



# **Display Screen Equipment (DSE) Compliance Code**

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## 1. Introduction

Working with computers is not a specific high-risk activity. However, several adverse health effects can be associated with this work when the risks are not properly controlled. For example, bad posture can lead to back and upper limb pain, use of a small screen for detailed and complex work can cause eye discomfort and poorly designed work regimes can contribute to workplace stress.

The law requires that we reduce the risks involved in the use of Display Screen Equipment (DSE) as much as we reasonably can. This compliance code explains how we do this and everyone's responsibilities.

WNAT are committed to ensuring people working both on site and remotely can do so safely and effectively. Smarter working arrangements mean that more employees and workers are working in different locations, including more informal locations. This means that ensuring the correct equipment is provided and appropriate information is given to employees about how to use equipment appropriately is key to reducing the associated risks.

This compliance code details the equipment that can be provided to support this and applies to all employees and any casual workers on assignments of more than 3 months who regularly and routinely work from home (where self-employed workers, contractors or other third parties and other workers on contract for less than 3 months do not have a suitable home set up, managers should provide an office location for the individual to work from).

## 2. What is Display Screen Equipment (DSE)?

Display Screen Equipment is any equipment that includes word and number displays, in most cases at WNAT this will mean computer equipment but will also include tablets, smartphones, etc.

The risks from using DSE come not only from using the screen itself but the whole workspace, e.g., the chair, work surface, keyboard, mouse, working environment etc.

Anyone who uses DSE in their role should follow the guidance provided within this Compliance Code to ensure the workstation is adequately set up, including working from home, and should complete a DSE assessment (Annex A)

## 3. Responsibilities

**Managers** must ensure that:

- all staff have complete part 1 of the DSE Risk Assessment form.
- all staff identified as DSE users' complete part 2 of the DSE Risk Assessment form
- they review the DSE assessment forms and assess any issues identified. They validate the need and order any additional equipment identified in the DSE risk assessment (e.g. work station, chair and/or monitor) via the internal procurement route.
- all employees complete suitable DSE user training.
- records are kept of all DSE assessments.
- employees understand their responsibilities for setting up and using their work equipment correctly
- equipment is tested for electrical safety where it is required
- ensure that, prior to approving eye care vouchers, the employee has completed the DSE training and has completed a DSE assessment.

## **Employees and workers must:**

- Complete DSE training and complete the DSE assessment form every 2 years, or sooner where they are experiencing health problems or there are changes in work activities.
- Ensure they use equipment appropriately including when working in non-office locations such as mobile and home working
- Ensure they check their workstation set up each day or each time they use a different workstation.
- Notify their manager if they are experiencing health problems
- Carry out regular visual checks of their work equipment and make it available for formal testing and inspection when required and report any identified faults.
- Ensure that work equipment is used and stored correctly (e.g., in order to avoid damage to equipment).
- Return equipment that is supplied or funded by WNAT at the end of their employment and ensure that it is in good working order.

## **4. WNAT Owned Equipment**

The WNAT IT section will ensure that the appropriate testing and recording of WNAT owned DSE equipment is maintained and undertaken, this includes ensuring the users are notified and requested to visually check, and/or submit their equipment for formal testing.

## **5. Addressing risks and applying controls**

Managers must support employees and workers to implement any controls that are identified as necessary in the assessment process above, this will require the manager to discuss the assessment the employee has completed and advise on ways of working and/or if additional equipment is required. In most cases these controls can be made, by the individual, as the assessment is conducted. For example, adjustment of the screen height. Sometimes more substantial changes will be needed such as providing additional equipment.

## **6. Reasonable adjustments**

In the case of employees with disabilities or underlying health conditions this may include making *reasonable adjustments* to the workplace. As an example, reasonable adjustments for an employee who has recently suffered a reduction in their capacity to see clearly could include:

- Providing a large screen monitor and magnification software.
- Making changes to the workplace layout.
- Providing screen reader software
- Making instruction manuals more accessible.
- Relocating some minor duties to another colleague

In the case of shared workstations where reasonable adjustments have been made, for example the provision of a variable height desk or a head support to the chair, managers should ensure their teams allow the employee for whom the equipment has been provided to have priority in its use. Other people may, of course, use the equipment at other times.

