Southern Education Trust

Display Screen Equipment (DSE) Policy

Next review: December 2027

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Statement of intent

The Southern Education Trust is fully committed to protecting the health and safety of our pupils and staff, in line with our statutory duties. This policy is in place to ensure that members of the school community who regularly use display screen equipment (DSE) are supported and understand how to take the necessary precautions to limit the potential risks surrounding regular use of DSE.

This policy outlines the areas of concern regarding, along with solutions to, the risks around regular use of DSE. Although this policy is designed to be read by staff, its outlined safety procedures also apply to pupils who use DSE for prolonged periods of time.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health and Safety (Display Screen Equipment) Regulations 1992
- DfE (2022) 'Health and safety responsibilities and duties for schools'
- HSE (2022) 'Working safely with display screen equipment'

2. Definitions

In accordance with The Health and Safety (Display Screen Equipment) Regulations 1992 and HSE guidance, the following definitions will be adopted in the implementation of this policy.

Display Screen Equipment (DSE): are defined as devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.

DSE User: means an employee who habitually uses DSE as a significant part of their normal work i.e. daily, for continuous periods of an hour or more.

Workstation: means an assembly comprising of:

- DSE, whether provided with software determining the interface between the equipment and its operator or user, a keyboard or any other input device.
- Any optional accessories to the DSE.
- Any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other item peripheral to the display screen equipment.
- The immediate work environment around the DSE.

3. Roles and responsibilities

The local governing board is responsible for:

- Ensuring the school provides a safe place of work and learning for all staff, pupils and visitors, in line with its statutory duties.
- Overseeing that staff receive training so that they can perform their duties with DSE in a safe manner.

- Ensuring whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Assessing the efficacy of this policy and ensuring any necessary changes are made.
- Ensuring the school:
    - Analyses workstations to assess and reduce risks.
    - Makes sure controls are in place.
    - Provides information and training.
    - Provides eye and eyesight tests on request, and special spectacles if needed.
    - Reviews the assessment when the user or DSE changes.

The school's are responsible for:

- Ensuring all risk assessments related to DSE are in place and up-to-date.
- Arranging training for staff using DSE.
- Ensuring the steps and requirements laid out in this policy are implemented at all times.
- The day-to-day implementation and periodic review of this policy and its efficacy, in conjunction with the governing board.

Members of staff using DSE are responsible for:

- Ensuring they only use DSE once they have undertaken the appropriate training.
- Using DSE in line with the health and safety measures set out in this policy, and as learnt during their training, at all times.
- Informing the headteacher of any situation where the use of DSE is resulting in either injury or risk of injury as soon as possible.
- Where applicable, ensuring any pupils using DSE do so in line with the health and safety requirements of this policy.

4. Workstations

Staff and pupils who use DSE as part of their normal, continuous work are required to complete a Display Screen Equipment Workstation Checklist (workstation risk assessment) on an annual basis. This assessment will aim to minimise any identified risks in the following areas:

- Equipment – e.g. keyboard, mouse, display screen
- Furniture
- Environment
- Work conditions
- The task being completed using DSE
- Any special requirements of the user

A workstation risk assessment must be undertaken each time:

- A new workstation is set up
- A new DSE user is employed
- A change is made to an existing workstation or the way it's used

- A DSE users complain of pain or discomfort

Link: workstation checklist

Once completed, these checklists must be passed to the School Business/Operations Manager or Health and Safety Representative. If you work primarily for the Trust's central team or the Teaching School Hub, these must be passed to the Trust Operations and Compliance Lead.

The school will ensure all users of DSE are aware of how to maintain a comfortable typing position, including:

- Maintaining a practical and comfortable space between the user and the DSE.
- Avoiding hunching or straining unnecessarily.
- Placing the mouse to the appropriate side of the keyboard based on the needs of the user.
- Adjusting all adjustable furniture where necessary.

The school will ensure it provides users with adjustable chairs where possible, to maximise comfort and ease of use.

The school will ensure it provides users with adjustable DSE - this includes being physically adjustable by tilting or swivelling, or through the electronic settings such as adjustable brightness and colour saturation.

Any pupils or staff with SEND will be provided with any additional support they require to use DSE.

