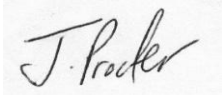


Display Screen Equipment (DSE) Policy

Review cycle:	1 / 2 / 3 years	Date: October 2025
Approved by:	Full Governing Body / Executive Headteacher	
Changes made in this review cycle:	Updated using ESCC model	
Linked policies:		
Signed:		October 2025
Position:	Executive Headteacher	
Date of next Review:	October 2028	

Display Screen Equipment Policy

Date: October 2024

Document summary

This document forms part of East Sussex County Council's Health and Safety Management System and should be considered in relation to the County Council's Health and Safety Policy to ensure that risks to all staff that use display screen equipment (DSE) at work are managed through training and assessment in its use. Where defects or special requirements are identified, line managers must ensure all reasonable controls are implemented.

Contents

Key Points:	3
Introduction.....	3
Responsibilities.....	3
Chief Officers:	3
Line Managers:	4
Health & Safety Team:	4
Employees:	4
Workstation Assessment	5
Eyesight	5
Training.....	5
Health Factors.....	6
Rest Breaks	6
Hybrid Home Working	6
Further Information and Guidance	7
Appendix 1: DSE Minimum Standards	8

Display Screen Equipment Policy

Key Points:

- It is the responsibility of all managers to ensure assessments are carried out of all workstations to identify risks to health and safety and to remove or reduce any risks to the lowest level reasonably practicable
- All workstations must comply with the minimum standards as detailed in the DSE regulations (Appendix 1)
- DSE users are entitled, on request, to have their eyes tested free of charge
- All DSE users (excluding schools) must complete the Display Screen Equipment (DSE) online training module.

Introduction

This policy aims to address the ergonomic and health-related issues around work with DSE so that it does not constitute a risk to health and safety. Definitions of the terms used in this policy are as follows:

- **‘Display Screen Equipment’** or **‘Visual Display Unit’** means any alphanumeric or graphic display regardless of the display process involved, e.g. personal computers;
- **‘User’** means an employee who is required to use display screen equipment, habitually, as a significant part of their normal work or working day, e.g. for continuous periods of at least an hour or more at any one time;
- **‘Workstation’** means an assembly comprising: -
 - display screen equipment, including laptops and any input device. e.g. keyboard, mouse;
 - any optional accessories to the display screen equipment;
 - desk, work surface or other item peripheral to the display screen equipment; and
 - the immediate work environment around the display screen equipment / workstation.
- **‘WRULD’** - Work Related Upper Limb Disorders.

This policy should be read in conjunction with the County Council’s policies in relation to flexible working and Agile initiatives where the same standards, in respect of DSE, apply.

Responsibilities

Chief Officers will:

- ensure that arrangements are in place for implementing this policy, where necessary by applying department specific guidance;
- have systems in place for the periodic monitoring of the implementation of this policy.

Line Managers will:

- implement and monitor this policy and associated documentation within their area of responsibility;
- ensure that assessments of workstations (including those used for homeworking) are undertaken to identify any risks from DSE work and recommendations made for their elimination or reduction. The DSE Self-Assessment Checklists are available on the intranet.
- Any risks identified through the checklists and through discussion with staff should be addressed, so far as reasonably practicable.
- ensure all assessments are recorded, kept and made available to staff and their representatives;
- ensure that they consult ICT Services at the planning stage before the introduction of new equipment or modifications to workstations and working environment, to ensure minimum standards are achieved;
- seek advice if necessary, from the Health & Safety Team with any specific concerns about health and safety;
- ensure all users are appropriately trained in the safe use of DSE. This can be achieved by completing the DSE online training module available in the [East Sussex CC: Log in to the site \(learningpool.com\)](https://learningpool.com)
- enable users to take suitable and sufficient breaks from DSE use by ensuring work is planned accordingly;
- ensure that when a user reports a (potential) health condition, in association with DSE work, advice is sought from ESCC's Occupational Health Provider;
- ensure only competent persons carry out installation, maintenance and repairs to DSE;
- monitor work with DSE to ensure it is carried out appropriately and without risk to health.
- ensure all DSE users understand they are entitled to an eyesight test and corrective eyewear prescribed specifically for use with DSE if they request it. This is available through the Smart Employee Eyecare (SEE) scheme via the intranet