Where an employee who needs adjustments works from more than one location the manager should discuss and review their activities that they need to undertake in the various locations e.g., at home and in an office. Consideration should be given to minimise the number of locations the employee needs to work from. Where it is determined significant deskwork is required in more than one location suitable equipment must be provided in all relevant locations.

## **7. Self-employed and agency workers**

Both self-employed and agency workers must complete the DSE assessment as per other staff when using WNAT equipment.

Where the contract is for less than 3 months, and it is identified that additional equipment over and above standard is required the manager should organise for the work to be carried out at an office base.

Where the contract is for more than 3 months, and additional equipment is needed, this should be provided to them in the same way as it would for employees.

## **8. Work breaks for DSE use**

Managers must support and actively encourage employees and workers to plan their work to interrupt prolonged use of DSE with changes of activity. Organised or scheduled breaks may sometimes be part of the solution. Where workstations are adequately equipped changes in activity should be taken at a frequency of 5 to 10 minutes every hour. If full equipment provision is not possible this should increase to a break every 15-30 minutes, depending on the other mitigating measures available. A change in activity can include undertaking a non DSE task, or simply changing focus and body position. Moving positions slightly after each 'break' can also assist. Where employees work remotely, the manager must ensure that they regularly discuss this requirement with employees.

## **9. Entitlement to eye tests and glasses**

For information see WNAT Eye Test Policy

## **10. Using portable computers and tablets**

The risk control strategies that apply to fixed equipment should, as far as possible, be applied when employees are using portable equipment.

## **11. Equipment maintenance**

Managers and employees must ensure that equipment supplied, is appropriately maintained. Maintenance of IT is the responsibility of the WNAT IT Section

Employees must carry out regular visual checks of equipment. Where signs of damage are identified such as equipment feeling hot to the touch, loose pins in plugs, cable damage or cracking, these must be taken out of use.

## **12. DSE user training**

All WNAT staff should complete DSE Awareness training irrespective of if they have been identified as a DSE user from completion of the DSE assessment. This will ensure an understanding of DSE use that can be implemented as required.

## **13. Reporting work-related ill health**

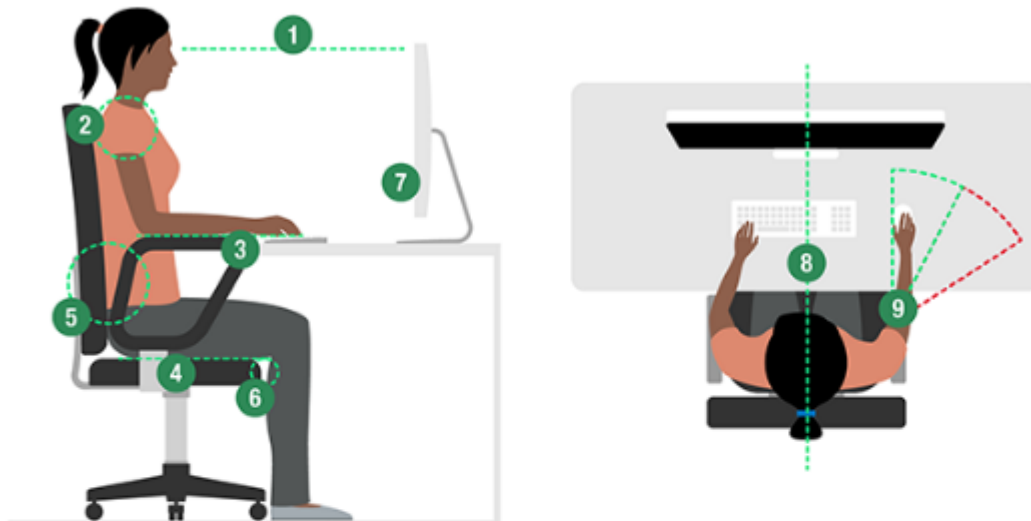
Employees who experience any ill-health symptoms (aches, pains) should report them to their manager.

