



The
COUNTY
HIGH SCHOOL
Leftwich

Achieving Excellence

Document Control Sheet

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STANDARD FOR USE OF DISPLAY SCREEN EQUIPMENT

1. PURPOSE

Introduction

- 1.1. Persons who use display screen equipment may be at risk from postural problems, visual problems, fatigue and stress. Health risks associated with display screen equipment are cumulative and develop over a period of time.
- 1.2. The Health and Safety (Display Screen Equipment) Regulations 1992 made under the Health and Safety at Work etc., Act 1974, came into force on 1 January 1992. The Regulations set out the protective and preventive measures to be taken to reduce the risk of injury or ill health from 'Users' of display screen equipment.

2. AIM OF STANDARD

- 2.1. The aim of this standard is to reduce the health risks associated with the use of display screen equipment and to set the requirements for compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002). To meet this aim the School will:
 - 2.1.1. Assign responsibilities for managing the health risks associated with using display screen equipment through the normal system of management within the School structure.
 - 2.1.2. Develop and promote procedure for informing staff of the health risks associated with the use of display screen equipment.
 - 2.1.3. Set up and maintain records of designated users, display screen assessments, training records and sight test provisions. These reflect the requirements of the Regulations as detailed in the Guidance on the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002).

3. SCOPE AND RESPONSIBILITY

- 3.1. The School's approach for fulfilling its legal obligation under the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002) is incorporated in this standard which is intended as the minimum requirement for all persons who habitually use display screen equipment.
- 3.2. This standard provides detail on the School's principles relating to those who habitually use display screen equipment. It also details the organisation responsibilities and records that are to be retained.

- 3.3. This standard applies to the School and covers full time and part time employees, temporary, agency and contract staff, volunteers and all other persons for whom the School has a direct or indirect responsibility.
- 3.4. The procedures for managing and monitoring the risks associated with use of display screen equipment are detailed within the School's health and safety arrangements.

4. REFERENCE AND RELATED DOCUMENTS

- 4.1. The Guidance on the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002) provides detailed information on complying with the requirements of the Regulations.

5. DEFINITIONS

5.1. Display Screen Equipment

Any alphanumeric and graphics display screen equipment including Monitors.

The Regulations do not apply to window typewriters, laptop computers used as portable systems and display screens used mainly by students.

Laptops are deemed unsuitable for regular prolonged use due to poor posture, which often cannot be avoided, and the small screen, which can increase eyestrain.

5.2. Workstation

The display screen equipment and all peripheral items (e.g. printers, mouse, telephone, and document holders), the work chair and desk and the immediate environment.

5.3. Users and Operations

The distinction is that '**Users**' are employees and '**Operators**' are self-employed persons/agency staff. Only '**Users**' are entitled to sight tests.

6. PROCEDURES

- 6.1. The requirements of the Regulations apply only to those designated as '**Users**' or '**Operators**'.
- 6.2. Those designated as '**Users**' or '**Operators**' shall be properly inducted, trained and informed for the tasks they are required to undertake.
- 6.3. **Workstation Assessment**
 - 6.3.1. The Business Manager Personnel / the Health and Safety Manager shall undertake an assessment of the workstation.
 - 6.3.2. If workstations are relocated or reorganised, it will be necessary to review the assessment or undertake a new assessment.

- 6.3.3. The objective is to reduce risks to the lowest level that is reasonably practicable.
- 6.4. 'Users' of Display Screen Equipment (DSE) should avoid intensive screen work by varying their work routine. Line managers shall have due regard for this requirement when organising work.
- 6.5. **Eyesight Test**
 - 6.5.1. On request, 'Users' are entitled to an appropriate eyesight test which is to be undertaken by a competent person. Entitlement to further examinations is in accordance with the Optician's recommendation.
 - 6.5.2. The procedure for obtaining an eyesight test is contained at Appendices 1 and 2. Where special corrective appliances (glasses) are prescribed, these shall be provided in accordance with Appendix 1.
 - 6.5.3. It should be noted that corrective appliances specifically for display screen work are only necessary in a minority of cases (typically less than 20%).

7. RECORDS

- 7.1. A record shall be retained of the workstation assessment for every 'User' or 'Operator' and be relevant to the current workstation location. Previous assessments shall also be retained for a period of 3 years.
- 7.2. A record shall be retained for every 'User' or 'Operator' to confirm they have been suitably trained and informed on the health risks associated with display screen work.

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Examples – Definite Users

Word processing operator employed on full time text input using dedicated display screen equipment. A mix of checking from screen, keyboard input and formatting. Some change of posture involved in collecting work, operating printer etc. Typically 5 hours daily on word processor. Part time workers required to work fewer hours but spending most or all of their working time on this kind of work would also be included.

Secretary or typist who uses a dedicated word processing system and laser printer. Word processing of reports, memos, letters from manuscripts and dictation, combined with electronic mail. Some variation in workload with a degree of control over scheduling throughout the day. Typically around 2 to 5 hours of daily word processing.

Senior or other Manager who uses display screen equipment frequently. A mix of checking from screen, keyboard input and formatting. Some change of posture involved in collecting work, operating printer etc. Typically 2 or more hours daily on word processor, spreadsheet etc.