Health & Safety Team will:

- promote and monitor the application of this key safety policy;
- provide guidance as requested;

Employees will:

- ensure that recommendations resulting from workstation assessments are fully understood and complied with;
- use any DSE in the intended manner, ensuring they are as comfortable as possible at their workstation;
- complete the DSE on-line training module (excluding schools who will have their own local arrangements in place);

- report any symptoms of discomfort, condition or illness which could affect their capability to work with DSE, to ensure that they are not put at further risk;
- use any prescribed corrective glasses.

Workstation Assessment

All workstations must be assessed, including new and re-located workstations, and existing workstations when new equipment is installed, or health issues are raised.

The aim of the assessment is to address ergonomic issues, and to identify any risk of injuries or conditions occurring, both immediate and cumulative, from the way in which DSE work is undertaken. This should enable managers and staff to take the necessary preventative action.

All users must complete the Self-Assessment Workstation Checklist - available on the intranet/webshop. The completed form must be returned to their line manager to ensure any remedial action is taken.

All assessments must be reviewed regularly or if there are substantial changes to the working environment, the software, the tasks undertaken, or the person indicates there is a potential health problem.

Eyesight

Provided DSE design and installation is satisfactory, and the workstation and environment are ergonomically adjusted, persons with properly corrected eyesight should experience no discomfort. It is possible, however, that some staff may suffer eye fatigue when using DSE.

DSE users are entitled to an eyesight test if they request it and are also entitled to corrective eye wear, when required for the purpose of using DSE. For Corporate staff eyesight tests are available through for the provision of Specsavers eyecare vouchers via the intranet. For school staff, the letter for the Optometrist, available on the Webshop, should be taken for completion and reimbursement will be via the school's delegated budget.

Training

Information and appropriate training on the health and safety aspects of DSE, must be given to all users; and should be included as part of the induction programme for new staff.

Therefore, all users (excluding schools) should complete the Display Screen Equipment DSE online training module. Schools have the option to purchase the Astute e-learning package or should make alternative arrangements for training their users.

Specific training related to their computer use should cover, as appropriate, statutory requirements, the employee's role in the recognition of hazard and risks, the need to take regular breaks, their contribution to assessments, and the ergonomic use of DSE to facilitate good posture and personal comfort and the obligation to report any health concerns to their manager.

Further guidance can be obtained from the Health and Safety Team.

An appropriate record must be kept of the information and training provided.

Health Factors

If an employee is diagnosed by a medical practitioner as suffering from a WRULD, or experiences persistent headaches, eye discomfort, aches and pains in muscles and limbs, back or neck, or other health concerns which could be associated with DSE work (whether or not resulting in absence from work) they must inform their manager.

The manager will then ensure the employee completes another assessment of their workstation to identify appropriate remedial action.

If this assessment does not resolve the situation, the manager must contact the County Council's occupational health provider to consider whether a formal Health Referral would be appropriate. The outcome of the Health Referral should assist in identifying further remedial action.

If, following completion of the above, the situation cannot be resolved satisfactorily, then changes in work pattern, redeployment, or other approaches may have to be considered.

Records should be kept of all such measures outlined above.

Although research has been carried out on possible health effects from exposure to electromagnetic radiation, no adverse health effects have been shown to result from any emissions from DSE. Consequently, current advice from the HSE and the Public Health England is that no special protective measures are needed to protect the health of people from this radiation.

Rest Breaks

Working patterns should be arranged to ensure that no person is required to give unbroken attention to DSE work without pre-arranged breaks, e.g. typically a 5/10 minute break after 50/60 minutes continuous DSE work.