## 14. Returning Equipment

All equipment owned by WNAT remains WNAT property and should be returned at the end of the contract/employment. Equipment should be ready to return on the last working day.

## 15. Workstation set up guidance including Laptops

### Standard workstation setup

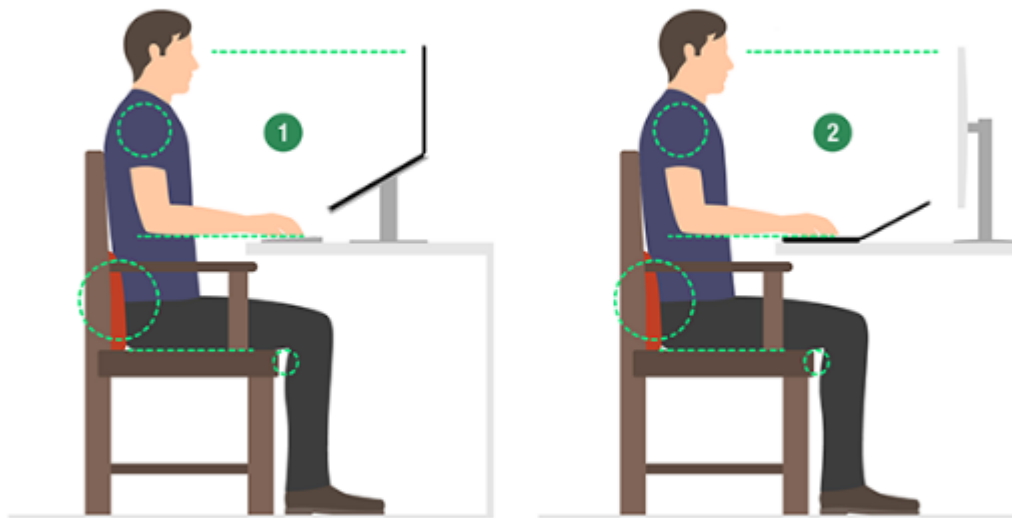


Work in this way to maintain good posture

1. Top of screen level with eyes, about an arm's length away
2. Relax your shoulders - try to position yourself high enough so you don't need to shrug your shoulders
3. Keyboard just below elbow height
4. Seat height equally supports front and back of thighs (or use cushion to raise seated position)
5. Back of the seat provides good lower back support (or use cushion, to provide additional back support)
6. Gap of 2-3 cm between front of seat bottom and back of knee
7. Computer and screen directly in front of you on desk or other surface
8. Screen and keyboard central - don't twist your back
9. Mouse in line with elbow

## Laptop setup

Consider these additional points when setting up your laptop for prolonged use.



Good posture for laptop use

1. Keyboard and mouse separate from the laptop so screen can be elevated on a laptop riser or similar
2. Display screen separate from the laptop

## Annex A to WNAT DSE Compliance Code

### DSE User Self-Assessment form

<b>School:</b>				
<b>Name:</b>				
<b>Date of Assessment:</b>				
Risk Factors	Answer		Things to consider	Comments / Actions
	Yes	No		
<b>PART 1 - Identifying Display Screen Equipment DSE Users</b>				
Do you				
<ul style="list-style-type: none"> <li>Depend on the use of DSE to do your job?</li> </ul>			If the answer to all three questions is yes then the individual is classed as a DSE 'User' and must complete Part 2 of the assessment. Comments and action must be discussed with your line manager and the assessment must be retained and reviewed every 2 years.	
<ul style="list-style-type: none"> <li>Use DSE in any form (Desktop, Laptop, Tablet etc.) for an hour or more at a time?</li> </ul>				
<ul style="list-style-type: none"> <li>Use DSE (More or Less) daily?</li> </ul>				
Is the individual identified as a DSE User? <b>YES / NO</b> (Delete as required)				
<b>PART 2 – DSE Assessment</b>				
	YES	NO		Comments / Actions
<b>1. Training</b>				
<ul style="list-style-type: none"> <li>Has the User completed DSE Awareness training</li> </ul>			All WNAT staff have access to Mandatory online DSE Awareness training	
<b>2. Symptoms of discomfort</b>				
Do you suffer with any of the following Symptoms of discomfort?				
<ul style="list-style-type: none"> <li>Aches, Pains, Tingling or Pins and Needles in the upper Body?</li> </ul>			Is the work station correctly set up as per the Compliance Code guidance? If not, can the workstation be set up correctly?	
<ul style="list-style-type: none"> <li>Aches, Pains, Tingling or Pins and Needles in the Wrist, Hand or Fingers?</li> </ul>				
<ul style="list-style-type: none"> <li>Difficulty with vision such as blurriness or difficulty focusing</li> </ul>			Do you wear glasses? Is your prescription correct? Is an eye test required?	
<ul style="list-style-type: none"> <li>Are there medical conditions to be considered?</li> </ul>			Have these been discussed with the line manager? Are they aware?	



