



# DEVON COUNTY COUNCIL

## DISPLAY SCREEN EQUIPMENT POLICY

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Policy:	DSE Policy
Review Date:	September 2011
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## DSE POLICY

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<b>Policy dated:</b>	March 2005
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<b>Approval:</b>	Devon Health, Safety and Wellbeing Board
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<b>Associated policies and guidance:</b>	<ul style="list-style-type: none"><li>• Devon County Council's Health, Safety and Wellbeing Policy</li><li>• DCC HS0012 Display Screen Equipment Guidance Note</li><li>• All work and operational related activities policies</li></ul>

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## DSE POLICY

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## 1. INTRODUCTION

- 1.1 Working with Display Screen Equipment (DSE) has given rise to a number of questions about the possible effects on health. The health problems associated with DSE work are:
- Work-Related Upper Limb Disorders (WRULD) (including pain in the neck, arms, elbows, wrists, hands, fingers), often known as Repetitive Strain Injury (RSI)
  - Backache
  - Fatigue and stress
  - Temporary eye strain (but not eye damage) and headaches
- 1.2 This Policy should be read in conjunction with **HS0012 DSE Guidance Note** and demonstrates Devon County Council's commitment to the health and safety of its staff and in particular to managing risks associated with the use of DSE in compliance with the Health and Safety (Display Screen Equipment) Regulations (DSE Regulations). It covers both office work and other environments where DSE may be used in the course of the Council's undertaking. It is intended to provide details of the responsibilities of managers and employees and information on the risks associated with the use of DSE.
- 1.3 Line Managers are responsible for the implementation of the policy and dissemination of guidance within their Service, Business, Unit, establishment or team and should give consideration to how it should be implemented to comply with the Council's Health, Safety & Wellbeing Policy and its duty of care to both employees and non-employees.

## 2. POLICY

- 2.1 Devon County Council is committed to achieving high standards of health and safety performance throughout the organisation. The commitment under the Display Screen Equipment (DSE) Policy will be afforded to Council employees designated as DSE 'Users'.
- 2.2 Devon County Council recognises and accepts its responsibility as an employer under various statutory provisions (listed below) in respect of the management of Display Screen Equipment. This includes the duty to make and put into effect suitable arrangements for health, safety and welfare together with the funding and other resources necessary to carry them out.

## **Background**

- 2.3 This Policy and associated guidance has been reviewed in line with the Council's Health, Safety and Wellbeing Policy. The policy is designed to comply with the requirements of the relevant legislation.
- 2.4 As non-compliance with the policy could result in penalties for the Council, in terms of Improvement and/or Prohibition Notices, all managers are required to implement it and all employees are required to comply with it.
- 2.5 Managers, establishment Health and Safety co-ordinators, assessors and employees should familiarise themselves with their responsibilities under this Policy (see Section 3).

## **Eligibility / Scope**

- 2.6 This policy covers all directly employed Council employees who are DSE 'Users' and includes:
- It covers staff working in Council premises, either at their own desk or shared/hot-desking; home-working; working in other sites and on the move. It covers the use of desktops, laptops, notebooks and palm top computers
  - Volunteers and temporary staff, where the person is employed in a role where the definition of a 'user' applies, are covered under the scope of this Policy and procedure

## **3. RESPONSIBILITIES**

- 3.1 All DCC employees are required to undertake any training provided to them for the purpose of ensuring their competence to implement and/or comply with this policy.
- 3.2 **Line Managers** are responsible for:
- Ensuring that within their line managed staff, those who are to be defined as 'users' are identified
  - Ensuring that their line-managed staff risk assess their workstations:
    - On commencement of employment
    - After any significant change e.g. office move
    - Every three three
  - Resolving identified risks and/or requesting a Wellbeing@Work Work Station Assessment if appropriate.

- Arranging for those users who request an eye test to be provided with an eye test as soon as is practicable under the terms of the contract for the provision of eye tests
- Ensuring that any new staff who are to be users, or existing staff for whom a change of duties will result in them becoming users, are given the opportunity of requesting an eye sight test, to be provided before they take up their duties as users
- Ensuring that new and existing employees are provided with information and training through the relevant system used in their Service and additional training and information on any risks or hazards peculiar to the workplace or person in question. Special attention should be paid to ensuring that the employee is aware of work routine practices such as activity changes and rest breaks
- Ensuring that for any new employee, on recruitment and/or for an existing employee where a disability may require a reasonable adjustment in terms of DSE use, an assessment is undertaken by the Wellbeing@Work Service, either during the Health Screening Process or on referral, to ensure that no inequalities exist relating to the Equalities Act.
- Ensuring that, where reasonable adjustments are required under a DSE Assessment, the adjustments are made
- Senior Managers are responsible for ensuring that procedures are in place and resources are available for the implementation of this policy in their Service/Business Unit.

**3.3 Health and Safety Co-ordinators and School Based DSE Assessors** are responsible for:

- Providing advice and guidance as a 'first point of contact' on low risk issues for managers and employees within their service/establishment or by acting as a channel for support and guidance from the Health and Safety Adviser and/or specialist services, e.g. Wellbeing@Work
- Ensuring dissemination of information and documentation to and from managers and staff
- School based Assessors are also responsible for setting up and selecting users to carry out the assessment

**3.4 Service Based Service Administrators** are responsible for:

- Ensuring that new starters are added to the system and that leavers are archived
- Carrying out regular checks to ensure that DSE users have an up to date risk assessment and to ensure that any outstanding issues have been addressed. Where these have not been completed, the Administrator is responsible for bringing this to the attention of the line manager

### 3.5 **Employees** are responsible for:

- All Devon County Council employees are required to undertake any training provided to them for the purpose of ensuring their competence to implement and/or comply with this policy
- Undertaking assessment as required by this policy as soon as is practicable
- Complying with changes in work practice and in reasonable adjustments to the workstation as a result of a DSE Assessment
- Receiving and acting on any information, as required by the Council relating to the use of DSE
- Undertaking their duties in accordance with the best practice training and information provided to them on the use of Display Screen Equipment
- Reporting to their line manager, as soon as is practicable, any faults, discomfort, concerns or problems associated with their health, workstation or work practices relating to DSE use
- DSE 'users' are responsible for requesting an eye test via the appropriate channels for their service

## 4. **AUDIT, MONITOR AND REVIEW**

- 4.1 All services within Devon County Council must be able to demonstrate compliance with this policy in accordance with the DCC health and safety auditing procedures.

## 5. **EQUALITY STATEMENT**

- 5.1 The Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation.
- 5.2 This policy and related guidance has been the subject of an Equality Impact and Needs Assessment. This assessment will be integral to all future policy and guidance reviews.

## 6. **REVIEW OF THE POLICY**

- 6.1 Devon Health, Safety and Wellbeing Board will review this policy every two years or sooner if changes are made to current legislation.

## POLICY HISTORY

Policy Date	Summary of change	Contact	Implementation Date	Review Date
25/09/2008	Re-formatted	Devon Health & Safety Service 01392 382027	October 2008	
July 2009	Reviewed and guidance elements moved to HS0012 DSE Guidance Note	Devon Health & Safety Service 01392 382027	July 2009	July 2011
September 2011	Reviewed and amended to update the role of Administrators and School based Assessors. Also minor textual changes to reflect DCC structural change	Devon Health & Safety Service 01392 382027	September 2011	September 2013