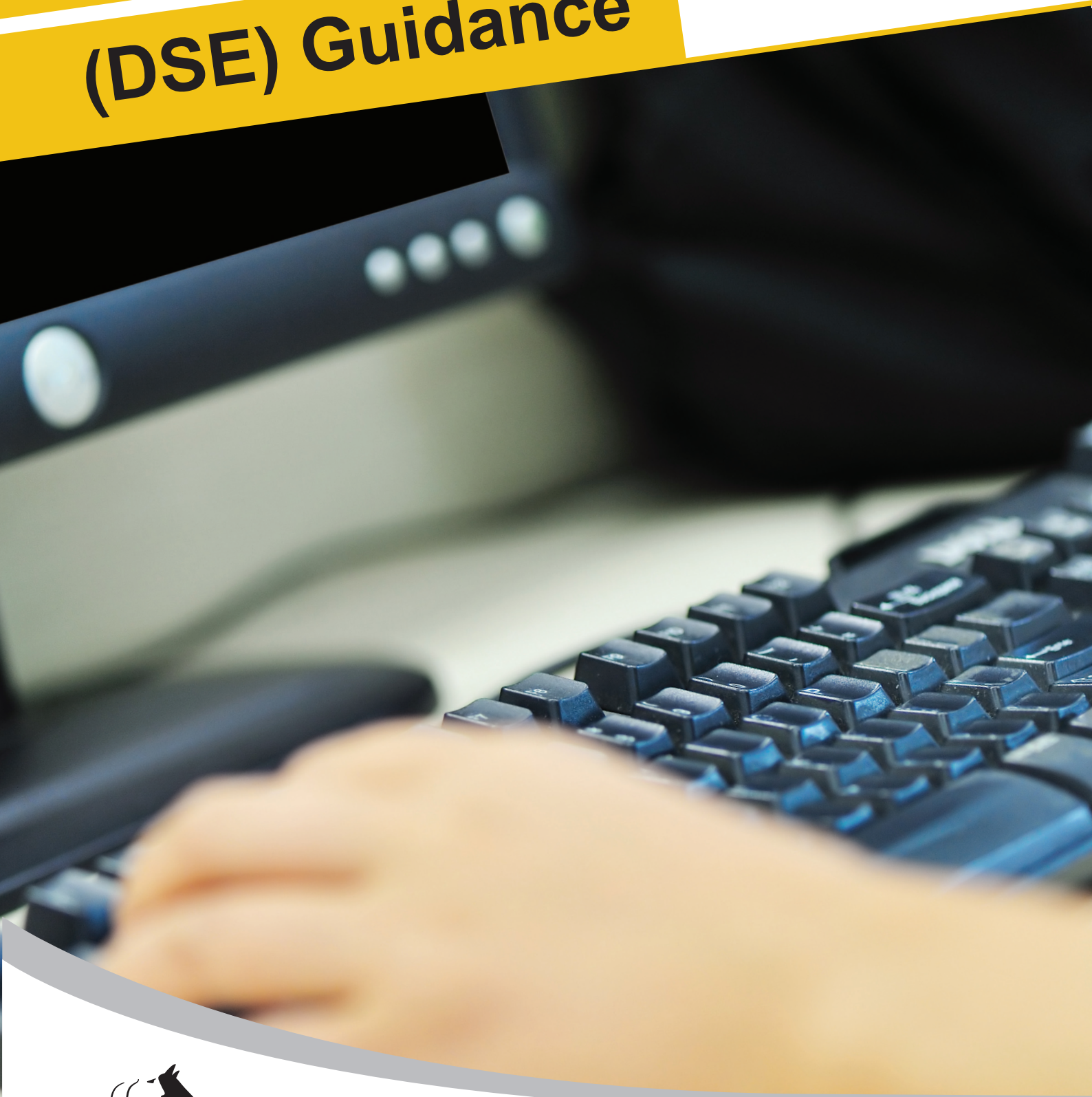


Review date April 2019

Display Screen Equipment

(DSE) Guidance



Coventry City Council

www.coventry.gov.uk

Introduction

This guidance provides information and guidance to assist managers to ensure that their staff can work safely and comfortably, and reduce the number and severity of work related ill health incidents due to Display Screen Equipment (DSE) use, regardless of work style for example:

- **Fixed worker:** employee working from one or fixed location
- **Mobile worker:** employee who works in more than one place or travels as part of their job
- **Agile worker:** employee empowered to choose how they work (from the same or different location) in order to meet the goals set for them to the standards required
- **Home worker:** employee required in their contractor of employment, or by mutual agreement with their manager, to work at home for the majority their working time due to the nature of the work

Equipment used in conjunction with or that accompanies computers and DSE is also subject to comply with equipment requirements, and includes for example:

- Keyboard
- Workstation
- Mouse
- Inputting devices
- Printer

The regulations do not apply to:

- Drivers' cabs or control cabs for vehicles or machinery;
- Display screen equipment on board a means of transport;
- Display screen equipment 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 direct use of the equipment.

