	DSE Policy
Policy & Procedure Manual	HSP003

## DSE Policy

### Introduction

The Health & Safety (Display Screen) Regulations 1992 lay down minimum health and safety requirements for work with display screen equipment (DSE) for employees. Essentially all workstations now in use must meet the ergonomic requirements set out in the approved code of practice (ACoP).

As with many other pieces of legislation, risk assessment is the key to controlling the risks associated with work on display screen equipment.

This policy is made to ensure that requirements made by the Health and Safety at Work Act 1974 and the Health and Safety (Display Screen) Regulations 1992 are defined and met.

The Company has a duty of care to its Employees and therefore the minimum standards should apply when they use DSE.

This policy has been based on:

- The Health & Safety at Work Act 1974
- The Health & Safety (Display Screen) Regulations 1992
- The Workplace (Health, Safety and Welfare) Regulations 1992

### Purpose

The Health & Safety at Work Act 1974 places duties on the employer to ensure that, so far as is reasonable and practicable, the work is safe and without risk. This also covers persons not at work but who may be affected by the employers undertaking.

In the case of display screen equipment this would apply to agency or temporary staff.

The Health and Safety at Work Act and the Health and Safety (Display Screen) Regulations require Structural Repair Solutions Limited to:

- Identify “users”
- Perform risk assessments on all workstations and provide ergonomic control measures as appropriate
- Provide “users” with eyesight tests if requested and to provide help with the cost of corrective spectacles if required.
- Provide information to “users” regarding the hazards, risks and control measures associated with work on display screen equipment


### Scope

This policy covers all persons within Structural Repair Solutions Limited without exception. This policy is intended for use in relation to all Display Screen Equipment (including laptops) used by employees of the Company.

### Definitions

#### Display Screen Equipment

May 2024	Page 1 of 5	Issue No 1
----------	-------------	------------

	DSE Policy
Policy & Procedure Manual	HSP003

Any alphanumeric or graphic display screen regardless of the display process involved e.g. Visual Display Units (VDUs), monitors, laptop computers, tablets, smart phones and microfiche. Television and film pictures are excluded

## User

For the purposes of the Regulations the following is the definition of a “user”-

- “Any employee whose work requires the use of display screen equipment more or less continuously on most working days”.

A person shall also be deemed a “user” if they fulfil most or all of the following criteria: -

- The job cannot be done effectively without display screen equipment,
- The worker has no discretion over whether to use display screen equipment,
- The job requires significant training or skills,
- Work requires the use of display screen equipment for continuous periods of an hour or more on most working days,
- The task requires fast transfer of information between the worker and screen; and
- Attention and concentration demands are high, such as where there may be critical consequences of an error.

## Responsibilities

### Directors


The Director/s has overall responsibility for the health, safety and welfare of all staff, visitors and others within the site. The Director/s is responsible for monitoring and reviewing health and safety in the Company. The site lead will be informed of health and safety matters on a regular basis and ensure adequate resources are made available to provide and maintain the necessary standards of health and safety.

All Directors have a corporate responsibility to promote a responsible approach in health and safety in the Trust.

### Health, Safety and Environmental Advisor.

In the absence of a Director/Manager, The HSE Advisor has responsibility for the ongoing management of the DSE arrangements. Specific duties include:

- Review completed assessments, where appropriate, to ensure that they have been completed in accordance with this procedure and provide guidance as necessary to all staff.
- Provide information, instruction and training to staff as required in relation to DSE matters and the self-assessment process
- Review and update this policy on a regular basis to ensure it meets regulatory requirements, and the requirements of Structural Repair Solutions Limited’s Health and Safety Policy.
- Persons should assess the adequacy of workstations and advise the “users” line manager of the results of the risk assessment.

	DSE Policy
Policy & Procedure Manual	HSP003

### Line Managers

It is duty of all managers to ensure compliance with this policy in so far as it relates to DSE equipment and associated activities that are within their direct operational control.

- Ensure that DSE self-assessments are completed by all staff on commencement of employment, using the correct DSE Self-Assessment form.
- Ensure that completed DSE self-assessments forms are placed in the individuals personal file.
- Ensure that staff review DSE self-assessments when appropriate.
- Ensure that any adverse findings of DSE self-assessments are acted upon and, where appropriate, corrective actions taken including the involvement of an Occupational Health Provider if appropriate.

### All Staff

It is the duty of all staff and any others who may be affected by the work activities of Structural Repair Solutions Limited, to comply with the findings of DSE self-assessments and any actions recommended by the HSE Advisor.

Staff should make themselves aware of the potential risks of injury and ill-health as well as control measures and practices in place for their protection within their work routines.

It is also the duty of all staff to report any deficiencies within the DSE arrangements to Line Management, and to co-operate (where appropriate) in developing a safe outcome to identified deficiencies.


