

BOLSOVER DISTRICT COUNCIL
Display Screen Equipment (DSE)
Policy and Guidance

September 2008

This Policy addresses the following Corporate Aims:



The District of Bolsover Equalities Statement

The District of Bolsover is committed to equalities as an employer and in all the services provided to all sections of the community.

- The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with the Equality Strategy.
- The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing it's functions.

This document is available in large print and other formats from any of the Council Offices or by contacting the Chief Executives Directorate on 01246 242323. Please bear in mind we will need a few days to arrange this facility.

If you need help to read this document please do not hesitate to contact us.

Our Equality and Diversity Officer can be contacted via [Email](#) or by telephoning 01246 242407.

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CONTROL SHEET

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1. INTRODUCTION

The most common types of work-related physical illness associated with computer use are musculoskeletal disorders – in particular those affecting the upper limbs.

Consequently, employers must recognise the importance of providing ergonomically suitable working environments, furniture, equipment, software and job design.

2. LEGISLATION

Bolsover District Council recognises its duties under the following legislation

- The Health and Safety at Work Act 1974
- The Display Screen Equipment (DSE) Regulations 1992 (amended 2002)

The DSE Regulations lay down minimum health and safety requirements for work with display screen equipment. The Regulations contain a Schedule that specifies the technical requirements that have to be achieved. This has been used as a basis for the assessment sheets attached in the Appendices.

2.1 Summary of Legal Requirements

The Regulations require the Council to minimise the risk of ill health and injury from the use of Display Screen Equipment, more specifically to:

- Assess the health and safety risks from work with DSE and reduce those risks to the lowest extent reasonably practicable.
- Ensure that workstations provided for DSE users at least meet the minimum health and safety requirements.
- Ensure that work activities are planned so as to allow DSE users sufficient breaks and changes in activity - to provide a break from DSE work.
- Provide adequate health and safety information and training to employees.
- Provide or fund eyesight tests if requested by the employee, and provide corrective lenses where appropriate.
- Ensure employees follow safe working procedures.

The legislation also places a responsibility on employees to:

- Follow safe working procedures.
- Report any health or equipment problems to their manager.

3. SCOPE

Bolsover District Council seeks to ensure the health and the safety of employees who may be affected by the use of display screen equipment.

The objective of this policy is to establish effective arrangements to prevent or adequately control risks associated with the use of DSE.

This will be achieved by a systematic approach to the management of risks, based on risk assessment, safe working procedures, control systems and written records.

4. THE POLICY

Bolsover District Council is committed to maintaining the health and well being of employees, and requires that all reasonably practicable measures are used to control risks from the use of display screen equipment. We will promote a positive workplace culture that:

- Complies with legal requirements and guidance
- Identifies the risks associated with DSE work and acts to control them
- Enables individuals to assess and manage their own workstation
- Provides information on the health and safety risks associated with display screen equipment and how to manage them
- Enables managers to resolve issues identified by employees.

Additionally

- Periodic audits of safe working methods and the implementation of the policy and guidance will be undertaken.
- The policy shall be reviewed at least biannually by the Health and Safety Officer and revised as necessary.

5. RESPONSIBILITIES

5.1 The Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that there are effective measures in operation to protect employees and others from the risks associated with the use of display screen equipment.

5.2 Senior Management Team

Directors are accountable to the Chief Executive Officer for the operations and activities carried out within their areas of responsibility and for ensuring that effective arrangements are in place to prevent or control risks from the use of display screen equipment: specifically they will ensure:

- Compliance with the Council's DSE Policy within their area of responsibility.
- Employees in their area are aware of, accept and carry out their responsibilities under the policy.
- Employees are competent to carry out DSE work without unacceptable risk.

