

Cyngor Trêf Llwchwr Llwchwr Town Council



DISPLAY SCREEN EQUIPMENT POLICY & PROCEDURE

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Policy and Procedure

This policy is to detail the policy and procedure for actions required to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002) and Management of Health and Safety at Work Regulations 1999.

The aim of the arrangements is to reduce the risk of occupational ill health resulting from the regular use of display screen equipment. This includes Work Related Upper Limb Disorders (WRULD), visual fatigue and general fatigue.

Definition of Display Screen Equipment

1. Definition of Display Screen Equipment

Display Screen Equipment includes the following types of work and equipment:

DSE – any alphanumeric or graphic display screen regardless of the display process involved. This includes PCs, laptops, tablets and smartphones.

Workstation – the workstation includes furniture and equipment relating to DSE including mouse, keyboard, chair, desk, work surface and general working environment around the workstation.

2. Roles and Responsibilities

This section sets out accountability and responsibilities at Llwchwr Town Council

- New staff to be advised of DSE on joining the Council
- All staff/council members refresh their knowledge and understanding of their workstation set up annually.
- Workstations and job design meet specified requirements outlined in this policy arrangement.
- Staff complete a self-assessment of the workstation annually, or following any change to the workstation.
- Records are maintained to demonstrate that assessments of the workstation is carried out.
- Recommendations arising from the DSE assessments are implemented, by the users

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to Council. This may include the provision of equipment or furniture to ensure the workstation is suitable for the user.

3. DSE Users

- Cooperate with the requirement to read through the policy and manage a self-assessment of their workstation and implement any recommendations that arise.
- Use DSE equipment in accordance with their training.
- Raise any concerns or flag up health conditions, associated with the use of DSE equipment and workstations to the Council

Identification of DSE Users

The following definitions apply:

- User – an employee who uses DSE as a significant part of their normal work. Users include anyone who is employed by Llwchwr Town Council to work on a permanent or part-time basis.

4. Working Time and Activity

The amount of time that an individual works with DSE should be considered – both in length if a single session and the total time spent.

Where it is clear that the use of DSE is more or less continuous on most days, the individuals concerned should be regarded as users. It is appropriate to classify the person as a user if they do one of the following:

- normally use DSE for continuous or near continuous spells of an hour or more at a time; and
- use DSE in this way daily; and
- have to transfer information quickly to or from the DSE; and also need to apply high levels of attention and concentration;
- or, are highly dependent on DSE or have little choice about using it; or need special training or skills to use DSE;
- undertake work that involves intense, uninterrupted periods inputting data and/ or viewing data on a screen.

Staff who carry out mainly manual work but have occasional use of a computer would not be classified as users. Where there is doubt about whether a person is a user or not, they should be classified as a user.

5. Minimum Requirement for Workstations

All workstations must meet the requirements laid out in the Schedule of the DSE Regulations.

Interface between DSE and User

All software, whether bespoke, purchased off the shelf, etc. must take account of the following principles:

- be suitable for the task;
- be easy to use and, where appropriate, adaptable to the level of knowledge or experience

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of the operator or user;

- systems must display information in a format and at a pace which are adapted to operators or users;
- Suitable training in software should be provided.
- Specific needs

Staff with a health related or medical problem may require specific equipment, furniture or software.

A DSE Information Sheet (Appendix 1) is available for current staff as a refresher and outlines key information relating to DSE work, providing detail of how to set up and adjust workstations. Staff should refresh their knowledge annually.

There are also posters available to download and display in the Chamber to remind all staff of the correct workstation set up.

6. Assessment of Work Stations

Assessment of Workstation. The assessment is completed using the DSE Self-Assessment Checklist (Appendix 2). It should be repeated on an annual basis or sooner if there are any significant changes i.e. change of location or health. Any issues flagged within the self-assessment should be discussed with the Council.

7. Use of Portable Devices

Staff are issued with laptops, to assist with agile working and support efficient working. Working on a laptop for long periods of time is not recommended as the screen height is very low and the keyboard is compact which may affect the posture adopting for keying/ typing. If a laptop is used for prolonged periods of time or is the permanent IT solution for a user, the following must be provided:

- A separate height adjustable screen;
- A method of raising the laptop screen to the eye level of the user (if using in a temporary work area);
- A separate keyboard;
- A separate mouse.

Tablets and hand held devices are intended for occasional use and are not designed for long periods of use or for work requiring extensive input. As such tablets and smartphones should not be used for long duration work and should not be an alternative to a workstation.

8. Homeworking

Staff who work at home as part of their work duties, or will spend a significant amount of their work time at home should complete a self-assessment of their workstation using the DSE Self-Assessment Checklist (Appendix 2).

If staff choose to use DSE at home, to suit their personal circumstance i.e. working at home is not essential, but something optional, the DSE Regulations do not apply and it is incumbent on staff to ensure that their workstation is correctly set up and suitable for use. Staff may follow the good practice highlighted in the DSE Information Sheet (Appendix 1) and posters on how to set up their workstation.

9. Planning Work and Taking Breaks

It is important not to sit for long periods of time and to change posture as frequently as possible. Getting up from the desk and stretching and moving around at least once an hour is something everyone should aim for. Rest eyes by looking into the distance from time to time and blink often. Short, frequent breaks are better than longer, infrequent ones.

10. Exercises to Reduce Stiffness



11. Eye Tests

DSE Users are entitled to a free eye test.

If glasses are prescribed specifically for DSE use only, the Council will make a contribution towards the cost of the glasses.

12. Pregnancy

The DSE self-assessment should be repeated at intervals during the pregnancy and upon return to work following maternity leave. DSE is also considered as part of the pregnancy risk assessment. Minor adjustments to the workstation may be required as the pregnancy progresses

13. Sources of Further Information

- Work with Display Screen Equipment: Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. HSE L26
- Work with display screen equipment (DSE). INDG36
- BS EN ISO 9241 Ergonomic requirements for office work with visual display terminals
- BS EN 527-1:2011 Office furniture — Work tables and desks Part 1: Dimensions
- Lighting at Work. HSE Books. HSG38
- Seating at Work. HSE Books. HSG57
- Workplace (Health, Safety and Welfare) Regulations 1992. HSE L24