3. Display Screen / Monitor				
<ul style="list-style-type: none"> <li>Is the screen set at the correct height as per the Compliance Guidance?</li> </ul>			Is the screen adjustable? Does the screen need to be lifted?	
<ul style="list-style-type: none"> <li>Can the screen swivel and tilt?</li> </ul>			Adjustable screens assist workstation set up requirements	
<ul style="list-style-type: none"> <li>Is the Screen Clean and free from Glare?</li> </ul>			Are blinds in place to remove glare? Can the workstation be moved to prevent glare?	
<ul style="list-style-type: none"> <li>Is the image stable and free from flicker?</li> </ul>			Have IT been made aware of the issues?	
4. Keyboard				
<ul style="list-style-type: none"> <li>Can the keyboard be used comfortably without straining the wrists?</li> </ul>			Is the keyboard adjustable? E.g. Is there a tilt option?	
<ul style="list-style-type: none"> <li>Are the characters readable and not excessively worn?</li> </ul>				
5. Mouse, Track ball, finger pad etc.				
<ul style="list-style-type: none"> <li>Is the device suitable for the task?</li> </ul>			If using a laptop can a mouse be provided?	
<ul style="list-style-type: none"> <li>Is the device in a usable position?</li> </ul>			Are there obstructions on the desk restricting the user space?	
<ul style="list-style-type: none"> <li>Is the wrist and forearm supported?</li> </ul>			Does the wrist and forearm fall in a natural position?	
<ul style="list-style-type: none"> <li>Is the device serviceable?</li> </ul>			Do the buttons work correctly?	
6. Worksurface				
<ul style="list-style-type: none"> <li>Is the worksurface sufficiently large enough for the task?</li> </ul>			Is the workstation tidy? Removing clutter provides additional space.	
<ul style="list-style-type: none"> <li>Are items required for the task easily accessible</li> </ul>				
<ul style="list-style-type: none"> <li>Where, and if required, is the workstation adjustable?</li> </ul>			Some staff with medical issues may need a desk that supports standing work.	
7. Chair				
<ul style="list-style-type: none"> <li>Is the chair adjustable to allow set up as per the guidance within the Compliance Code?</li> </ul>			Does the chair have adjustable seat height? Is required doe the chair swivel?	
<ul style="list-style-type: none"> <li>Is the lower back supported?</li> </ul>			Is lumbar support fitted? Are there medical conditions to consider (See section 1.)	

<ul style="list-style-type: none"> <li>When set at the correct height, as per the guidance, do the feet sit flat on the floor?</li> </ul>			Is there a need for a foot rest?	
8. Environment				
<ul style="list-style-type: none"> <li>Is there sufficient space to change position and vary movement?</li> </ul>			Are there obstructions such as storage under the desk?	
<ul style="list-style-type: none"> <li>Are light levels suitable?</li> </ul>				
<ul style="list-style-type: none"> <li>Is the temperature suitable?</li> </ul>				
<ul style="list-style-type: none"> <li>Does the user have the opportunity to take breaks away from DSE?</li> </ul>			Regular short breaks are encouraged every 20 minutes.	
<b>Line Manger Review Date:</b>				
<b>Line Manager Comments</b>				