

Procedure 6 display screen equipment

Author: Corporate Health and Safety

Contact: DL-LBCCorporateHealthAndSafety@luton.gov.uk

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Set out below this procedure aims to comply with the Display Screen Equipment Regulations 1992. This procedure covers display screen equipment when in the office, working remotely or in an alternative area for example on a train or in a vehicle. All considerations of the display screen equipment regulations have been encompassed in the council agile working system.

DSE definition: 'display screen equipment (DSE) 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.

1.0 Applicable legislation

1.1 [Display Screen Equipment Regulations 1992 \(DSE\)](#)

1.2 [Management of Health and Safety at Work Regulations 1999](#)

2.0 Identified hazards

2.1 Long term health effects from prolonged display screen equipment use.

2.2 Display screen equipment users are at risk of developing upper limb pain or headaches if the user does not correctly position the equipment or if the immediate environment is not compatible with display screen equipment use.

3.0 Arrangements

3.1 Under the regulations, 'users' are those employees who meet the following criteria:

3.1.1 Use a computer (DSE) for more than one hour on a daily basis.

3.1.2 Depend on a computer (DSE) to carry out their duties.

3.1.3 Need significant skills or training on a computer (DSE) to carry out their duties.

3.2 **Directors** must implement these arrangements within their own area of responsibility and to ensure display screen equipment users complete the online display screen equipment package health and safety training, so they are aware of the risks.

3.3 **Line managers** must ensure:

3.3.1 All users complete an online display screen equipment self-assessment and any needs identified are actioned.

3.3.2 Give users some discretion over taking breaks, or plan the workload to provide changes of work activity/short breaks every hour.

3.3.4 Provide budget codes to enable users to receive an eye test once every two years – [the eyesight test request form](#) is available on the intranet.

3.4 **Users** must complete the online training and the display screen self-assessment. This will include information on how to setup their workstation to minimise risk to their health.

3.5 **Users** must report any pain they are associating with their workstation eg upper limb disorder, back pain, repetitive strain injury.

3.6 Risk assessments should be reviewed annually or sooner if there are significant changes/issues.

3.7 **Occupational Health** will authorise eyesight tests and send authorisation to the user. Eyesight tests must be carried out by the council's authorised optician.

3.8 **Managers** may refer users with unresolved visual issues to occupational health for advice. Managers will signpost staff that request an eye test to the luton council glasses procedure

3.9 **The council** will pay for basic corrective lenses and frames, solely for the use of display screen equipment; the user will pay the difference if they decide upon more expensive lenses/frames. Users must purchase from authorised opticians (currently [Brown and White](#), [Alders opticians](#) (any branch). For any queries regarding eye sight tests please contact occupational health on x6374.

4.0 Additional information:

- 4.1 Display screen equipment user training should include:
 - 4.4.1 The risk from display screen equipment work and the controls in place.
- 4.2 Features of a well-designed workstation:
 - 4.2.1 Keyboards and keying in (typing).
 - 4.2.1.1 A space in front of the keyboard can help you rest your hands and wrists when not keying.
 - 4.2.1.2 Try to keep wrists straight when keying.
 - 4.2.1.3 Good keyboard technique is important – you can do this by keeping a soft touch on the keys and not overstretching the fingers.
 - 4.2.2 Using a mouse:
 - 4.2.2.1 Position the mouse within easy reach, so it can be used with a straight wrist.
 - 4.2.2.2 Sit upright and close to the desk to reduce working with the mouse arm stretched.
 - 4.2.2.3 Move the keyboard out of the way if it is not being used.
 - 4.2.2.4 Support the forearm on the desk and don't grip the mouse too tightly.
 - 4.2.2.5 Rest fingers lightly on the buttons and do not press them hard.
 - 4.2.3 Reading the screen:
 - 4.2.3.1 Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the display screen equipment may need servicing or adjustment.
 - 4.2.3.2 Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
 - 4.2.3.3 Make sure the screen surface is clean.
 - 4.2.3.4 When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position.
 - 4.2.3.5 Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).

5.0 Initial control measures

- 5.1 Types of controls to be considered (not an exhaustive list):
 - 5.1.1 Ensuring correct chair is in place and employee knows how to adjust it for height, angle of backrest etc.
 - 5.1.2 If chair has arms, can the employee get close enough to the desk? if not, try removing the arms on a trial basis.
 - 5.1.3 Ensuring that the employee is sitting at the correct height and angle to the desk.
 - 5.1.4 Ensuring that the computer is located directly in front of the employee at the correct distance.
 - 5.1.5 Ensuring that the computer height is correct.
 - 5.1.6 Ensuring that telephone and other peripheral equipment is located correctly.
 - 5.1.7 Increasing the font being used on the screen to reduce eyestrain.
 - 5.1.8 Encouraging working at a higher resolution ie 150 per cent.

Hot desk DSE check

- Screen arm's length away

- Top of screen at eye height

- Elbow 90-110°

- Supported lower back



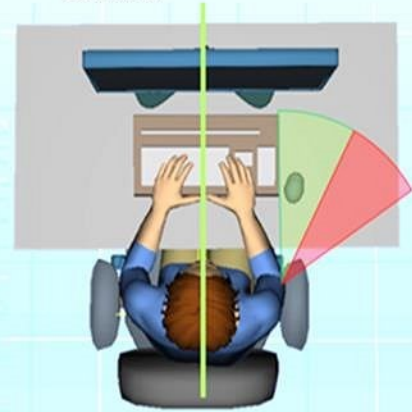
- Equal support at front and rear of thighs

- Feet flat on floor or on footrest

- Space behind knee

- Regular breaks 5 minutes per hour

- Screen and keyboard central



- Mouse in line with elbow