



# Broadbridge Heath Parish Council

## Display Screen Users (DSU) Policy

Adopted by Full Council : 3<sup>rd</sup> April 2023

Review: April 2024

Minute ref: TBC

Broadbridge Heath Parish Council as an employer, must protect its workers from the health risks of working with display screen equipment (DSE), such as PCs, laptops, tablets and smartphones.

### 1. Purpose and Scope

This policy is for:

- staff who use display screens continuously for their role regardless of if they are office or home based

This policy outlines the processes to be followed by employees when working with display screens.

### 2. Legal Responsibility & Policy Support

Broadbridge Heath Parish Council recognises its duty of care to its employees and its legal obligation to support employee wellbeing at work under the terms of:

[The Health and Safety \(Display Screen Equipment\) Regulations 1992 \(legislation.gov.uk\)](https://www.legislation.gov.uk) which apply to workers who use DSE daily, for continuous periods of an hour or more. We describe these workers as 'DSE users'. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.

[Health and Safety at Work etc. Act 1974 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

In law, employers must:

- do a DSE workstation assessment
- reduce risks, including making sure workers take breaks from DSE work or do something different
- provide an eye test if a worker asks for one
- provide training and information for workers
- recognise that incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain. The causes may not always be obvious.

The law applies if users are, for example:

- at a fixed workstation
- mobile workers
- home workers
- hot-desking (workers should carry out a basic risk assessment if they change desks regularly)

## More DSE guidance

HSE's leaflet "Working with Display Screen Equipment" gives more information about how to comply with the Health and Safety (Display Screen Equipment) Regulations here:

[Working with display screen equipment \(DSE\) \(hse.gov.uk\)](https://www.hse.gov.uk/working-with-dse/)

You can find detailed advice on the regulations in Work with display screen equipment here:

[Work with display screen equipment - L26 \(hse.gov.uk\)](https://www.hse.gov.uk/l26/).

## 3. Definitions

### Display Screen Equipment (DSE)

DSE means any alphanumeric or graphic display screen, regardless of the display process involved. This definition covers both conventional display screens, Laptops and other types such as touch screens and other emerging technologies.

However, it does not include the following:

- DSE mainly intended for public operation
- portable systems not in prolonged use
- calculators, cash registers or any equipment having a small data or measurement display required for the direct use of the equipment

### Laptops, Notebooks, Palmtops and Similar Devices

Users of notebooks, iPad's or similar devices will not normally have to carry out workstation assessments as such equipment should only be used on a casual basis.

### Workstation

A 'workstation' is defined as an assembly comprising:

- the DSE, keyboard, mouse or any other input device
- any optional accessories to the DSE
- any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other peripheral item; and
- the immediate work environment around the DSE.

### User

A 'user' means an employee who habitually uses DSE as a significant part of his/her normal work. This generally means someone who:

- normally uses DSE for continuous or near-continuous spells of an hour or more at a time
- uses DSE in this way more or less daily
- has to transfer information quickly with high levels of attention and concentration

## 4. Health and Safety

Broadbridge Heath Parish Council has a duty to protect its staff's health and safety at work in accordance with the provisions of the [Health and Safety at Work etc. Act 1974 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1974/73) and [Health and Safety at Work etc. Act 1974 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1974/73) and any regulations made under it.

Employees are required to comply with Broadbridge Heath Parish Council's Health and Safety Policy while they are at work and to take reasonable care of their own health and safety and that of any third party with whom they come into contact during the course of their employment.

### **Workstation Assessments**

If workers use display screen equipment (DSE) daily, as part of their normal work, continuously for an hour or more, employers must do a workstation assessment.

Employers and employees should look at:

- the whole workstation, including equipment, furniture, and work conditions
- the job being done
- any special requirements of a member of staff, for example a user with a disability
- where there are risks, take steps to reduce them.

Employers and employees must also do an assessment when:

- a new workstation is set up
- a new user starts work
- a change is made to an existing workstation or the way it's used
- users complain of pain or discomfort

Please see Appendix A.

### **Work routine and breaks**

The law says employers must plan work so there are breaks or changes of activity for employees who are display screen equipment (DSE) users.