5.3 Heads of Service

Heads of Service are accountable to their Director for ensuring that the Display Screen Equipment Policy is complied with in their Service Area. Additionally they will ensure:

- Adequate resources are made available to safely manage DSE work and to provide additional equipment required by risk assessments.
- Employees have appropriate information, instruction, supervision and training, and that training needs are identified.
- All incidences of ill health, such as Repetitive Strain Injury, Carpal Tunnel Syndrome and other work related upper limb disorders (WRULDS) are reported to the Health and Safety Officer in Human Resources.
- Specific consideration is given to employees with disabilities or pre-existing medical conditions (such as those noted above) who may require reasonable adaptation to the workplace, system of work etc in order for them to be able to work without unacceptable risk.
- Specific consideration is given to the provision of information in differing formats / languages for those employees who require it.
- Consider supplying or loaning additional equipment etc. to enable regular homeworkers to achieve adequate / ergonomic working conditions.

5.4 Managers and Team Leaders

Are responsible to their Head of Service for ensuring effective measures are in place to control risks arising from the use of display screen equipment within their area of responsibility. Additionally they will ensure:

- The health and safety impact of any new activity or a change in the way an existing activity is carried out is considered and assessed **before** it is introduced.
- New employees carry out a DSE self assessment within two weeks of starting their job (see Appendix 1)
- Appropriate risk assessments are undertaken and their findings implemented and monitored, especially before the introduction of new or amended work activities.
- Maintain, and regularly review records of assessments (at least biannually).
- Employees understand and use local procedures designed to protect their safety.
- That they bring to the attention of their line manager / Head of Service DSE related health and safety issues of which they are aware, including non-compliance with this policy, where they cannot be resolved locally.
- Ensure that reports of defects / damage to equipment etc. are investigated and appropriate remedial measures are taken.

5.5 All Employees

Individuals at **all** levels have a responsibility to take care of their own and others health and safety. Employees will:

- Not to put themselves or others at risk.
- Undergo appropriate training.
- Follow safe systems of work outlined in display screen equipment assessments, training and guidance.
- Co-operate and assist with the undertaking of DSE risk assessments.
- Seek medical assistance or advice as necessary.
- Attend occupational health appointments as required.
- Report all defective equipment, injuries and incidences of DSE related ill health to your line manager.
- Not to attempt to carry out any repairs or modifications to equipment unless suitably qualified and competent to do so.
- Ensure that their work station is set up in a safe and ergonomically sound manner, so far as under their control.

5.6 Head of Human Resources and Payroll

- Ensure that the Display Screen Equipment Policy and associated guidance is reviewed biennially.
- Report as required to the Chief Executive Officer and Senior Management Team.
- Consult with trade unions on the effectiveness of the policy, its implementation, review and revision.

5.7 The Health and Safety Officer

The Health and Safety Officer in Human Resources will assist managers and employees in carrying out their roles under the Display Screen Equipment Policy by:-

- Undertaking, with the Unison Health and Safety Officer DSE Risk Assessments
- Advising on the implementation of control measures and the assessment of risks to health associated with the use of DSE.
- Providing additional information and professional support, as required.
- Making employees aware of the Council's procedures at induction training.
- Notifying the Health and Safety Executive, as required by the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)*.
- Monitoring the implementation of the Policy within Service Areas.
- Reviewing the DSE Policy and associated guidance on a biennial basis.

6 RECORDS

The following must be recorded: (with responsibility). Wherever possible records will be kept electronically.

- Log of risk assessments undertaken. (Health and Safety Officer)
- Corrective action taken by management (line management).
- Eye and eyesight tests (Human Resources & Payroll).
- The supply of glasses etc. (Human Resources and Payroll).
- Training provided (Human Resources and Payroll).
- Information given to employees (Human Resources and Payroll).
- Incidences of ill health and action taken in response (Human Resources and Payroll).

7 REFERENCES

Health and Safety Executive leaflet 'working with VDU's

<http://www.hse.gov.uk/pubns/indg36.pdf>

Health and Safety Executive office safety mircrosite

<http://www.hse.gov.uk/office/index.htm>

8 GUIDANCE ON POLICY AND CARRYING OUT DISPLAY SCREEN EQUIPMENT ASSESSMENTS

8.1 Risk 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 not only ergonomic issues, but also 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 DSE users must complete the Workstation Self Assessment Form (APPENDIX 1) and send it to their immediate line manager to ensure any remedial action is highlighted.

Managers can take further advice from Human Resources and Payroll if necessary.

More complex or involved assessments will be undertaken by a trained DSE Assessor using the assessment form in Appendix 3 – this may be the Health and Safety Officer or another employee who has completed the appropriate training.

