

Health and Safety Services

Display Screen Equipment (DSE) Policy

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1. Policy

It is the policy of Loughborough University to provide a safe and healthy working environment for employees, including measures to protect their health and safety when they are working with Display Screen Equipment (DSE).

Display Screen Assessor – individual nominated by the Deans or Heads of Professional Services to carry out duties as outlined in this policy; and who has attended training accordingly.

2. Responsibilities

2.1 Deans, Directors and Heads of Professional Services

Every DSE “User” should have access to a local DSE Assessor. It is the responsibility of Deans, Directors and Heads of Professional Services to appoint sufficient Assessors from their staff to provide sufficient coverage. In the case of small departments, an assessor can be shared between Departments. These assessors will be trained in the principles and practice of workstation assessment and problem solving and the Healthy Working Plus software; training is available online.

Deans and Heads of Professional Services must;

- a) Nominate one or more DSE assessors for the School, Department or Service. (The assessment of the number of Assessors required is based on the number of DSE Users in the School / Department / Service. The definition of “User” is given in section 1.2 of this policy. A reasonable number of DSE Assessors per Users is

- d) Carry out face to face assessments where necessary.
- e) Make referrals to Occupational Health / University Health and Safety Service where appropriate.

2.4 DSE Users

- a) Visit; and carry out on-line training and self- assessment.
- b) Make any necessary changes to workstation and work arrangementsionalrSE.angryd.

employee does a workstation assessment using the online “Healthy Working Plus” DSE training and risk assessment system - <https://bit.ly/2qSNmtQ#>



3.2 Minimum requirements for workstations

- a) The display screen should have well defined characters of adequate size, stable image, easily adjustable brightness and contrast. The screen should be easily tilting and swivelling with no reflective glare.
- b) The keyboard should be tiltable and separate from the screen; sufficient space in front of the keyboard; matt surface; easy to use; adequate and contrasting symbols on keys. The mouse (or other non-keyboard device) should be suitable for the task.
- c) The work surface should be sufficiently large and low reflecting and allow a flexible arrangement of equipment and adequate space.
- d) The work chair should be stable allowing the user easy movement and comfortable position. It should have adjustable height (seat); adjustable height and tilt (seat back) and five castors/wheels. Footrests should be available on request.
- e) There should be space necessary to allow the operator to change positions.
- f) The lighting should be satisfactory with appropriate contrast between screen and background; prevention of glare through positioning of artificial lighting.
- g) Positioning must prevent sources of light such as windows from causing distracting reflections on the screen and keyboard.

See Appendix A for a graphic on appropriate desk setup.

3.3 Eyesight testing

The Occupational Health and Wellbeing Service issues vouchers for free eye tests to eligible staff. The issue of this voucher is conditional on testing being carried out at the University's chosen opticians and retesting will usually only be allowed every 2 years, except in exceptional circumstances.

The cost of any furniture and/or remedial equipment (above and beyond standard university issue) required as part of an 'Access to Work' assessment, will also be met by the School or Professional Service.

The University Health and Safety Service has some equipment which is available for loan, e.g. mouse, keyboards etc. these are very limited in number but can be loaned out to staff in order for them to identify items of DSE equipment which can alleviate any issues they may be having, as part of their assessment.

3.5 Daily work routines of users

Whenever possible, jobs using DSE should be designed to consist of a mixture of screen-based and non-screen-based work to prevent fatigue, eyestrain, musculoskeletal conditions such as backache and mental demands. Breaks or changes of activity must be included in working time.

It is advisable to take short, frequent breaks rather than occasional longer breaks: for example a 5-10 minute break after 50-60 minutes continuous screen and/or keyboard use will be more beneficial than a 15-7.29 -1.15ditiacashan0 (f)2 (s)14 (es)4 (s)146of users

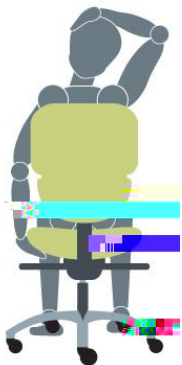
Appendix B – Recommended Stretches

1) Upper Back Stretch



Place your hands onto your head.
Bring your elbows together in front.
Then bring your elbows out to the sides.

2) Side Neck Stretch



Place the palm of your right hand just
above your left ear.
Tilt your head position to the right, slightly
stretching the side of the neck.
Repeat on the other side.

3) Upper Back and Stretch

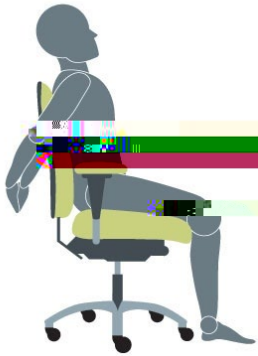


Stand vertical to a wall.

left hand on the wall and reach your right arm above your head towards the wall.

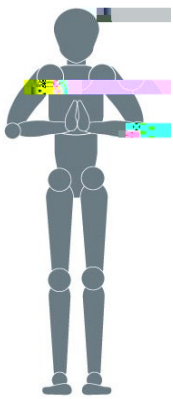
Repeat this exercise on the other side.

4) Backward Shoulder Stretch



Reach backwards, squeezing your shoulder blades together, expanding the chest.

6) Wrist Stretch



7) Fingers & Palms

8) Chair Twist

Do each stretch slowly and within your comfort level.