



## **Display Screen Equipment Policy**

### Policy Statement

The Rock Trust acknowledges the health and safety hazards that may arise from the use of Display Screen Equipment (DSE) and will take all reasonable steps to ensure the health and safety of employees who use such equipment.

### Legal Duty

The Health & Safety (Display Screen Equipment) Regulations requires employers to carry out an assessment of workstations for the purposes of assessing risk, in particular the risks of musculo-skeletal discomfort, visual disturbance and mental stress. Any risks identified should be remedied, so far as is reasonably practical.

### Users

Staff will be considered a “user” of DSE if most or all of the following criteria apply:

- They generally depend on the use of DSE to do their job;
- They have no discretion as to the use or non-use of DSE;
- They need a particular skill in the use of DSE to carry out their job;
- The individual normally uses DSE for continuous spells of an hour or more (uninterrupted by other tasks);
- They use DSE in this way more or less daily;

### Workstation assessments

A workstation assessment will be carried out for all DSE users as part of their induction, or where there is a significant change to the workstation or its surroundings, or the software/hardware used.

### Breaks

The purpose of a break from DSE work is to prevent the onset of fatigue by “resting” the eyes from close proximity work. Breaks are defined as time

spent not viewing the screen, but on other tasks. There is no prescribed frequency or duration of breaks, but a 5 minute break in every hour should be reasonable.

### Eye tests and glasses

Users of DSE are entitled to eye tests at regular intervals (generally as recommended by their optician). Users who wish such a test should contact their line manager in advance of arranging the test. The cost of eye tests will be met by the Rock Trust provided the user has notified the Trust in advance of the test.

Where glasses are found to be required specifically for the use of DSE, the Rock Trust will contribute £50 towards the purchase of the glasses.

### Training

All users of DSE will receive appropriate training to enable them to safely use the software and hardware that they require to perform their job.

### Record keeping

Records will be kept of the following:

- A list of all "users";
- The results of workstation assessments;
- Action taken as a result of workstation assessments;
- Eye tests and the supply of glasses;
- The provision of training;
- DSE related health complaints and any resultant action