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

8.2 Eyesight tests and Spectacles

Provided that 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 people may suffer eye fatigue (but not damage) when using DSE.

DSE users are entitled to an eyesight test if they request it. The optician's fee for the eyesight test will be reimbursed, up to the sum of £20.00. A re-examination will be required typically every two years.

The standard letter (**Appendix 2**) must be taken to the optician, for them to complete and stamp.

The employee must return the completed form and any receipts to the Health and Safety Officer for payment to be arranged via the payroll system.

If the optician confirms that a user requires new visual correction **specifically** for work with DSE **only**, as indicated in the Optometrist's Report (**Appendix 2**), the Council will pay a contribution towards the cost of up to £60.00. It should be noted that most users who already wear glasses may or may not need special glasses for display screen work.

It is hoped to introduce a voucher system in the future to reduce administration.

8.3 Breaks

Working patterns must be arranged to ensure that no employee is required to give unbroken attention to DSE work without prearranged breaks from that activity.

Typically this will be a five to ten minute break in every hour of continuous work. Other work should be scheduled for this time; it should not be regarded as 'downtime'.

8.4 Workstation Set-up and standards

Managers, users and assessors should look to the following standards for a soundly set up workstation.

a) Display screen

- Should preferably be directly in front of the user.
- Letters etc. on screen should be clear and legible for the user.
- Screen image should be stable, with no flickering or other instability.
- Brightness and the contrast should be easily adjustable.
- Screen must swivel and tilt easily and freely.

- Screen shall be free of uncomfortable reflective glare and reflections.

b) Keyboard

- Should be directly in front of the user, tiltable and separate from the screen to allow a comfortable working position, avoiding fatigue in the arms or hands.
- Must provide enough space in front of the keyboard to provide support for the hands and arms.
- Must be comfortable for the user.
- The symbols on the keys must be easily legible.

c) Using a Mouse

- Mouse should be positioned within easy reach, with the forearm supported on the desk, to avoid stretching and overreaching.
- Mouse should be used with the wrist straight, and without gripping it too tightly.
- A foam/gel mouse mat with an integral wrist rest should be considered.
- Mouse and roller ball should be regularly cleaned by the user.

d) Work Desk or Work Surface

- Work surface to be matt/low reflection 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.
- Must have adequate space to arrange a comfortable seating/working position.

e) Work Chair

- Must have five point support, be stable and allow easy freedom of movement and a comfortable position.
- Must be adjustable in height.
- The seat back must be adjustable in both height and tilt.
- A footrest must be made available to any person who requires one.

f) Space Requirements

- There must be enough space around the workstation to allow a change of posture and vary movements.

g) Lighting

- Must provide an adequate contrast for the user between the screen and the background environment.

h) Reflection and Glare

- Prevent glare and reflections on the screen or other equipment by co-ordinating workstation layout with artificial light sources and using blinds to control natural light sources.

i) Heat & Humidity

- Workstation equipment must not produce excessive heat which could cause discomfort.
- An adequate level of humidity must be established and maintained.

j) Software

In designing, selecting, commissioning and modifying software, and in designing tasks, 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,
- No quantitative or qualitative checking facility shall be used without the knowledge of the user;
- 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;
- The principles of software ergonomics must be applied, in particular to data processing.

8.5 Training

Information and appropriate training on the health and safety aspects of DSE will be given to all users, and will be included as part of the Corporate Health and Safety Induction.

Specific training related to their computer use will cover, as appropriate, legal and policy requirements.

- The employee's role in recognising risks
- The need to take regular breaks
- Their contribution to the assessment programme
- Their ergonomic use of DSE and workstations to facilitate good posture, personal comfort and to reduce the risk of ill health.
- Their obligations to report any health concerns to their manager.

Training will be provided for those asked to assess others workstations. Completing the self assessment requires no training.

8.6 Use of Laptops

Portable DSE, such as laptop and notebook computers, is subject to the DSE Regulations, if it is in prolonged use. (Over 30 minutes)

The wider range of environments in which we work with laptops means that the design of that equipment includes aspects that can inherently cause problems if not adequately assessed and addressed, such as

- Design factors (smaller keyboards; lack of keyboard/screen separation, on board mouse pads)
- Difficulty achieving a comfortable working posture.

