipment (DSE) workstations and the work activities of Users in order to minimise work-related risks to health.

2.0 Scope:

- 2.1 This document is intended for all 'Users' of DSE equipment in the course of their work at Aberystwyth University (AU).
- 2.2 To uphold the duty of care to employees in respect of the use of display screen equipment under the following legislation:
 - Health and Safety at Work etc. Act, 1974;
 - Health and Safety (Display Screen Equipment) Regulations, 1992;
 - Management of Health and Safety at Work Regulations 1999;
 - Provision and Use of Work Equipment Regulations 1998;
 - Workplace (Health, Safety and Welfare) Regulations 1992;

3.0 Definitions:

- 3.1 'User': A member of AU staff or an AU postgraduate research student who is required to use DSE equipment in an intensive fashion as part of their normal work.
- 3.2 'Display Screen Equipment' (DSE): Equipment that incorporates a visual display unit that shows text and/or images which have to be observed as part of a work activity and manual controls that need to be operated frequently as part of that work activity.
 - Examples of DSE in widespread use at AU include computer workstations, laptops, mobile devices, video editing equipment and microfilm / fiche readers. (Items of specialist research equipment - such as electron microscopes - are not included in the scope, though the ergonomic principles can be applied by those responsible for the training of Users of such equipment.)
 - *Note:* Any member of AU who possesses a relevant disability and needs to utilise DSE, irrespective of the above criteria, will require appropriate assessment and training. In such cases Human Resources and the Health, Safety and Environment Team may be consulted to assist in identifying 'reasonable adjustments'.

4.0 Responsibilities:

- 4.1 *Pro Vice-Chancellors for Faculties and Heads of Professional Service Departments:*
 - To ensure that DSE assessments are carried out.
 - To provide necessary funds for any workstation equipment or amendments required as a result of the DSE assessment.
 - To fund eye tests and the standard AU contribution to the cost of DSE spectacles if prescribed.
- 4.2 *Health and Safety Co-ordinators:*


- To assist their Pro Vice-Chancellor for Faculty / Head of Professional Service Department by coordinating the DSE assessment process with their own Faculty/Department.
- To establish and maintain records of Faculty/Departmental DSE assessments, including a register of all Faculty/ Departmental Users and submitted assessments.
- To inform Faculty / Departmental staff of the DSE assessment process.
- Completed DSE assessments should be stored within the Faculty / Department while the Users remain members of AU, and for a further five years after they have left.

4.3 *Managers/Supervisors:*

- To ensure that all individuals under their management or supervision complete and regularly review their personal DSE assessment.
- To submit any DSE assessments provided to them, to the local Health and Safety Co-ordinator.
- Ensure that Users of DSE undertake appropriate training for the use of DSE where it is required as part of their work activities.
- To pay due regard to outcomes of DSE assessments and make any management changes as necessary.
- To ensure that staff are aware that they must review their DSE assessments annually or if significant changes are made which could affect their validity, for example, major changes to the equipment, the nature of work or layout of workstations.
- To refer (in consultation with the local Health and Safety Co-ordinator) any User with DSE concerns after conducting their personal DSE assessment, to a qualified DSE assessor, via the Health, Safety and Environment Team.

4.4 *Users:*

- To undertake a personal DSE assessment, using the forms available on the Health, Safety and Environment Webpage (www.aber.ac.uk/en/hse/proc-prac/dse/).
- To submit a completed DSE assessment to their Manager/Supervisor.
- To pay due regard to the outcomes of the DSE assessment.
- Take responsibility for following advice resulting from a DSE assessment and any resulting guidance received.
- To report to their Manager/Supervisor any concerns regarding DSE.
- To complete and periodically review the information provided in the 'Working Safely with Computers' Health and Safety Essentials E-Learning training module (<https://www.aber.ac.uk/en/hse/training/hseessentials/>).
- To review their DSE assessment annually or if significant changes are made which could affect their validity, for example, major changes to the equipment, the nature of work or layout of workstations. An assessment



should also be reviewed if a medical condition arises that may be caused or exacerbated by the use of DSE.

- The University's Occupational Health Services should also be considered and consulted if necessary.

4.5 *Health, Safety and Environment Team:*

- To refer concerns raised by Managers/Supervisors to a qualified DSE assessor.
- To provide advice and guidance where necessary.

5.0 Practice (to be followed by Users):

- 5.1 Conduct a DSE assessment using the 'VDU workstation checklist' supplied on the Health, Safety and Environment webpage (www.aber.ac.uk/en/hse/proc-prac/dse/).
- 5.2 The actions needed to address any recommendations can be immediate (e.g. adjustment of a chair) or they may need to involve the DSO, Manager/Supervisor and Pro Vice-Chancellor for Faculty / Head of Professional Service Department (where changes to work patterns, equipment, software and/or facilities are needed).
- 5.3 The prime objective of the assessment is to try and prevent development of medical problems in the future. However, if the assessment uncovers an existing problem or if a relevant medical condition arises, which may be related to the use of DSE, further assessment by occupational health specialists may be needed; in such cases the issue should be noted on the assessment checklist and the University's Occupational Health Services should be consulted by the User (via the Human Resources Department).
- 5.4 Postgraduate Research Students may be able to claim for the costs of eye tests on the basis of low income. In the first instance form HC1W (available from GP or Student Wellness Centre) should be completed and sent to the address on the form. If support is refused take the letter to your department who will then arrange for payment as per the normal staff procedure.
- 5.5 Provide the completed assessment to their Manager/Supervisor.

6.0 Review

- 6.1 All DSE assessments should be reviewed and amended as necessary following any significant changes which could make their original findings invalid. This may include, but will not be limited to, possible changes such as:
 - Major changes in the software used;
 - Major changes in the hardware used (e.g. screen, keyboard, input devices, etc.);
 - Major changes in the workstation furniture;
 - Relocation of a workstation;
 - Significant changes to area (e.g. lighting, ventilation, etc.);
 - Substantial increase in the amount of time spent using DSE;
 - Substantial change in other aspects of the task.
- 6.2 In cases where no significant changes have been identified, DSE Assessments should continue to be reviewed at least annually.



7.0 References:

- 7.1 HSE (2003) Work with Display Screen Equipment, Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 Guidance on Regulations
<http://www.hse.gov.uk/pubns/priced/l26.pdf>
- 7.2 HSE (2003) VDU Workstation Checklist
<http://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/vduchecklist.pdf>