

# UK Graduate Ltd

## Display Screen Equipment User Policy 2.0

Updated on 27/09/2023

Review Date 27/09/2024

Responsible Person: Centre Manager

## **1. REGULATIONS RELATING TO THE USE OF DISPLAY SCREEN EQUIPMENT**

- 1.1 UK Graduate shall comply with the Health and Safety Regulations 1992 and any guidance notes which accompany the regulations.

## **2. STATEMENT OF INTENT**

- 2.1 UK Graduate will take appropriate steps to reduce health risks associated with the use of Display Screen Equipment, by adopting a policy based upon care, support, assessment and education.
- 2.2 UK Graduate has a legal obligation only to employees. However, as a caring organisation, the College also acknowledges its responsibility to students.

## **3. DISPLAY SCREEN EQUIPMENT (DSE) USER DEFINITIONS**

- 3.1 **Employee:** A user will be defined as someone who uses DSE on a regular, continuous basis, however, where there is doubt as to the definition, and then guidance is given in the appendices to this policy.
- 3.2 **Students from IT Department:** Students from IT Department who meet the criteria as applied to employees will also be regarded as users.
- 3.3 **Students from Other Departments:** Students from other departments should not be classed as users, however, where it is likely that a student will spend a significant part of their daily work activity using Display Screen Equipment:
  - a) they should be provided with a firm work surface of an adequate size to enable them to display their work, together with an ordinary, padded four legged chair;
  - b) teaching time should be planned to allow regular work breaks.

## **4. DISPLAY SCREEN EQUIPMENT WORKSTATIONS**

- 4.1 The equipment classed as part of the workstation may include:
  - a) a Visual Display Unit or Terminal;
  - b) Keyboard, mouse, microphone, disk-drive, mass storage drive, cd/dvd drive, printer
  - c) chair, desk and work surface;
  - d) the immediate work environment around the workstation.
- 4.2 All new equipment purchased must meet the minimum Health and Safety requirements.

## **5. WORKSTATION ASSESSMENTS**

- 5.1 Members of staff, appointed by the management, will be trained to carry out assessments of workstations.
- 5.2 Display Screen Equipment and workstations will be identified and numbered for assessment purposes. An initial assessment of the workstations will be carried out by the use of a check-list which will form the basis of the assessment record. All such

records will be kept by the Centre Manager, who will ensure that appropriate corrective actions are carried out when necessary.

- 5.3 A review of the initial assessment should be undertaken whenever the user identifies problems, or if there is a change in the equipment or member of staff using the workstation on a long-term basis.

## **6. INFORMATION, INSTRUCTION AND TRAINING**

- 6.1 Display Screen Equipment users will be informed/instructed by the assessor of:
- a) any risks to their health and safety while working as a DSE user;
  - b) the measures taken to protect them from any such risks;
  - c) the arrangements that have been made to ensure regular changes of work activity.
- 6.2 Assessors will be given the necessary training to carry out the assessments, to maintain the appropriate records and to train the DSE users. This training will be recorded and kept by the appropriate manager.

## **7. SUPERVISORS' DUTIES**

- 7.1 The daily activities of Display Screen Equipment users will be planned to enable their work to be periodically interrupted by changes of activity.

## **8. EMPLOYEES' DUTIES**

- 8.1 Employees should make full use of the adjustment capabilities of the workstation to avoid potential health problems.
- 8.2 Any health problems which may be attributed to the use of Display Screen Equipment should be reported to the management.

## **APPENDIX 1**

### **GUIDELINES ON THE CLASSIFICATION OF DISPLAY SCREEN EQUIPMENT USERS**

- 1.1 The notes of guidance to the regulations defines display screen 'users' as employees who habitually use display screen equipment as a significant part of their normal work, whether they are required to work at their employer's workstation, or a workstation at home.
- 1.2 In some cases it will be clear that use of display screen equipment is more or less continuous on most days and the individuals concerned should be regarded as users. This will include the majority of those whose job mainly involves, for example, display screen-based data input or sales and order processing. Where use is less continuous or frequent, other factors connected with the job must be assessed. It will generally be appropriate to classify the person concerned as a user, if most or all of the following criteria apply:
  - a) the individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results;
  - b) the individual has no discretion as to use or non-use of the display screen equipment;
  - c) the individual needs significant training and/or particular skills in the use of display screen equipment to do the job;
  - d) the individual normally uses display screen equipment for continuous spells of an hour or more at a time;
  - e) the individual uses display screen equipment in this way more or less daily;
  - f) fast transfer of information between the user and screen is an important requirement of the job;
  - g) the performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequences of error may be critical.
- 1.3 If doubt remains regarding a member of staff's classification as a user, please contact the Management.

## **APPENDIX 2**

### **REQUIRED STANDARDS FOR EQUIPMENT AND FURNITURE TO BE INCLUDED AS PART OF A DISPLAY SCREEN WORKSTATION**

#### **1. INTRODUCTION**

- 1.1 As from January 1993, all furniture and equipment purchased to form part of a Display Screen Equipment workstation, must conform to standards required under the Health & Safety (Display Screen Equipment) Regulations 1992. Those responsible for the purchase of such items are requested to note the standards outlined in these guidance notes.

#### **2. SCREEN/DISPLAY**

- 2.1 The screen/display unit should:
- a) have a clear, stable and legible image, without flicker, jitters or glare;
  - b) have a controllable contrast;
  - c) be adjustable in the angle of tilt and swivel;
  - d) have a screen size which is compatible with the task.

#### **3. KEYBOARD**

- 3.1 The keyboard should:
- a) be detachable and moveable, light but stable;
  - b) have a shallow keyboard slope of 10-15 degrees;
  - c) have separate numeric keys;
  - d) have non-reflective keys;
  - e) be tactile and audible;
  - f) have a matt surround.

#### **4. DESK**

- 4.1 The desk should be:
- a) of sufficient size to provide space for equipment, documents, the operator, and for the task to be undertaken;
  - b) between 0.66 - 0.73 metres for non-adjustable desks, and 0.66 - 0.77 metres for adjustable desks, from the floor to the underside of the desk, to allow for knee clearance;
  - c) 0.60 metres minimum - 0.80 metres optimum deep, and 1.2 metres minimum - 1.6 metres optimum long, to allow for flexible arrangements of equipment and documents;
  - d) stable and have a matt finish, with no sharp edges.

## **5. CHAIRS**

### **5.1 Chairs should:**

- a) be stable, with five star base configuration on castors and swivel to give access to work surface and storage;
- b) be adjustable in height (ideally 0.34 - 0.52 metres) have a backrest which is adjustable in height and tilt (minimum adjust ability range 0.38 - 0.42 metres);
- c) have a seat pan depth of (0.38 metres minimum);
- d) have mechanisms for adjustments which are easy to operate from a sitting position.

## **6. PRINTERS**

### **6.1 Printers should be relatively quiet when in operation, with acoustic hoods fitted where applicable.**