Where portable DSE is used in lengthy or repeated situations or locations, it should be treated and assessed on the same basis as desktop computers including the use of a separate screen, keyboard and mouse.

Laptop Users must be given sufficient instruction and information to make their own risk assessments and to enable them to adopt appropriate control measures.

Laptop users should restrict their use of laptops outside of regular office environments to 30 minutes unless adaptations have been made to enable the laptop to comply with the requirements of the DSE policy (see self assessment sheet in Appendix 1 and section 8.4 and for guidance)

8.7 Homeworking and Computers

Homeworking, whether using a laptop or a PC has some unique health and safety issues which need to be addressed. However it should be borne in mind that the work environment and conditions in the homeworkers' workplace (that is to say their own home) are under their control and are their responsibility. The employers responsibilities are restricted to the level of control which they exercise.

Homeworkers should follow the procedure given in the self assessment sheets (appendix 1) for ensuring that their workstation is suitable for them to use. Purchase or loan of addition equipment etc. to help ensure that the workstation is compliant is at the discretion of local management.

The following guidance should be followed by homeworkers.

- The homeworker should carry out a DSE self assessment on their home workstation (as stated in the Work-life Balance – Homeworking Policy)
- Additionally they should pay attention to
 - Siting and condition of plugs and cables around the workstation
 - Suitability of the area in which the workstation is located in terms of space, environment and the effect it has on others moving around the home.
 - Presence of other adults, children or animals in the areas of the workstation

It is not intended that Assessors will visit employees' homes to carry out workstation assessments.

Managers may refuse permission for employees to homework if they have significant health and safety concerns.

9.0 OCCUPATIONAL HEALTH ISSUES

DSE has been blamed, often wrongly, for a wide range of health problems.

Where problems do occur, they are generally caused by the way in which computers etc. are being used, underlining the need for correct assessment of workstations and implementation of remedial action. Many of these associated problems could be avoided by good ergonomics and better organisation of work patterns.

The main health problems associated with DSE work are:

- Work-related upper limb disorders (WRULDs), including pains in the neck, arms, elbows, wrists, hands and fingers. These are sometimes referred to as Repetitive Strain Injury (RSI), even though the problems do not always manifest themselves following fast repetitive movements.
- Back ache
- Fatigue and stress
- Temporary eye strain (but not eye damage) and headaches

9.1 Muscular Skeletal Disorders

Some users may get aches and pains in their hands, wrists, arms, neck, shoulders or back, especially after long periods of uninterrupted DSE work. Repetitive strain injury (RSI) has become a popular term for aches, pains and disorders, but can be misleading - it means different things to different people. A better medical name for this whole group of conditions is work related upper limb disorders (WRULDS). These range from temporary fatigue or soreness in the limb to chronic soft tissue disorders such as carpal tunnel syndrome.

As with other sedentary tasks, DSE can give rise to back pain or even exacerbate an existing problem if seating is poor and badly adjusted, the workstation is badly designed, or if users sit too long without changes of posture and breaks from DSE.

If you are suffering from discomfort whilst working with DSE, ensure you carry out or have carried out a DSE Assessment. Most problems can be controlled with good workplace design enabling you to work comfortably and by good working practices e.g. variation of tasks and taking frequent, short breaks from the DSE.

Avoid the problem arising rather than waiting to try and cure the pain.

9.2 Fatigue and Stress

Stress has become a common cause of occupational ill health. Prolonged or particular intense periods of stress can lead to physical and/or mental illness as well as behavioural changes.

Stress may arise when a system does not work well or when the user does not feel in control or competent to operate it. Stress may be caused by many other general workplace issues i.e. perceived excessive workloads, staff not being involved in decision making, carrying out monotonous, repetitive tasks and limited opportunities for social interaction due to work systems. We can help to control stress at work by providing adequate training, designing systems and tasks to match the abilities of the individual, good design of the user's workstation, consultation and involvement of the user and encouraging regular breaks.