Significant risks

The use of DSE is widespread throughout the Council and there are recognised health risks associated with its use. These include;

- Musculoskeletal problems
- Upper limb disorders
- Eyestrain
- Visual fatigue and stress

Occupational Health provide advice, information and support regarding musculoskeletal problems, work related upper limb disorders, eye testing and other work related health issues that might arise from DSE usage.

Management responsibilities:

- Provide adequate DSE workstations that conform to the minimum legal requirements to ensure their staff are able to work comfortably and safely
- Ensure that all users are provided with information and complete the e-learning DSE and Workstation Health and Safety training prior to conducting their on line self-assessment questionnaires using the ASSURE portal
- Appoint (and train), or have access to a competent DSE assessor
- Ensure that user DSE self-assessments are carried out for all users at least every 3 years or when required, e.g. following office moves.
- Ensure where arrangements have been made for staff to work 'FROM or AT home on a regular basis' that staff complete the DSE self-assessment questionnaire and the Home Working Employee Self Risk Assessment Checklist (Appendix 3 – HR Home Working Guidance)
- Review the findings of both the DSE and 'at home working' assessments, where required
- Encourage users to report any problems related to their DSE work, as soon as possible and take reasonable steps to resolve them
- Seek more detailed assessment via a DSE assessor if the outcome of the self-assessment indicates problems
- Ensure that all portable devices used for prolonged periods, such as mobile devices and tablet PCs, are assessed for use and that reasonable action taken to reduce any risks.
- Make referral to Occupational Health using the RD1 form where musculoskeletal symptoms are indicated
- Provide eye and eyesight tests on request, and special spectacles if needed, where an employee is categorised as a 'user' under the regulations

Employee responsibilities:

- Co-operate and comply with the requirements
- Undertake a DSE assessment at least every 3 years
- Plan work activities so that they include breaks or changes of activity
- Undertake relevant training and comply with Occupational Health procedures for health, welfare and eyesight testing

Minimum Workstation Requirements

All employee workstations accommodating display screen equipment must meet the minimum requirements stipulated with the HSE guidance L26 – Work with VDUs.

The requirements also apply for agency or short term contract employees working for the Council. However, there may be occasions where 'reasonable adjustments' are required under the Equality Act to facilitate an individual employee's workstation requirements.

Agile Working (Shared Workstations / Hot-Desking)

In addition to meeting the minimum requirements as part the Council's agile working framework under Kickstart, where the workstations are shared or a hot-desking system operated, the furniture and equipment must be suitable to allow each user to adjust the workstation quickly, to allow them to work safely and comfortably. For example, access to foot rest, adjustable monitor standard etc., as required.

Where a workstation is used by more than one person, it should be assessed in relation to all those who work on it.

When sharing or hot-desking, Users need only carry out one DSE assessment for their main workstation; following the e-learning training all users will be deemed capable of making the necessary arrangements to the workstation for their needs.

Training

DSE and Workstation Health and Safety (e-learning) [Click here](#)

Legislation

Health and Safety (Display Screen Equipment) Regulations 1992
Reason Adjustments for disabled working [Click here](#)

Further Information and Guidance

DSE Assessor and Manager Guidance
DSE hard copy Self-assessment Guidance [Click here](#)
Home Working Guidance [Click here](#)
Agile Working – Guidance for Managers [Click here](#)
Human Resources – Reasonable Adjustments [Click here](#)

Council forms

DSE Self-assessment
Eye Examination for DSE work - referral form [Click here](#)

HSE Guidance

HSE topic guidance on DSE with links to information, resources and FAQs [Click here](#)

L26 - Work with VDUs (62 page document detailing information on equipment considerations, assessment and special groups of workers e.g. homeworkers and agency workers) [Click here](#)

HSG 90 - The law on VDUs: an easy guide [Click here](#)

INDG36 - Working with VDUs [Click here](#)

Contacts

For further information contact:

Occupational Health, Safety and Wellbeing Services on 024 7683 3172 / 3117 or
e-mail healthandsafetyservicesadmin@coventry.gov.uk
Occupational Health on 024 7683 3255

If you need this information in another language or format
please contact Health and Safety on 024 7683 3172