



Health and Safety

Display Screen Equipment Procedure

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Display Screen Equipment Procedure

1. Purpose

- 1.1 The purpose of the procedure is to meet the requirements of the (Health and Safety) Display Screen Equipment (DSE) Regulations 1992 (as amended).
- 1.2 In particular it sets out the arrangements for assessing the risks arising from the use of DSE so that appropriate action can be taken to reduce the risks. It also covers training provision for staff that use DSE so that they know what the risks are, how to set up their workstation and measures they can take to reduce the risks.
- 1.3 The main risks associated with DSE are musculoskeletal (arms, fingers, neck, back), eye fatigue and stress.

2. Scope

- 2.1 The procedure applies to staff defined as DSE users. The DSE Regulations define a user as an employee who habitually uses DSE as a significant part of their normal work (daily, for continuous periods of an hour or more).
- 2.2 The procedure does not apply to staff who use DSE infrequently or for short periods of time on a daily basis.

3. Responsibility

3.1 Curriculum Heads/Heads of Service:

- Identifying staff that are “DSE users” and advising the H&S Team accordingly to arrange for users to complete the on-line DSE training and self assessment questionnaire
- Ensuring staff identified as “users” complete the DSE on-line training and self-assessment questionnaire
- Addressing actions from the assessment within reasonable timescales
- Contacting the Health and Safety Team for any user who requests an eye and eyesight test

3.2 Head of Health and Safety:

- Administering the on-line DSE training and self-assessment package
- Providing advice, support and assistance to all managers/staff with on-line package and addressing actions referred to Health and Safety Team
- Carrying out specific individual assessments on request from HR or managers
- Providing information to management and the Health and Safety Committee on numbers that have completed the on-line training and self-assessment questionnaire

3.3 Staff (DSE users):

- Completing the on-line training and self-assessment questionnaire within timescale requested
- Following all the guidance in the training module re workstation set up and how to sit comfortably
- Advising their manager of any health and safety concerns they have that may be associated with the use of their DSE workstation
- Advising their manager of any faults with their chair or any other components of their workstation
- Requesting an eye and eyesight test if you wish to exercise your entitlement

4. Procedure

4.1. DSE Procedure

4.1.1 The College has purchased an on-line package (Workrite) which contains a training module and a self-assessment questionnaire. The package is administered by the Health and Safety Team.

4.1.2 The Health and Safety Team will create a list of DSE users (defined in section 2). Heads of Curriculum/Service will be asked to identify staff that are DSE users and to send list of names to the Health and Safety

Team so that their staff can be offered the training and self-assessment questionnaire.

- 4.1.3 The Health and Safety Team will send an email to staff identified as “DSE users” who will be provided with details of how to login to the website with email address and an allocated password. The package must be completed within 3 weeks. The training module must be completed and the short test passed, before proceeding to complete the self-assessment questionnaire. It is not necessary to complete both at the same time. The training module takes approximately 45 minutes and the questionnaire approximately 20-30 minutes.
- 4.1.4 If you do not complete the training and questionnaire within the timescale requested you will automatically receive a 1st reminder and then a final reminder. If you have not completed package after the final reminder your manager will be advised.
- 4.1.5 Once completed you should get a report with any resultant actions and person responsible for taking forward each action e.g. take action yourself, speak to your manager, IT Service Desk, Estates or the Health and Safety Team.
- 4.1.6 If you are aware you are going to move to another workstation or change location in the next couple of months, or a major refurbishment is due that affects your workstation, then do not complete self-assessment questionnaire until you are at your new workstation. However you can still complete the training module. In these cases please advise the Head of Health and Safety. You will still continue to get automatic reminders.
- 4.1.7 You will automatically receive an email for next review in 2/3 years time. If you have any problems between reviews you can contact the Health and Safety Team for advice.
- 4.1.8 The Health and Safety Team will monitor completion by users and report to management. It is important Heads and managers encourage staff to complete the training and the self-assessment questionnaire.

4.2. Eye and Eyesight Test

- 4.2.1 As a “DSE user” you are entitled to an eye and eyesight test on request. As eyesight tests are now free, you can go to an optician of your own choice, or you can contact the Health and Safety Team who will arrange a test at Glasgow Caledonian University.
- 4.2.2 Under the DSE Regulations, if you require a “corrective appliance” (i.e. glasses) solely for the use of DSE, the employer will pay a contribution towards this (approximately £45). If you normally require glasses then you do not receive any payment towards the cost of these.
- 4.2.3 If you decide to go to an optician of your own choice and you require glasses solely for the use of DSE, you need to get this confirmed in writing by the optician along these lines:
“Mr/Mrs/Ms...had an eyesight test on (date). I can confirm that this prescription for glasses or corrective appliance is required solely for the use of display screen equipment.”
- 4.2.4 Send the opticians confirmation letter and invoice for glasses to the H&S Team and they will arrange payment.

4.3. Monitoring and Measuring

- 4.3.1 The Health and Safety Team will monitor the system on a regular basis to identify the number of staff that have completed the on-line training and self-assessment questionnaire. The Health and Safety Team will also advise Heads/managers of staff who have not completed the on-line training and self-assessment questionnaire after the final reminder.

4.4. Records

Record	Record Format	Record Holder	Retention Period
Individual DSE assessments	On-line	Workrite	Indefinitely

5. References

Document Type	Document Name
HSE Guide	Brief Guide Working with display screen equipment www.hse.gov.uk/pubns/indg36.pdf
Regulations	(Health and Safety) Display Screen Equipment Regulations 1992 (as amended) www.hse.gov.uk/pubns/books/l26.htm

6. Document Control and Review

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Board Committee	N/A	
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7. Revision Log

Version Date	Section	Description
Version 0.1 16 Sep 2013	Procedure	Draft 1 of City of Glasgow College Health and Safety Display Screen Equipment Procedures
Version 1.0 28 January	Procedure	Approved version New job titles and minor edits.