



PHOENIX BAY

Policy Focus	DSE Policy
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1. Aim

So far as is reasonably practicable, the health, safety and welfare at work of its employees and anyone else who may come into contact with Phoenix Bay School through their activities.

The policy aims to:

- Reduce occupational ill health and associated injuries to employees regarding the use of display screen equipment (DSE).
- Increase awareness regarding the correct use of DSE.
- Make sure that the risks associated with DSE use are assessed.
- Reduce the risk so far as is reasonably practicable.
- Encourage full reporting of all work-related ill health and injuries relating to DSE use.

2. Objectives

PHOENIX BAY 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 DSE while working at Phoenix Bay, 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.

This policy is designed to support Phoenix Bay in complying with its Health and Safety Policy and its duties regarding relevant Acts and Regulations, under which it must ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees. To achieve this, PHOENIX BAY is required to:

- Undertake a suitable and sufficient assessment of the risks to health arising associated with DSE use.
- Implement robust control measures / safeguards to protect employees whilst undertaking DSE activities.
- Maintain all control measures and any associated work equipment.
- Provide information, instruction and training, ensuring employees have access to training and written guidelines and procedures.

All managers have a responsibility to implement this policy and to make sure their employees are aware of it and understand it.

3. 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 who habitually uses DSE for the purposes of an employer's undertaking as a significant part of their normal work, (e.g. employees who use DSE daily, for continuous periods of an hour or more).

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

4. Acceptable Workstation Setups

Department Managers shall provide DSE users with appropriate work equipment to ensure the DSE user has an acceptable workstation setup. Acceptable workstations shall have:

- Screen / Laptop screen positioned at the appropriate height for the user.
- Separate keyboard.
- Separate Mouse.

- Adequate desk space to undertake normal work with an appropriate shape (e.g. a circular table that pushes the user away from setup is not appropriate).
- Suitable chair (dining room / 4 leg chair may only be used for home working if the user takes a 15-minute break every hour) if they cannot get a suitable DSE office chair at home.
- DSE users shall be made aware of their entitlement to free eye tests.

The provision of suitable information, instruction and training, DSE equipment and the time taken by the user to ensure their DSE workstation is correctly set up for their use should reduce potential musculoskeletal injuries and ill health associated with DSE use.

DSE users shall ensure their workstation is correctly set up ([see appendix 1 Seating and Posture & CIEHF Home working and staying healthy](#)).

DSE equipment provided by PHOENIX BAY will remain the property of PHOENIX BAY.

Display Screen Equipment Risk Assessment

Employees who are DSE users are provided with online training regarding the hazards of DSE use and the precautions for safe working. This training should be conducted during the corporate induction using the intranet [i-Learn DSE module](#).

All relevant PHOENIX BAY staff members shall complete a [DSE assessment](#) ([see appendix 2 Assessment Contents](#)):

- During induction training, and 3 yearly thereafter
- When first using PHOENIX BAY DSE while working from home 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 by a [trained department DSE Risk Assessor](#).

The manager shall follow the DSE process on Evotix Assure ([see appendix 3](#)). It is the responsibility of the manager to ensure agreed actions / recommendations identified in the DSE assessment are actioned and documented.

Records of DSE assessments are securely retained on Evotix 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.

5. Hot Desking

Evolving environmental, external and organisational demands requires PHOENIX BAY to evolve and move away from traditional ways of working to promote greater flexibility and positive use of available space resources, the adoption of hot-desking initiatives is appropriate and relevant. Hot-desking cannot be implemented in isolation, but is underpinned by adoption of a wider working strategy that includes flexible working, mobile working, home working, teleworking. While, for some post holders, hot-desking cannot be a routine approach due to the nature of their work activity (for example, confidential phone calls, dealing with legal issues, needing ready access to hard copy folder.), every member of staff should be able to use a hot-desk for part or all of their role, or share a desk, regardless of their profession or post, to facilitate the most resourceful way of working.

The following factors should be considered, as a minimum, when determining a DSE user's suitability of hot desking or sharing desks to individual posts:

- Factors to individual employee's health.