### Specific duties include:

- Carry out a DSE self-assessment on commencement of employment with Structural Repair Solutions Limited and ensure that the assessment is forwarded to their Line Manager.
- Ensure that the recommendations made on the DSE Self-Assessment form are followed
- Ensure that where appropriate, assistance is sought from the HSE Advisor.
- Ensure that the DSE self-assessment is reviewed at appropriate intervals, if equipment/furniture changes, if the working environment changes, or if any discomfort/difficulties are being experienced.
- Ensure that regular breaks away from the workstation are taken.
- Ensure that Line Management is informed if any difficulties or problems of discomfort persist for more than 3 days.

### Responsibilities of Team Managers & Team Leaders.

- Managers will bring this policy to the attention of all their staff and ensure that these are observed.
- Ensure risk assessments are undertaken which identify potential risks related to the use of workstations.
- Identify all “DSE users” in their department and notify the HSE Advisor.
- Ensure that suitable and sufficient risk assessments are carried out on all “users” annually of where there has been significant change to work
- Ensure that all workstations are assessed annually or where there has been significant change to the working environment.
- Ensure that safe systems of work are developed and followed for all activities within their department or area of responsibility.
- Ensure laptops, tablets, mobile phones and other mobile IT are provided and used as per the Guidance.
- Provide employees with information on the risks identified by the assessment together with the protective and preventative measures to be adopted.

May 2024	Page 3 of 5	Issue No 1
----------	-------------	------------

	DSE Policy
Policy & Procedure Manual	HSP003

- Refer any staff who report adverse health effects from working with display screen equipment to the HSE Advisor.

### Responsibilities of Individual Employees

#### The Health and Safety at Work Act 1974 states the following duties:

- Every employee has a duty of care for the health and safety of people at work and of other persons who may be affected by work activities.
- Employees must take care of themselves and others at work and co-operate in the implementation of health and safety systems.
- Employees must obey the directions of their employer in matters relating to health and safety or compliance with legal duty.
- Employees must not interfere with or misuse items provided in the interests of health and safety.
- Users of display screen equipment are required to report any symptoms arising from their work with display screen equipment to their line manager.
- Users of display screen equipment are required to use all equipment provided in the interests of safety in the manner shown in the information guides.
- Assist the HSE Advisor to undertake workstation assessments.

Staff have a duty to follow all safe systems of work, procedures and management plans in place to control risks. Furthermore, staff must report any hazard that could give rise to new or increased risk to health and where appropriate, take immediate compensating action.

### Monitoring

The implementation of this policy will be monitored and evaluated by the Directors through audit of risk assessments, action plans and inspections of environments


### Risk Assessments

Structural Repair Solutions Limited will provide workstations which comply with the Display Screen Work Equipment Regulations so far as is reasonably practicable.

- An initial assessment should be undertaken by the individual using the self-evaluation form supplied from the HSE Advisor.
- Any issues flagged up through self-assessment after completing the self-evaluation should be discussed with the employee's manager, seeking advice from the HSE Advisor.
- A full Display Screen Equipment & User assessment will be arranged with the HSE Advisor where any significant problems or ill health effects are flagged up in the initial risk assessment.

### Remedial Action Plans

The line manager is responsible for ensuring that any remedial actions are carried out. The assessor shall recommend what action should be carried out to correct any deficiencies in the work equipment. Target dates for action plans should be discussed between the HSE Advisor and the manager and set down in the action plan.

	DSE Policy
Policy & Procedure Manual	HSP003

### Review of Action Plans

The line manager is responsible for ensuring that any remedial actions are carried out in accordance with the action plan and within the time scale set out. Periodic review with the user is essential.

The HSE Advisor, when reassessing the workstation, should identify where there has been a failure to adhere to the action plan. Where this is the case the assessor should bring this to the attention of the line manager.

Each management team will maintain communication with the HSE Advisor who will co-ordinate the assessments at a local level.

The assessments will be completed electronically and filed locally.

### Eye Sight Testing

All new and existing users may opt to have an eyesight test. Such tests are for display screen equipment purposes only and are not for ordinary eyesight testing. Eyesight tests may be taken at any optometrist. The employee will be required to use the optometrist that is used in the company's local agreement, currently Specsavers.

When a request is made for a DSE eye test an eyecare voucher is issued that covers the costs of the test and a basic pair of glasses.

- An eyesight test at the company's expense may be taken once every two years or as in the case of persons with certain eye conditions at the frequency recommended by an optometrist.
- Where the user's vision is found to be defective in the range required for DSE use and prescription spectacles are required, the Company will contribute to the cost of these spectacles up to a maximum allowed in the allowance. If spectacles exceed the cost of the basic allowance the employee will be required to meet the additional cost. Reimbursement is again provided via expenses through Payroll.
- Additional funding will be provided where more complex prescriptions are necessary if this is required specifically to perform work on DSE equipment.
- The spectacle allowance is reviewed annually.
- The allowance for spectacles only covers for DSE use and does not cover spectacles required for other requirements such as reading and long vision. These are required for everyday use and not specifically for DSE use.

**SIGNED** *Neil Smuts* – Director

Date: 28.05.2024

Review: 28.05.2025

May 2024	Page 5 of 5	Issue No 1
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