5. Learning spaces

The school will ensure it makes all learning spaces on the school site where staff and pupils will be using DSE comfortable, practical and conducive to a safe and productive use of DSE.

Where a room on the school site is used primarily for ICT equipment, the school will, where practical:

- Set the lighting to slightly lower lighting levels than are required in other classrooms.
- Install blinds to reduce occurrences of glare.
- Install anti-static and non-slip flooring.
- Maintain an adequate space between workstations holding DSE, e.g. desktop computer screens.
- Ensure the room has sufficient space and pathways to permit all pupils to access DSE, including those who made need additional space to meet their needs.
- Cover all electronic wires and cabling, using trunking and rubber cable covers, to prevent tripping.

6. Working from home

If working from home, the school will ask staff to carry out a basic assessment of their DSE workstation at home, using the HSE's workstation checklist as a basis, in line with the school's Flexible Working Policy.

Staff and pupils who require DSE to complete their working or learning duties and commitments will be provided with the appropriate equipment from the school, where necessary.

Any staff and pupils being loaned DSE from the school will complete a Device and Technology Acceptable Use Agreement.

The school will encourage staff and pupils using DSE at home to follow some simple steps to reduce any risks associated with DSE, including:

- Breaking up long spells of DSE use with rest breaks or changes in activity.
- Regularly changing seating position to avoid prolonged periods of stasis or discomfort, where possible.
- Getting up from their workstation and stretching at regular intervals, as appropriate to the user.
- Applying filters to the screen, e.g. night-time settings, to reduce the risk of eye fatigue.

The school will maintain regular contact with staff and pupils using DSE to complete their working and learning commitments to assess whether any additional requirements are needed. These discussions may focus on:

- Aches, pains or discomfort related to the arrangements for DSE use at home.
- Technological issues with their equipment.
- Any instances where the user has been using DSE without adequate rest and recovery breaks.

The school will then endeavour to meet any additional requirements where possible, including carrying out a full workstation assessment.

7. Health risks and eye tests

The school will ensure that users of DSE have work schedules that include breaks or changes of activity, in line with its legal requirements as an employer.

For staff using DSE for work, the school will arrange and pay for a full eyesight test, if they request one - the test will include a vision test and an eye examination.

The regulations suggest that if the test shows that the user needs glasses specifically for DSE work, the school should pay for a basic pair of frames and lenses. If users' normal glasses are suitable, or if an ordinary prescription is suitable, the school should not pay for glasses.

The Trust has signed up to the Specsavers scheme which will provide the DSE user with a voucher for an eye test and a £50 contribution towards a pair of glasses at a Specsavers store regardless of whether the need is there specifically for DSE work as we believe it is important to look after your eyesight.

The usual frequency of eye tests is every 2 years.

To request to eye test, please complete this form:

Eye Test Request Form

In order to minimise the risk of adverse effects of DSE use on eyes, the school will plan work for DSE users to allow for breaks, e.g. 5 to 10 minutes every hour, or changes of activity. It will also encourage users to:

- Check the screen is well positioned and properly adjusted to suit their needs.
- Ensure lighting conditions are suitable.
- Get up from their workstations and move around or stretch and change posture during their breaks or change of activity.

In order to minimise health risks resulting from DSE use, the school will provide training for staff in safe working practices prior to their use of the equipment. This will include:

- Good posture.
- Adjusting chairs and other furniture.
- Arranging desk space.
- Adjusting screens and lighting to avoid reflections and glare.
- Breaks and changes of activity.
- Workstation assessments.
- The process for reporting issues.
- The support available for arranging and financing an eye test.

Staff who use DSE, are required to complete the Certificate in Display Screen Equipment course, available from the National College, on an annual basis.

The school will ensure that any staff or pupils working with DSE who may be at increased risk of injury, e.g. those with photo-sensitive epilepsy, are provided with the appropriate support in order to facilitate their use of DSE, where possible.

Staff members who are pregnant will be able to safely work with DSE.

8. Monitoring and review

This policy will be reviewed on an 3 yearly basis by the Trust.

The next scheduled review date for this policy is September 2027. Any changes made to this policy will be communicated to all stakeholders.