

Paxcroft Primary School

Display Screen Equipment Policy

Reviewed: February 2025

Next date of review: February 2027



Aim

Paxcroft Primary School is committed to providing and maintaining a safe working environment, safe equipment and systems of work for all employees and contractors and to provide such information, training and supervision as may be necessary to enable them to undertake their duties safely.

Objectives

Paxcroft recognises its duties under The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002) regarding the protection of its employees from harm associated with working with display screen equipment (DSE) while working at WP building, when working from home and/or mobile working. It is recognised that DSE design and working arrangements potentially impacts upon the health of the operator. As part of its general Health and Safety Policy, WP will take all reasonable steps to eliminate and reduce any ill-health effects upon its DSE users.

Definitions

Display Screen Equipment (DSE) – any alphanumeric or graphic display screen, regardless of the display process involved. This includes laptops, tablets, liquid crystal, plasma, touch screen and other emerging technologies. Display screens mainly used to display line drawings, graphics, charts or computer-generated graphics are included, as are screens used in work with television or film pictures. The definition is not limited to typical office situations or computer screens but also covers, for example non-electronic display systems such as microfiche. The following are not covered by the Regulations: - window typewriters, calculators, and other equipment with small data displays or portable systems (including laptops and tablets) that are not in prolonged use (an hour or more).

Hot-desking – generally refers to an arrangement in which staff do not have a workstation specifically allocated to them, or have a workstation but also need to use workstations at other locations in the course of their duties.

User – any employee, other than those who do not use DSE or use DSE infrequently or for short periods of time, will be a DSE User.

Workstation – the immediate work environment around the DSE, including all accessories, desk, chair, keyboard, printer and other peripheral items.

Display Screen Equipment Risk Assessment

Employees who are designated 'users' shall complete a DSE assessment (see assessment list, appendix 1) on these occasions:

- During induction and 3 yearly thereafter
- Users change allocated workstations
- The nature of work tasks change considerably
- Changes to, or the introduction of new DSE equipment
- It is thought that the controls in place may be causing other problems

The completed DSE assessment is allocated to the DSE user's manager. If the assessment indicates any minor issues these should be dealt with by the manager; if the manager is unable to resolve the identified issues then they should request a DSE risk assessment to be undertaken.

The manager shall follow the DSE process on SHE Assure (see appendix 2). It is the responsibility of the manager to ensure agreed actions/recommendations identified in the DSE assessment are actioned.

Records of DSE assessments are securely retained on SHE Assure.

DSE users are encouraged to promptly report any problems including health concerns, to their manager who is responsible for arranging a reassessment of the workstation and any corrective action required. If the matter is not easily resolved, assistance will be obtained from a DSE Risk Assessor or an occupational health specialist.

Eye and Provision of Eyesight Tests

DSE work does not cause permanent damage to eyes. But long spells of DSE work can lead to:

- Tired eyes
- Discomfort
- Temporary short-sightedness
- Headaches

DSE work is visually demanding, so it can make someone aware of eyesight problems they have not noticed before (including changes in eyesight that happen with age).

Employees can help their eyes by:

- Checking the screen is well positioned and properly adjusted
- Making sure lighting conditions are suitable
- Taking regular breaks from screen work.

Appendix 1

DSE Assessment List

1 Where is this DSE Assessment for?

Location of Assessment

2 Pre Assessment Questions

Do you have any underlying health or mobility conditions, which may impact on your ability to use display screen equipment?

3 Keyboards

Is the keyboard separate from the screen?

Does the keyboard tilt?

Is it possible to find a comfortable keying position?

Does the user have good keyboard technique?

Are the characters clear and readable?

4 Mouse, trackball etc.

Is the device suitable for the tasks it is used for?

Is the device positioned close to the user?

Is there support for the device user's wrist and forearm?

Does the device work smoothly at a speed that suits the user?

Can the user easily adjust software settings for speed and accuracy of pointer?

5 Display screens

Are the characters clear and readable?

Is the text size comfortable to read?

Is the image stable, i.e. free of flicker and jitter?

Is the screen's specification suitable for its intended use?

Are the brightness and/or contrast adjustable?

Does the screen swivel and tilt?

Is the screen free from glare and reflections?

Are adjustable window coverings provided and in adequate condition?

6 Software

Is the software suitable for the task?

7 Furniture

Is the work surface large enough for all the necessary equipment, papers etc?

Can the user comfortably reach all the equipment and papers they need to use?

Are surfaces free from glare and reflection?

Is the chair suitable?

Is the chair stable?

Does the chair have a working seat back height and tilt adjustment?

Does the chair have a working seat height adjustment?

Does the chair have working castors or glides?

Is the chair adjusted correctly?

Is the small of the back supported by the chair's backrest?

Are forearms horizontal and eyes at roughly the same height as the top of the DSE?

Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?

8 Environment

Is there enough room to change position and vary movement?

Is the lighting suitable, e.g. not too bright or too dim to work comfortably?

Does the air feel comfortable?

Are levels of heat comfortable?

Are levels of noise comfortable?

9 Final Questions

Has the checklist covered all the problems you may have working with the DSE?

Have you experienced any discomfort or other symptoms which you attribute to working with the DSE?

Have you been advised of your entitlement to eye and eyesight testing?

Do you take regular breaks working away from DSE?

Appendix – Lone Worker Risk Assessment

Activity Description	Lone Working	Person Completing	Alex George	Date	22.02.23
Hazard	Who is at risk?	Risk (L/M/H)	Current Control Measures	Adjusted Risk (L/M/H)	Additional Actions
Risk of violence	Staff	H	<ul style="list-style-type: none"> • Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting. • Staff are required not to handle cash when lone working. The school site is generally cashless. • Late meetings must finish promptly and not leave one member of staff alone on site. • Staff must not approach, or let into the buildings, unauthorised persons when lone working. • All staff are required to give 24 hours' notice to a member of the senior leadership team before lone working, either after hours or through holiday periods. • Staff attending alarm activations will only attend either with police support or in pairs. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the school. If there is sign of an entry police support must be gained before entering the school. 	L	
Lack of communication	Staff	H	<ul style="list-style-type: none"> • Avoid lone working wherever possible by arranging to work in pairs or as a group. • Sign in and off the site • Carry either a mobile phone or be near a school telephone at all times when lone working. 	M	

			<ul style="list-style-type: none"> • Let someone know you are coming into work, how long you expect to be and when you are leaving. • Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident. 		
Risk of injury	Staff	H	<ul style="list-style-type: none"> • In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the headteacher or the emergency services. • The following activities are not to be carried out by lone workers under any circumstances: <ul style="list-style-type: none"> • Working at height. • Manual handling of heavy or bulky items. • Transport of injured persons. 	M	