

# Display Screen Equipment Procedure

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**Procedure Author** – Head of Estates & Sustainability  
**Procedure Owner** – Vice Principal (Finance and Infrastructure)  
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## **DISPLAY SCREEN EQUIPMENT PROCEDURE**

### **Introduction**

This procedure sets out the University approach towards Display Screen Equipment (DSE).

The procedure applies to all schools and departments of the University and applies on all campuses. It applies to all staff in the University defined as DSE users. The DSE Regulations define a user as an employee who uses DSE for a significant part of their normal work (daily, for continuous periods of one hour or more). In particular it sets out the arrangements for assessing the risks arising from the use of DSE so that appropriate action can be taken to reduce the risks. It also covers training provision for staff that use DSE so that they know what the risk are, how to set up their workstation properly and what they can do to reduce the risks.

### **Procedure**

The University has adopted a self-assessment approach. DSE users are required to undertake online training and complete a workstation self-assessment (this is assigned by the line manager). The e-learning is intended to provide a basic level of training and guide through a step by step assessment of their workstation. A DSE **user** is someone who normally uses DSE for continuous or near-continuous spells of an hour or more at a time, and uses DSE more or less daily. If there is any confusion about whether an employee should be a user or not, it is better to err on the side of safety and classify them as a user.

University of the West of Scotland students are not covered by the Display Screen Equipment Regulations and consequently are not users. However, it is desirable that, in terms of the ergonomics of the workstation, post-graduate research students are given the same standard of care as employees. For undergraduate student workstations, the minimum requirement of a good chair (i.e. adjustable height of seat, adjustable height and angle of backrest) should be provided.

### **Provision of Eye/Eyesight Test and where necessary special corrective appliances for use with Display Screen Equipment**

The regulations place a requirement to ensure that users who are employees are provided on request with an appropriate eye and eyesight test carried out by a competent person, that this test be carried out as soon as practicable after the request and that provision for re-test at regular intervals be made. This Regulation also requires that where necessary "special corrective glasses for the work being done by the user" are provided. The glasses will be supplied on the basis of the result of an eye or eyesight test given to the user indicating that such provision is necessary and that normal corrective lenses cannot be used. The eyesight test will be provided upon demand. If special corrective appliances are required, these will be issued on the basis of the eye/eyesight test.

The eye/eyesight test and special corrective appliances are provided by the University to employees who have been designated as users. They are not provided to students or to the employees of other employers who are working within the University. Users who require an eye/eyesight test should first contact [HealthandSafety@uws.ac.uk](mailto:HealthandSafety@uws.ac.uk) to start the process. Here is how to then proceed:-

- Get your eyes tested in the usual way. You can go to your own Optician.
- If your Optician agrees that you need spectacles only for Display Screen Equipment (DSE) use, then you will qualify for the £44.00 contribution from the University.
- Please get your Optician to sign the form to show you are eligible for the funding.
- Return the signed form and a copy of your receipt for the purchase of the spectacles to the Health and Safety Team (scanned copies, emailed to [HealthandSafety@uws.ac.uk](mailto:HealthandSafety@uws.ac.uk) are absolutely fine).

- The Health and Safety Team will arrange the funding.
- You will be able to claim the money using the Agresso expenses procedure (you will receive the specific codes at the time).

If you need any further advice or assistance, please contact: [HealthandSafety@uws.ac.uk](mailto:HealthandSafety@uws.ac.uk)

### **Responsibilities**

If you are a line manager within the University you will receive a monthly health and safety training and assessment summary for your team. The full data for your team is available by logging into the [Awaken System](#) and using your normal UWS log in details. Please ensure each member of your team completes any training that has been assigned to them. Display Screen Equipment workstation referrals should be investigated by local line managers as you have the responsibility to ensure that this happens and that any necessary remedial action is taken. When someone completes a DSE self-assessment, there are a number of potential outcomes as outlined below, as well as the guidance that is provided for each:

- No issues – assessment is kept on the system, no further action needed.
- If the issue is for non-specialist equipment (keyboard/mouse) replacement or renewal contact line manager to discuss next steps i.e. IT Helpdesk.
- Issues highlighted – feedback and discuss with line manager – if easily remedied by both parties -record kept on system for information only.
- Health issues highlighted - feedback to line manager who will raise with HR Business Partner to allow further referral to Occupational Health and onward as appropriate - copy of assessment to HRBP/OH/line manager and employee.
- Pregnancy - issues highlighted - feedback to line manager and if appropriate to HRBP/OH to allow further referral on - if no issues both line manager and employee keep a copy of original assessment and update it as appropriate as the pregnancy progresses. Any later highlighted issues to be dealt with as above. A separate Pregnancy risk assessment must be carried out by the line manager in conjunction with the employee. For advice and risk assessment training please contact [HealthandSafety@uws.ac.uk](mailto:HealthandSafety@uws.ac.uk)

DSE users must ensure that they:-

- Assess their workstation using [Awaken DSE online training and assessment tool](#) provided by the University;
- Use the equipment in the approved manner and make full use of devices intended to reduce risks;
- Change work activities regularly to limit the effects of repetitive movements of affected muscle groups;
- Bring to the attention of the manager any health symptoms coming to light; and
- Ensure that when using another workstation or laptop that recommended measures are followed, adjusting the workstation accordingly. The workstation should be fully adjustable to suit the particular needs of every individual.

Further References:-

<http://www.hse.gov.uk/msd/dse/>  
<http://www.hse.gov.uk/mothers/faqs.htm>