Employees also have a duty to manage their workloads, to identify their own training needs and to seek support, from their line manager initially.

9.3 Eye and Eyesight Effects

Using DSE is not associated with permanent damage to eyes or eyesight. However, some employees may experience temporary visual fatigue, leading to a range of symptoms such as impaired visual performance (for example blurred vision), red or sore eyes and headaches, or the adoption of awkward posture which can cause further bodily discomfort.

Visual symptoms may be caused by:-

- staying in the same position and concentrating for a long time;
- poor positioning of DSE;
- poor legibility of the screen, keyboard or source documents;
- poor lighting, including glare and reflections;
- a drifting, flickering or unstable image on the screen.

As with other visually demanding tasks, DSE work does not cause permanent eye damage but it may make workers with existing vision defects more aware of them. Such undetected defects can make work with DSE more tiring or stressful than would otherwise be the case, which in turn may lead to an increased risk of injury from muscular skeletal disorders. It should be borne in mind that eyesight tends to naturally deteriorate in individuals from around 40 years of age.

9.4 Headaches

Headaches may result from:-

- screen glare, poor or unstable image quality
- a need for different glasses;
- stress from the pace of work;
- anxiety about new systems and poor job design;

- reading the screen for long periods without a break;
- poor posture; or
- a combination of these.

Headaches can be prevented by good workplace design e.g. reduction of glare, good ergonomics to encourage correct posture and by good practice e.g. regular eye tests, frequent breaks from computer tasks and coping mechanisms to reduce levels of stress.

Compliance with the DSE regulations will help to prevent ill health in DSE workers in the great majority of cases. Each individual should carry out a DSE self assessment form and where necessary make improvements to their workstation. If an individual continues to suffer from health problems associated with their DSE work once these changes have been implemented for at least one month they should be referred to Health and Safety Officer for advice.



**Self Assessment Computer
.....Workstation Checklist**

Name **Location**
Department **Post Title**
Date

The completion of this checklist will enable you to carry out a self-assessment of your own workstation. Your views are essential to help us achieve our objective of ensuring your health, safety and welfare at work. Please underline or mark the answer that best describes your opinion, for each of the questions listed. Guidance on solving issues quickly is given below each text box.

Please send the form to **your line manager** for further action as soon as it is completed.

Environment

Lighting

Describe the lighting at your usual workstation

About right	Too bright	Too dark
-------------	------------	----------

Do you ever get distracting reflections on your screen?

Never	Sometimes	Constantly
-------	-----------	------------

What control do you have over local lighting?

Full control	Some control	No control
--------------	--------------	------------

Try adjusting the angle of the screen to avoid glare from lights or windows.
 Use blinds to block direct sunlight.
 Use lighting only when needed to get a good standard of illumination.

Temperature and humidity

At your workstation, is it usually

Comfortable	Too warm	Too cold
-------------	----------	----------

Is the air around your workstation

Comfortable	Too dry	
-------------	---------	--

Turn heaters down, then open windows if too hot.
 Turn off unused electrical equipment and ventilate room to reduce heat and humidity.

Noise

Are you distracted by noise from work equipment?

Never	Occasionally	Constantly
-------	--------------	------------

Turn off noisy equipment when not in use, close doors and use dividers to damp noise

Space

Describe the amount of space around your workstation

Adequate

Inadequate

Can the layout of the work area be improved, are there items which can be disposed of or stored elsewhere?

Furniture

Chair

Can you adjust the height of your seat?

Yes

No

Can you adjust the height and angle of the backrest?

Yes

No

Is the chair stable

Yes

No

Does it allow movement

Yes

No

Is the chair in a good state of repair?

Yes

No

If the chair has arms do they get in the way?

Yes

No

Experiment with your seat controls to adjust the height of the chair, height and angle of the back. Chair should additionally move on its castors freely and rotate freely. All manufacturers chairs work and adjust in different ways!

You should aim to set the height of your seat so that your arms are roughly parallel to the top of the desk (see diagram in appendix 4 of the DSE Policy)

Chair arms can often be removed if you find you are restricted in how close you can get to the desk or they tempt you to slump in your chair

Desk

Is the desk surface large enough to allow you to place all your equipment where you want it?