In cases where the normal interruption of DSE work is not a feature of the job, breaks should be taken as above, before the onset of fatigue and ideally away from the screen.

Hybrid Home Working

Staff who use computers at home as part of hybrid working arrangements should ensure they have completed the online DSE training before completing the Hybrid Homeworking Checklist. On completion, any issues highlighted must be discussed with your line manager.

The checklist will help ensure:

- a comfortable, sustainable posture while working with DSE when working from home
- any equipment provided is safe and suitable for use

office-type furniture or equipment may not necessarily be needed at home to achieve a good posture. The HSE have information and a video to help adapt non office equipment to provide the comfort and posture support you need.

Further Information and Guidance

The following documents and information links should be used to cross reference as applicable: -

- Risk Assessment Policy
- Work Equipment Policy
- The HSE Website - [Working safely with display screen equipment: Overview - HSE](#)
- The HSE Website - [Working with display screen equipment at home- MSD - HSE](#)
- Mobile Working Guidance - [Mobile-Working-Risk-Management-System.pdf](#)

Appendix 1: DSE Minimum Standards for Typical Office Workstations

Display screen

- The display screen should preferably be in front of the user
- The characters on the screen shall be well-defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.
- The image on the screen should be stable, with no flickering or other forms of instability.
- The brightness and the contrast between the characters and the background shall be easily adjustable, and also be easily adjustable to ambient conditions.
- The screen must swivel and tilt easily and freely to suit the needs of the person.
- It shall be possible to use a separate base for the screen or an adjustable table.
- The screen shall be free of reflective glare and reflections liable to cause discomfort.

Keyboard

- The keyboard shall be in front of the user, tiltable and separate from the screen to allow a comfortable working position, avoiding fatigue in the arms or hands.
- The space in front of the keyboard shall be sufficient to provide support for the hands and arms.
- The keyboard shall have a matt surface to avoid reflective glare.
- The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the comfortable use of the keyboard.
- The symbols on the keys shall be adequately contrasted and legible from the working position.

Using a Mouse

- The mouse should be positioned within easy reach, with the forearm supported on the desk.
- It should be used with the wrist straight, and without gripping the mouse too tightly.
- A mouse mat of soft foam material should be used and, if needed, with an integral wrist rest.
- The mouse and roller ball should be regularly cleaned.
- The sensitivity of the mouse should be adjusted to reduce the amount of movement required.

Work Desk or Work Surface

- The work desk or work surface shall have a sufficiently large, low reflective surface and allow a flexible arrangement of the screen, keyboard, mouse, documents and related equipment.
- Any document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movements.
- There shall be adequate space to arrange a comfortable position.

Work Chair

- The work chair shall comprise five castors, be stable and allow easy freedom of movement and a comfortable position.
- The seat shall be adjustable in height.
- The seat back shall be adjustable in both height and tilt.
- A footrest shall be made available to any person where a need is demonstrated.

Space Requirements

The workstation shall be dimensioned and designed so as to provide sufficient space for persons to change position and vary movements.

Lighting

Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements of the person.

Possible disturbing glare and reflections on the screen or other equipment shall be prevented by co-ordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources.

Reflection and Glare

Workstations shall be so designed that sources of light, such as windows and other openings, transparent or translucent walls, and brightly coloured fixtures or walls cause no direct glare and no distracting reflections on the screen.

Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation.

Anti-glare screens may be appropriate as a last resort.

Noise

Noise emitted by workstation equipment shall be taken into account at the design stage to ensure that attention is not distracted, and speech is not disturbed.

Heat

Workstation equipment shall not produce excessive heat which could cause discomfort.

Humidity

An adequate level of humidity shall be established and maintained.

Software

In designing, selecting, commissioning and modifying software, and in designing tasks using display screen equipment, the following principles shall 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 person, with no quantitative or qualitative checking facility used without the knowledge of the person;
- systems must provide feedback on the performance of the software;
- systems must display information in a format and at a pace appropriate to the person's ability, and
- the principles of software ergonomics must be applied, in particular to data processing.