Data Input Operator employed full time on continuous processing of invoices. Predominantly numeric input using numeric key pad. Other keystroke monitoring with associated bonus system. Part-timers, or other staff temporarily assigned to this work to deal with peak workloads, would be definite users while spending most of their working time on these duties.

Graphic Designer working on multimedia applications. Intensive scrutiny of images at high resolution. Large screens. Page make-up. Multiple input devices. Colour system critical.

Librarian carrying out intensive text input on dedicated equipment to add to information held on databases; accessing and checking on records held on databases, e.g. Bibliographic and lending references; creating summaries and reports, combining data held on the equipment and new copy input into the system. Display screen work either intensive throughout the day on most days, or more intermittent but still forming at least half of the librarian's total working time.

Examples – Possible Users – depending on circumstances

The following are examples of jobs whose occupants may or may not be designated as display screen users, depending on circumstances. In reaching a decision, line managers will need to judge the relative importance of different aspects of the work, weighing these against the factors and bearing in mind the risks to which the job-holder may be exposed. If there is a doubt over whether an individual is a display screen worker, carrying out a risk assessment should help in reaching a decision.

Finance Team (or similar post holders). Dedicated display screen equipment on desk. Daily enquiry and use of spreadsheets. Typically 1– 2 hours daily.

Receptionist whose job involves frequent use of display screen equipment, for example to check or enter details of each visitor and/or provide them with information.

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Procedure for Obtaining

EYE & EYESIGHT TESTS AND CORRECTIVE APPLIANCES

The following has been extracted from the Regulations (as amended) and clarifies School policy:

1. 'Eye and eyesight test' means: a test as defined by the Opticians Act 1989 and the Sight Testing (Examination and Prescription) (No 2) Regulations 1989. In simple terms, a full eye and eyesight test taking into account work with DSE.
2. Eye and eyesight testing should be performed by a competent person i.e. a registered ophthalmic optician or a registered medical practitioner with appropriate training.
3. 'Vision screening' test: This is a test to accurately assess vision at the distance at which a DSE screen should be viewed and may be used to determine whether or not further testing is required. It is not, in itself, an eye and eyesight test as required by the Regulations.
4. Employees who use DSE at or for work for, on average, an hour or more a day will be assessed by the Health & Safety Manager to determine whether or not they should be classified as a 'User'. All Users will undergo a DSE assessment.
5. DSE (sometimes referred to as VDU) 'Users' are entitled to eye and eyesight tests, at the expense of the employer, if they request them. Although such testing will not be denied, employees must not assume they may make their own arrangements and claim back the costs. Testing should be agreed beforehand with Senior Management or the Health & Safety Manager.
6. If the optometrist or doctor determines that an employee requires frequent testing, the employer is required to provide such tests but only if the need arises for work with DSE. Employers are not responsible for examinations etc. for eye complaints that are not related to DSE work.
7. If a user requires "special corrective appliances" (spectacles etc) for DSE work, the employer will cover the cost of such appliances. **However**, if the eyesight test finds a defect of sight which requires correction for purposes other than DSE use, but which might also include DSE use, the law does **not** require the employer to pay for any spectacles etc. prescribed.
8. Some users may wish to improve the appearance of the basic special corrective appliances by asking for nicer frames. The employer is not liable for the additional costs involved but may contribute towards the spectacles to the value of the basic special corrective devices – approximately £30.00.
9. Where a doctor or optometrist undertakes eye testing under the DSE Regulations, s/he must issue a report to the employer, copied to the user, stating clearly whether or not corrective appliances are needed specifically for work with DSE and how often testing should be done. This report **must** be handed to the Finance Department along with any receipt for eye test and qualifying prescription charges.
10. A full copy of the Regulations and HSE guidance in this matter is available from the Head of Finance
11. A proforma for the purpose of sight tests follows and must be used in all cases.

The County High School - EYESIGHT TESTS FOR DSE USERS

References:

- A. Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002)
- B. Opticians Act 1989
- C. Sight Testing (Examination and Prescription) (No 2) Regulation 1989

1. **DSE User:** _____ (PRINT NAME)

I request an eye and eyesight test under Regulation 5 of reference A. above.

Signed: _____ Dated: ____/____/____

2. **Head of Finance:** The person named above is entitled to an eye and eyesight test under Regulation 5 of reference A. above and is authorised to undergo such a test at the expense of the School.

Signed: _____ Dated: ____/____/____

3. **Optometrist or Medical Practitioner:** On _____ (date) I examined the above named DSE User, as required by Regulation 5 of reference A. above, in accordance with references B. and C. I understand the reason for the testing is in connection with the User's work with Display Screen Equipment and in this respect I am able to say that:

The above named User has/has not* a sight condition that requires special corrective appliances specifically for use with Display Screen Equipment.

* delete as applicable

A copy of the examination report has been handed to the User for her/his employer.

It is my professional judgement that this person should be retested every _____ months.

The cost of basic special corrective appliances from this practice is currently

£ ____ : ____ p

Signed: _____ Name: _____

Date: _____ Practice: _____

Thank you for completing this form.

DSE User: **This form must be returned to the Head of Finance.**