Yes

No

Is the height of the desk suitable?

Yes

No

Does the surface have a non-reflective surface

Yes

No

Zone your desktop, so the things you need most frequently (keyboard & mouse?) are closest and the things you need less often are further away – this reduces stretching, twisting and reaching.

If the desk is too low and you cannot lower your chair (usually the best solution) it is possible to raise most desks slightly

Footrest

If you cannot comfortably place your feet on the floor, has a footrest been supplied?

Yes No

It is important that you do not sit with pressure against the back of your legs, or with your legs dangling above the floor whilst seated. If this is the case, you will probably require a footrest.

Document Holder

If it would be of benefit to use one, has a document holder been supplied?

Yes No

If you have a document holder, does it meet your needs?

Yes No

A4 size document holders can be useful to cut down repetitive neck movement if you are referring to something constantly whilst working

Display Screen Equipment

Display Screen

Can you adjust the brightness and the contrast between the characters on the screen and background?

Yes No

Does the screen swivel and tilt freely?

Yes No

Is the screen image stable and free from any flickering?

Yes No

Is the screen at a height, which is comfortable for you?

Yes No

Use the brightness, contrast etc to get a clear focussed picture which is not excessively bright. The top of the screen should be roughly in line with the top of your eyes – in other positions this can lead to neck or shoulder problems. Lower or raise the screen to get it to the right height.

Keyboard

Keyboard

Can you raise and lower the keyboard height & tilt

Yes No

Can you easily see the symbols on the keys?

Yes No

Is there enough space to rest your hands in front of the keyboard?

Yes No

The keyboard should have 'legs' at the back corners which can be used to raise / lower / tilt the keyboard. The keyboard should be clear and legible and have adequate space in front of it. Soft keyboard rests are often very useful in cutting down wrist cramps and pain.

Mouse

Mouse	
Is your mouse comfortable to use	
Yes	No

Keep mouse as close to you as possible, with your arm resting on the desktop, not out straight
Consider using a soft mouse rest to reduce wrist cramps and pain

Software	
Do you understand how to use the software you are working with?	
Yes	No

Ensure you are fully aware of the best way to make the software function (displays, multitasking etc.,) for you – this may involve additional training, coaching etc.

Training	
Have you been trained in the use of your workstation (i.e. shown how to operate and adjust equipment?)	
Yes	No
Have you been trained in the use of your software?	
Yes	No
If you were to have a problem relating to display screen work, would you know the correct procedures to follow ?	
Yes	No

You should be able to make adjustments to your chair and layout of your workstation to maximise comfort and ergonomic layout and know how to use your software effectively.

Use the diagram in Appendix 4 of this Display Screen Equipment Policy to help you do this.

If there any issues which you have found through this assessment that you cannot resolve yourself, and then refer them to your immediate manager.

If your line manager cannot resolve them for you they will make an appointment with a trained assessor to carry out a more thorough assessment

Are there significant outstanding issues remaining that could not be resolved either by yourself or by your line manager?	
Yes	No

Please follow the link for more information: <http://www.hse.gov.uk/pubns/indg36.pdf>

Any other comments?



**PROVISION OF EYE TEST AND SPECTACLES
FOR USERS OF DISPLAY SCREEN EQUIPMENT**

1 PART A: AUTHORISATION FOR EYE EXAMINATIONS

This authorisation entitles a Bolsover District Council employee, who is a user of display screen equipment, (DSE) to up to £20.00 reimbursement towards the cost of an eye test at a registered Optometrist.

Name of Employee:

Department:

Payment authorised for eye test Amount authorised

Payment authorised for spectacles etc. Amount authorised

Total Amount authorised

Signature of Health and Safety Officer /
Human Resources Officer: Date

The above named employee works with Display Screen equipment and has requested an Eye test in accordance with the Display Screen Equipment Regulations 1992.

The test is to be carried out to determine if the employee needs to wear special corrective appliances for work at a computer display screen at the normal viewing distance.

Could you please carry out the test and complete this form with the results.
The completed form should be returned to the employee.
Thanking you in anticipation of your assistance.

