

St Bartholomew & All Saints
Parochial Church Council

Health & Safety Guidance

Section C.11 – Display Screen Equipment

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Document Change Record

<u>Change No.</u>	<u>Date</u>	<u>Change</u>	<u>Reason for Change</u>
1	01/2015	Page 1, 'Issue No' – delete 01, insert 02	Periodic Review
		Page 1, 'Issue Date:' – delete April 2011, insert Jan. 2015	
		Page1, 'Review Date:' – delete April 2013, insert Jan. 2018	
		Page 3, 'Responsibilities', Bullet Point 1 – add “On behalf of the PCC, of completed assessments.”	
		Page 3, 'Responsibilities', Bullet Point 4 – delete 'PAT testing', insert 'Portable Appliance Testing'	
		Page 4, 'Definitions', 'Display Screen Equipment' – delete “a computer screen”, insert “is a device other similar devices”	
		Page 4, 'References' – delete 'Working with VDU's', insert 'Working with display screen equipment'	
		Page 4, 'References' – delete 'The law on VDU's: An easy guide'	
		Page 4, 'References' – add 'Display screen equipment(DSE)'	
		Page 8, delete 'Correct Workstation Posture', insert 'Seating and posture for typical office tasks'	
		Page 8 – delete existing diagram, insert revised diagram	
		Page 8 – add list below diagram	

Section C.11 – Display Screen Equipment Policy and Procedure

Introduction

The Display Screen Equipment Regulations 1997 (amended 2002) specify the need for individual risk assessments to be undertaken, to ensure the health and safety of those who use a VDU in the course of their role.

Compliance Requirements

Health and Safety at Work Act 1974

Health and Safety Display Screen Equipment Regulations 2002

Responsibilities

It is the responsibility of the Parochial Church Council to ensure that:

- DSE risk assessments are undertaken and reviewed regularly. Assessment must be undertaken at commencement of role and when a new employee/volunteer becomes a DSE user or when any employee/volunteer role changes and they becomes a VDU user. On behalf of the PCC, the Health & Safety Committee will issue risk assessment forms to all DSE users in January each year and will maintain the record of completed assessments.
- A workstation assessment should also be undertaken if there is a change in the general working environment, the individual workstation or work practice or to the health or physical condition of the user.
- Any concerns are addressed. Assistance may be sought from the Health and Safety Committee as required.
- Ensure PAT testing is undertaken regularly.

It is the responsibility of the **Employees/Volunteers** to:

- Undertake a work station assessment by completing the DSE Assessment form **Appendix A**.
- Check their workstation daily to highlight any issues promptly. A daily checklist can be found at **Appendix B**.
- Ensure any recommendations which emerge from the assessment are implemented if reasonably practicable.
- Highlight any equipment needs.
- Report any injury/health issue they may feel is related to DSE usage.

Definitions

- **Display Screen Equipment:** is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved. It includes both conventional display screens and those used in emerging technologies such as laptops, touch-screens and other similar devices.
- **Workstation:** an assembly of display screen equipment and any data input device such as a keyboard/mouse and any optional extras i.e. disk drive, telephone, printer, document holder, chair and desk.
- **User:** an individual who uses display screen equipment regularly in the course of their work.

References

Working with display screen equipment (DSE): A brief guide: INDG36(rev4) (HSE)

Work with display screen equipment. Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. Guidance on regulations L26 (Second edition). (HSE Books ISBN 0 7 76 2582 6)

Display screen equipment (DSE) workstation checklist (HSE ISBN 978 0 7176 6521 1)

Appendix A

Display Screen Equipment Assessment Form

Employee’s Name:

Date:

Assessor’s Name (if different from above):

	Yes	No	Comment
DISPLAY SCREEN			
Are the display characters easy to read and of adequate size?			
Are the screen characters stable and free from flickering?			
Are there controls for brightness and contrast?			
Can the screen be tilted and swivelled easily?			
Is it possible to adjust the height of the screen?			
Is the screen free from uncomfortable glare and reflection?			
Is screen cleaning material available?			
KEYBOARD			
Is the keyboard separate from the screen?			
Is the keyboard tiltable?			
Is there enough space in front for user to rest hands and wrists?			
Is the keyboard non-reflective?			
Is the layout of the keys easy to use?			
Are the keyboard symbols easy to read?			
Does the keyboard remain still on work surface when in use?			
WORK SURFACE OR DESK			
Does the surface have low reflection?			
Are you able to rearrange the layout of equipment?			
Is any document stable and adjustable?			
Is work positioned to lessen head / eye movements?			
Are any electrical cables / equipment in good condition?			
Are cables tidy and prevented from trailing?			
When sitting, are your legs clear of the underside of your desk?			
WORKCHAIR			
Is the chair stable?			
Does it allow ease of movement and a comfortable position?			
Can the seat height be adjusted while sitting?			
Is the seatback adjustable both for height and tilt?			
Can you place your feet flat on the floor?			
If the answer is “No” to the above, is there a footrest?			
Does the armrest help achieve a comfortable position?			
ENVIRONMENT			
Is there enough space for you to change position and vary movements?			
Is lighting adequate?			
Does the lighting cause a problem with glare?			
Is your workstation free from glare caused by any adjacent fixtures?			
Do windows have adjustable blinds or other coverings?			
Does the equipment work without producing excessive heat?			
Is the office temperature / ventilation comfortable all year round?			

Appendix B

Daily Checklist for DSE Users

You should make full use of the adjustment facilities for your VDU work environment to get the best out of them and avoid potential health problems.

These are some specific tips:

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide your arms should be approximately horizontal and your eyes at the same height as the top of the VDU casing.
- Make sure there is enough space underneath your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure on the backs of legs and knees. A foot rest especially for shorter users may be helpful.
- Do not sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeat stretching movements.
- Adjust your keyboard and screen to get a good keying and viewing position. A space in front of the keyboard is sometimes helpful for resting hands and wrists when not keying.
- Do not bend your hands up at the wrists when keying. Try to keep a soft touch on the keys and do not overstretch your fingers. Good keyboard technique is important.
- Try different layouts of keyboard, screen and document holder to find the best arrangement for you.
- Make sure you have enough work space to take whatever documents you need. A document holder may help you to avoid awkward neck movements,
- Arrange your desk and screen so that bright lights are not reflected in the screen. You should not be directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure the characters on screen are sharply focused and can be read easily. They should not flicker or move.
- Make sure there are no layers of dirt, grime or finger marks on the screen.
- Use the brightness control on the screen to suit the lighting conditions in the room.
- Remember to take regular, frequent breaks away from the screen.

Seating and posture for typical office tasks



- Seat back adjustable
- Good lumbar support
- Seat height adjustable
- No excess pressure on underside of thighs and backs of knees
- Foot support if needed
- Space for postural change, no obstacles under desk
- Forearms approximately horizontal
- Wrists not excessively bent (up, down or sideways)
- Screen height and angle to allow comfortable head position
- Space in front of keyboard to support hands/wrists during pauses in typing