Display Screen Equipment

Guidance
Introduction
The use of DSE has become a significant part of everyday work-life for most people. Proper design and organisation of jobs, provision of appropriate equipment (i.e. desks and chairs) and some control over the working environment (e.g. temperature, lighting etc.) can prevent many problems from occurring. This Guidance gives more information on how DSE users can ensure their immediate working environment is properly managed to prevent injury or damage to their physical and/or psychological health.

Definitions

Display Screen Equipment (DSE) – computers or hand-held devices that display information and are provided by the University to be used by staff in connection with work. DSE (previously referred to as Visual Display Units or VDUs) can include: desktop computers, laptops, hand-held devices such as iPads, tablets, mobile phones, also touch-screen tills etc.

Workstation – the area that accommodates your display screen equipment. When a DSE assessment is carried out, desks, chairs and the immediate environment (e.g. lighting, temperature,) are also considered.

DSE user – staff member who uses a computer in connection with work:

- Staff member – any member of the University of Leeds who is paid a salary.
- Temporary / agency staff (contracted for three months or more).
- PG research staff - if paid.
- Non-Leeds-based staff - staff members whose usual place of work is not in Leeds.

Roles and actions
The health and safety responsibilities of staff, students or visiting personnel are set out in the University Health and Safety Policy (http://www.leeds.ac.uk/safety/policy.htm). In addition to these, some proposed roles and actions relating directly to this protocol are listed below.

DSE users
- Complete all sections of the online DSE module (interactive learning, multiple choice quiz and self-assessment) every two years.
- Adjust your DSE to suit your individual needs.
- Inform your Health and Safety Manager (HSM) if there are concerns with your DSE assessment that you cannot resolve.

All staff
- Follow the appropriate Eye Test Procedure to take advantage of the free eyesight test.

DSE assessors
- Attend training in line with the Training Matrix.
- Meet with individuals to discuss any DSE-related concerns raised by the online self-assessment.
- Complete specific DSE assessments or refer individual to the HSM or Occupational Health.

Line managers
- Check that all your staff defined as ‘DSE users’ complete their online DSE module every two years, or after any significant change to their workstation, individual circumstances or ability.
- Know that your staff need to adjust their DSE to suit their needs.
- In conjunction with the Head of School/ Service, provide any equipment identified as necessary in the DSE assessment or make reasonable adjustments to suit the individual’s need.
- Check staff know they can have a free eye test by following the appropriate Eye Test Procedure.
- Refer staff as advised by the DSE assessor/ Health and Safety Manager to Occupational Health.

Heads of School/ Service
- Check that systems are in place to assure yourselves that this Standard is being met in your school/ service.
• Appoint DSE assessors across your school/ service.
• Check your line managers know how and when to refer staff to Occupational Health.

Guidance

Completing the online DSE module
Staff identified as DSE users (see above) need to complete all three sections (interactive learning, multiple choice quiz and self-assessment) of the online DSE module every two years, or more often if there are significant changes. These significant changes can be to the workstation (e.g. moving offices) or the user’s circumstances or ability to use the equipment correctly (e.g. a medical condition, pregnancy etc.). The module can be found at https://leedsuni.britsafelearning.com/login/index.php

Adjusting the workstation
The third section of the online DSE module (self-assessment), will help DSE users identify if their workstation is set up to suit their needs, by asking some questions. If there are no actions to be taken, or no health and safety concerns raised through this assessment, then the workstation is considered to be fine. However, if there are health and safety issues raised, the DSE user will be asked if they can resolve them (adjust their workstation in line with the actions identified in the self-assessment).

DSE assessor addresses the actions
If the DSE user cannot resolve the issues, the online system will contact the Health and Safety Manager or DSE assessor, who will address the issues and may arrange a follow-up assessment. Any actions identified in the follow-up assessment will be sent to the individual and their line manager. Line managers have the authority and/ or resources to provide equipment identified, or to make reasonable adjustments to suit the individual’s need (e.g. extra breaks, change in lighting, new mouse etc.).

Free eye test
All staff members can take advantage of a free eyesight test. Line managers should ensure that staff are aware of this. More details can be found in the two Procedure flowcharts attached to this protocol. Staff may also be entitled to corrective lenses for DSE work depending on the findings of the eye test.

Equipment Faults
Any faults with the DSE equipment (hardware or software) need to be reported to your local IT Coordinator. Electrical DSE equipment is also considered as part of the Electrical safety Protocol and should be tested regularly – both though visual inspection and Portable Appliance (PA) testing. Your Health and Safety Coordinator will know more about this.

Reporting accidents, incidents and diagnosed chronic ill health conditions
Accidents or incidents related to working with DSE should be reported using the University’s online accident reporting system (Sentinel) through local processes. It can then be investigated as necessary by Health and Safety Services and Occupational Health. Diagnosed chronic ill health conditions related to working with DSE should be reported initially to the DSE user’s line manager.

Appointing DSE Assessors
Heads of School/ Service (with the HSM) appoint people locally to be DSE assessors and undertake follow-up assessments. These may be Health and Safety Coordinators or Office Managers, and are the first point of contact to discuss DSE-related concerns raised by the online DSE assessment. This role may also deal with providing equipment (monitor stands or footstools etc.), or helping staff to adjust their workstation.

Training
Training needs to be carried out in line with the Training Matrix attached to this protocol.

Variation to the Standard
In very occasional circumstances a variation to the Standard may be required. If this is the case, it is agreed in writing by the Head of Health and Safety. If you have any further questions or need advice, guidance or support please contact your Health and Safety Manager.