There is no legal guidance about how long and how often breaks should be for DSE work. It depends on the kind of work you are doing. Take short breaks often, rather than longer ones less often. For example 5 to 10 minutes every hour is better than 20 minutes every 2 hours. Ideally, users should be able to choose when to take breaks.

In most jobs it is possible to stop DSE work to do other tasks, such as going to meetings or making phone calls. If there are no natural changes of activity in a job, employers should plan rest breaks.

Breaks or changes of activity should allow users to get up from their workstations and move around, or at least stretch and change posture.

### **Free Eye Tests**

An employer must provide an eyesight test for a DSE user if they request one. The employer must also pay for the test.

This should be a full eye and eyesight test by an optometrist or doctor, including a vision test and an eye examination.

If you require an eye test, please get this agreed with the Clerk then arrange the test. Once completed complete the expenses form and provide us with a receipt so that we can reimburse you for the cost.

### **Glasses for DSE work**

Employers only have to pay for glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed. If this is the case please include the cost of

basic glasses and lenses within the expense claim. Please note the cost for unprescribed upgrades (e.g. tints or treatments) or specialty frames will need to be met by the employee.

If an ordinary prescription is suitable, employers do not have to pay for glasses.

### **Risk Assessment**

Staff working in the office or from home are responsible for completing a risk assessment prior to working from home and each time anything changes in their home working environment. See Appendix A.

### **Display Screen Users Checklist**

Staff working in the office or from home are responsible for completing a DSU Checklist prior to working from home and each time anything changes in their home working environment.

See Appendix A.

## **5. Compliance**

Failure to comply with any aspect of this policy or related policies such as Health and Safety, Working from Home and the Social Media, Digital and Electronic Communications Policies may constitute a disciplinary offence.

***This policy is reviewed annually by the Clerk and submitted to the full council for approval. Last Reviewed: April 2023 Review Due: April 2024***

## APPENDIX A

### DSE & Workstation Risk Assessment – (DRAFT)

#### Environment

Is the room at a suitable temperature? (Too hot or cold can cause users to adopt poor posture)	
Is there sufficient ventilation and does the air feel comfortable? (air-conditioning or windows)	
Is the user's desk a suitable height so there is adequate space underneath?	
Does the user have enough room for all their equipment?	
Does the area have adequate lighting to prevent eye strain?	
Are there blinds to prevent window glare if required?	
Are cables tidy and not a trip hazard, levels of noise comfortable?	

#### Chair

Does the chair have an adjustable height, padding and free moving wheels and is stable?	
Does the chair have lumbar support for the user's lower back?	
Are the user's feet flat on the floor or footrest when sitting in the chair?	
Can the user position the chair comfortably in front of or under their desk?	

#### Keyboard

Is the keyboard separate from the screen so it can be suitably positioned?	
Is the keyboard directly in front of the user, with the G, H and B keys in line with the centre of their body?	
Do the keys only require a soft touch to use (not stiff)?	
Are the user's elbows at or around a 90 angle when typing? Are their arms relaxed at the side of their body when doing so?	
Is, the user's wrists supported either by a rest of the desk when typing?	
Does the user need to stretch their wrists and / or forearms when typing?	

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### Laptops

Does the user have a stand or raised support for their laptop so they can position it at an appropriate height?	
Does the user have a separate mouse and keyboard so they can adopt a proper posture?	
Check the user does not work with laptop on their lap to lead to a bad posture.	

### Monitor

Is the main monitor central on the user's desk and roughly an arm's length away? (user has to be directly facing it when sat in a neutral position)	
Is the user's eye level with the top of the screen? (head, neck and shoulders straight and relaxed)	
Can the monitor be tilted and raised / lowered?	
Does the monitor have brightness & contrast settings?	
Is the size of text displayed on the screen two or three times larger than the size of the smallest text the user can read?	
Is the monitor free from glare and does not flicker?	

### Mouse

Is the mouse a suitable shape and size so it fits comfortably into the user's hand?	
Does the mouse support the neutral position of the user's wrists and have suitable wrists support of necessary?	
Are the mouse's buttons and scroll wheel stiff or overly sensitive?	
Is the mouse clean and free from debris to ensure it can move smoothly?	
Does the user have to stretch their arm to reach the mouse?	
Is the user's arm close to their side when using the mouse with elbow at a slight open angle?	