- Whether or not the type of work is process based or information data inputting and whether it needs to be carried out confidentially.
- Whether or not the work is location dependent – a requirement to be in specific or fixed places at predictable times.
- Whether there is a defined output or need to be supervised.
- If the individual is away from their desk often, even when working in the same building.
- Limited storage facilities for both work documents and personal effects.
- Feasibility of the activity being undertaken at home.

DSE users who hot desk may find the hot desking guide ([see appendix 4](#)) a useful reminder while setting up the workstation.

6. Home Working

Homeworkers are expected to provide a safe working location and to ensure that adequate measures are taken to meet current health and safety regulations. Homeworkers, like all employees, must take care of their own safety and that of anyone who may be affected by working at home. Additionally, homeworkers are responsible for the safety of the premises used for homeworking. Any defects in equipment should be reported immediately and the equipment taken out of use.

DSE equipment provided by PHOENIX BAY will remain the property of PHOENIX BAY.

[The Chartered Institute of Ergonomic & Human Factors](#) have published guidance regarding home working and staying healthy; this includes information for setting up your workspace, creating the right environment, navigating your home and staying mentally fit.

Further information available via [MyView – My Documents](#), Policies and Guidance Ways of Working Policy and Flexible Working & Leave.

7. 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 (e.g. 5 to 10 minutes every hour).

Eyesight examinations can be provided for DSE users, [via a voucher scheme](#), by PHOENIX BAY, as per [Regulation 5 of the DSE Regulations](#), and where recommended by the professional optician (through a certificate of recommendation) a spectacle voucher may be issued for staff members where the optician has recommended the any of the following:

- Spectacles are required solely for VDU (DSE) use
- Spectacles are required for general use, incorporating a special prescription for VDU (DSE) use
- Spectacles are needed for safety purposes.

To find out more please visit the eye care page on the intranet or the Workplace DSE Eye Care Guidance available via [MyView – My Documents](#), Section 3 Employee Support and representation.

8. Policy Monitoring

Monitoring arrangements for this document shall include:

The Corporate Health and Safety Team will monitor approved DSE assessments, on Evotix Assure. Where unacceptable DSE assessments have been approved the Corporate Health and Safety Team shall un approve the DSE assessment and provide relevant comments and feedback at that time. Where a DSE assessment identifies an acceptable workstation set up the assessment shall be archived.

Where a lack of compliance is found relevant information will be communicated to the relevant Director/ Assistant Director or Head of Service as well as communicated at the Health and Safety Working Group, for further appropriate dissemination.



Figure 2 Seating and posture for typical office tasks

- Seat back adjustable
- Good lumbar support
- Seat height adjustable
- No excess pressure on underside of thighs and backs of knees
- Foot support if needed
- Space for postural change, no obstacles under desk
- Forearms approximately horizontal
- Wrists not excessively bent (up, down or sideways)
- Screen height and angle to allow comfortable head position
- Space in front of keyboard to support hands/wrists during pauses in keying

Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 Guidance on Regulations Page 32

Appendix 2 DSE Assessment Contents

1 Where is this DSE Assessment for?

Location of Assessment (photograph of workstation to be attached)

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 Phoenix Bay.

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 ePhoenix Bay?