PART B : TO BE COMPLETED BY OPTOMETRIST

I am conversant with the standard recommended by the Association of Optical Practitioners for DSE operators. In my opinion, for the above named operator

- 1. Spectacles are required for Display Screen Equipment **use only**.
- 2. Spectacles required **but not for specific use with** Display Screen Equipment.
- 3. Spectacles are **not required**.

(Tick one as appropriate)

Comments:

*(Note any referral needed
for Occupational Health)*

Optometrist

Optometrist Practice Name/Stamp

Name (print) _____

(stamp/write in space below)

Signed _____

Date _____

Please return this report to the employee.

In the case of (1) above (only) Bolsover District Council will reimburse up to £60.00 towards the cost of corrective appliances

The Employee should return this completed form with any receipts for eye tests and corrective appliances to:

The Health and Safety Officer
Human Resources Department
Bolsover District Council
Sherwood Lodge
Bolsover S44 6NF



**HEALTH AND SAFETY
(DISPLAY SCREEN EQUIPMENT)**

**WORKPLACE ASSESSMENT FOR
DISPLAY SCREEN EQUIPMENT USER**

Name of user		Name of Manager	
Job Title		Assessor	
Department/Service		Location	
Date		Assessment Number	
Date of any previous assessment			

Please tick 'yes' or 'no' and enter any comments in the space provided

	Yes	No	Comments/Improvements Required
Section One - Equipment			
1. Monitor -			
(a) Are the characters readable?			
(b) Is the image free of flicker and movement?			
(c) Are the brightness and / or contrast adjustable?			
(d) Does the screen swivel and tilt?			
(e) Is the screen free from glare and reflection?			
(f) Is the screen at a comfortable viewing distance angle and height?			
2. Keyboard -			
(a) Is the keyboard tiltable?			
(b) Is the keying position comfortable?			
(c) Is there enough space to rest the hands in front of the keyboard?			
(d) Are the characters on the keys easily readable?			
3. Mouse -			
(a) Is the mouse comfortable to use?			
Section Two - Furniture			
4. Desk -			
(a) Is the work surface large enough to accommodate documents, equipment, etc?			
(b) Is the surface free from glare?			
(c) Is it the correct height?			
(d) Are there any restrictions on posture?			
5. Chair -			
(a) Is the chair stable?			
(b) Is the seat height adjustable?			
(c) Is the angle of the backrest adjustable?			
(d) Is the chair comfortable for you?			
Section Three – Medical Issues			
6			
(a) Any previous injuries or conditions			
(b) Sporting / out of work activities			