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

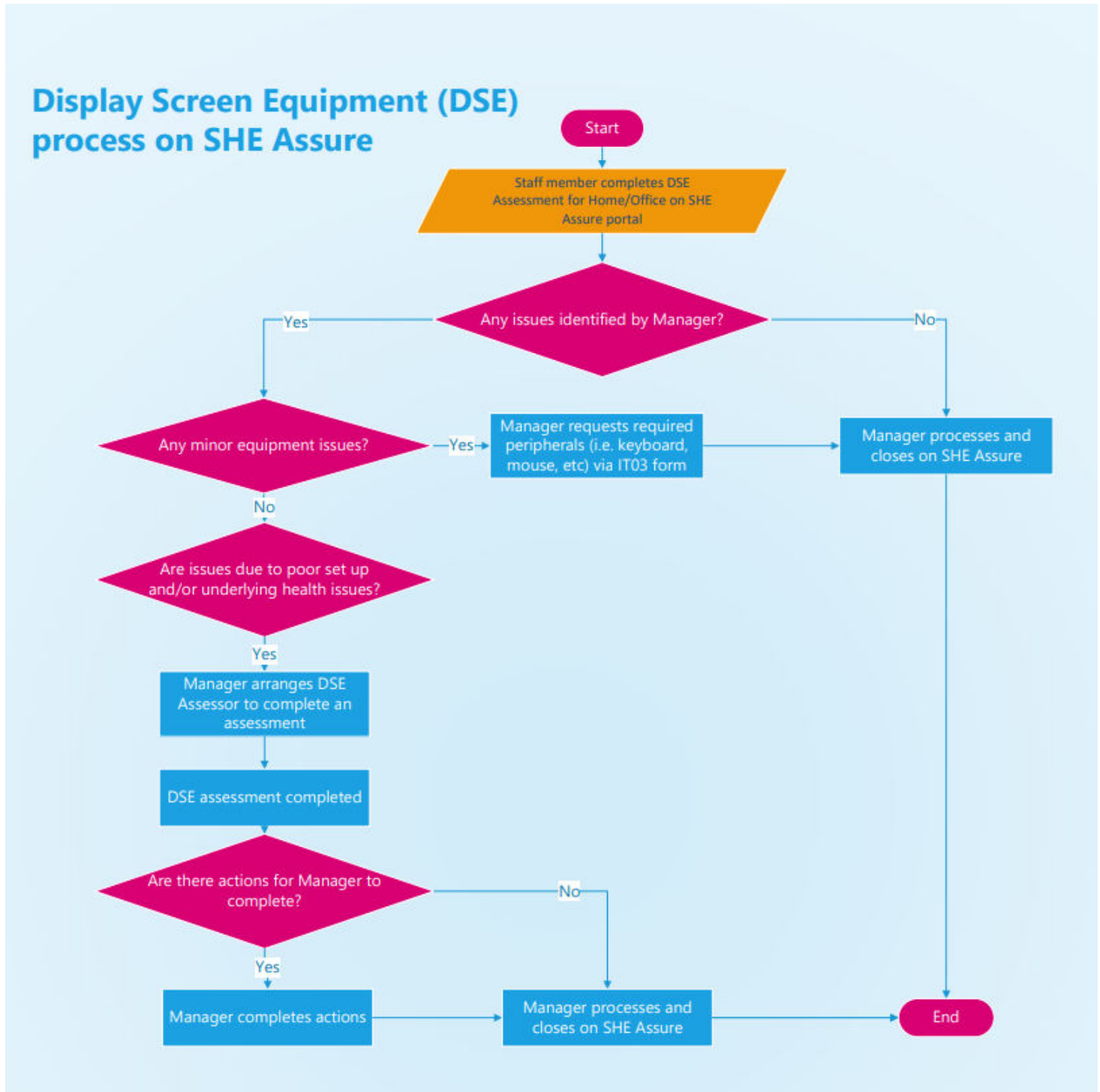
Has the checklist covered all the problems you may have working with the DSE?

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 3 DSE Process on Evotix Assure



Appendix 4 Hot Desk Guide

If you use a workstation that is also used by others at different times, it is important to use all the adjustments available to make yourself comfortable. The settings on the chair will be different each time you arrive at the workstation, so you should spend some time at the start of your work adjusting the chair to suit you ([see appendix 1 Seating and Posture & CIEHF Home working and staying healthy](#)). You should ask for a footrest if you need one. Also, take time to position items appropriately on the workstation. If the standard equipment provided does not suit you, talk to your manager. If you are using a laptop at the hot desk location, you should use a docking station or equivalent.

Before starting work at a 'hot-desk' workstation, set it up for you in accordance with your current DSE assessment. The DSE assessment list in [appendix 2](#) will assist you with this. If you identify significant concerns and are unable to use an alternative 'hot-desk' this should be escalated to your manager who will, if a concern cannot be readily solved, liaise with a departmental DSE risk assessor.

Suitable furniture is provided for PHOENIX BAY DSE users, including adjustable chairs at computer workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary. Desks are sited so far as is possible so that glare, reflections and extremes of light and shade do not cause discomfort. Window blinds are also provided to assist in the control of these hazards. The work environment has been designed for the comfort of display screen users taking into account the need to control nuisance noise, temperature, humidity and lighting.