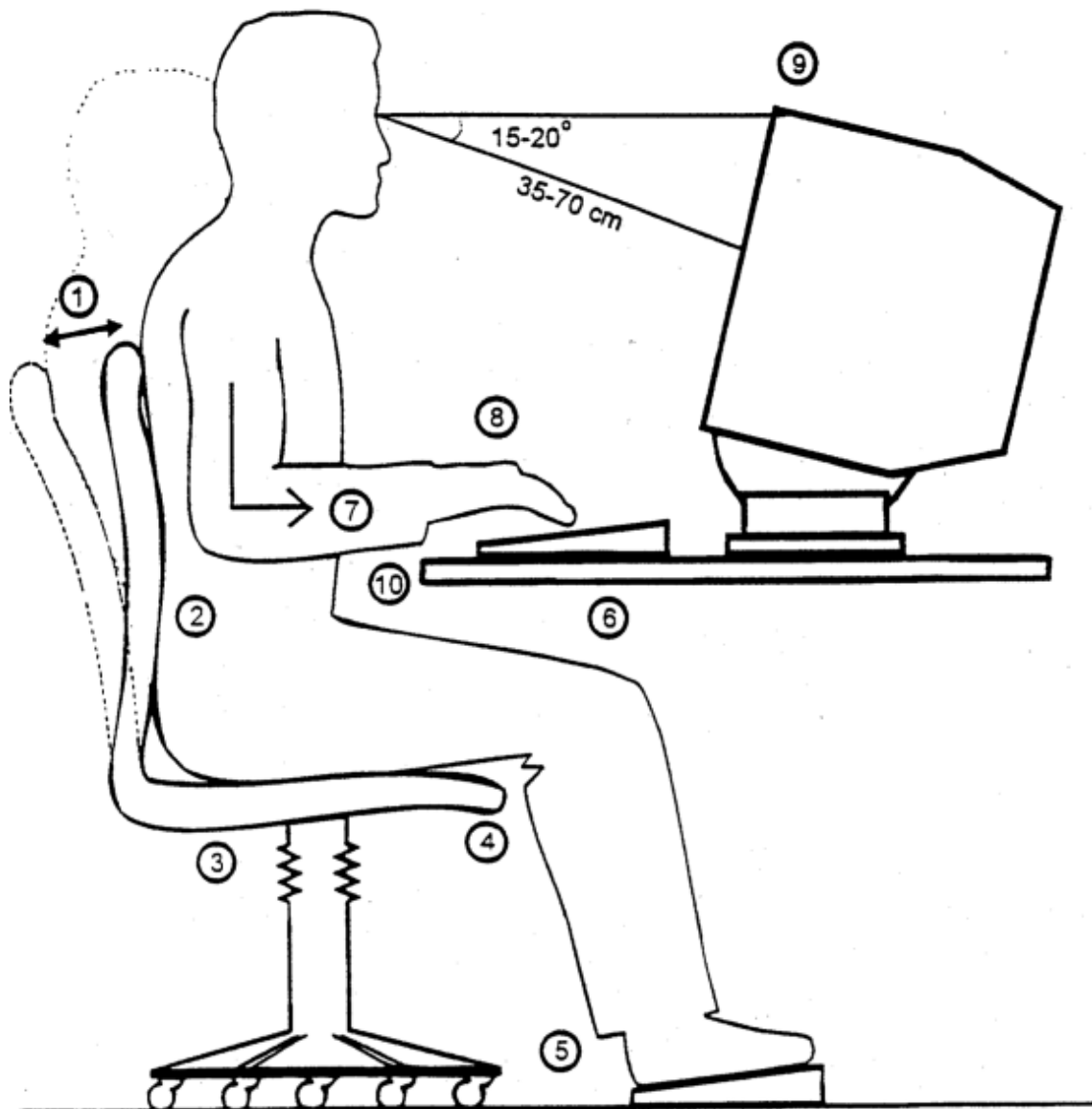
	Yes	No	Comments/Improvements Required
Section Three - Working Posture			
7. Back - (a) Is the posture satisfactory? (b) Is the back well supported? (c) Is there any pain?			
8. Legs / Feet - (a) Is the posture satisfactory? (b) Has a footstool been provided? (c) Is one required?			
9 Head, Shoulders and Neck - (a) Is the posture satisfactory? (b) Has a document holder been provided? (c) Is one required? (d) Is there any pain?			
10 Arms / Wrists - (a) Is the posture satisfactory? (b) Has a wrist-rest been provided? (c) Is one required? (d) Is there any pain?			
11 Rest Breaks (a) Are sufficient rest breaks taken? (b) Have you been given adequate information on posture, entitlements etc.			
Section Four - Vision			
12 (a) Is user aware of his / her right to an eye-test? (b) Have his / her eyes been tested within the last 12 months?			
Section Five - Environment			
13 (a) Is there adequate space to allow movement and variation of posture? (a) Are the levels of light, heat, ventilation and noise comfortable?			
14 (a) Is there an adequate number of power points?			

Additional Comments

A further assessment **MUST** be performed following any alterations to the DSE or workstation or if the User is experiencing any problems which they suspect may be associated with the use of DSE. In the latter instance it is the responsibility of the User to notify his / her line manager of any difficulties at the earliest available opportunity in order that a further assessment can be requested.

Signature of Assessor:	Date:
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Workstation Set Up



1. Seat back adjustable
2. Good lumbar/lower spine support
3. Seat height adjustable
4. No excess pressure behind knees or on back of legs
5. Foot support if needed
6. Adequate space under desk, no obstructions
7. Forearms approximately horizontal
8. Minimal extension or flexing of wrists
9. Screen angle and height to be comfortable
10. Space in front of keyboard to support hands or wrists during pauses – consider use of keyboard rest.

Appendix 5 – Flow Chart

