

DISPLAY SCREEN EQUIPMENT POLICY

Thirsk Community Primary School

1. General Statement

It is our policy that all computer (display screen) users will be assessed once they commence employment with us. This will help us determine whether or not they can be classified as “users” for the purposes of current legal requirements.

This assessment will be carried out by completing a Display Screen Equipment (DSE) questionnaire. This will then determine whether or not any further action is required. If so, a further assessment will be carried out by.

MR TERRY BLAND, HANDS ADVISOR, NYCC

2. The Legal Position

The law relating to the use of DSE equipment, such as computers, is covered by the Health and Safety (Display Screen Equipment) Regulations 1992 (the DSE Regulations). These Regulations set down a series of minimum standards for the workstations used by DSE users. This includes seating, lighting levels and workstation layout. We have also incorporated the amendments made to these Regulations in 2002.

3. Definition of ‘User’

The Guidance to the DSE Regulations defines a ‘user’ as someone who uses a computer for ‘continuous spells of an hour or more at a time’ on a ‘more or less daily’ basis. Taking this into consideration, we have decided that the following job roles will qualify as users under these Regulations (insert job roles in box below). If your job role does not appear, then you are not considered to be a ‘user’.

*Examples of employees who are **probable** display screen users are word processors; secretaries; typists and data input operators.*

*Examples of employees who are **possible** display screen users may include clerical or admin assistants, and receptionists whose duties may involve daily use of equipment.*

4. Procedures

In order to comply with the DSE Regulations, we have introduced some procedures which are to be followed by all staff, these are as follows:

- All new employees who are required to use computers as part of their job role will be given a self-assessment DSE questionnaire to complete within 2-4 weeks of starting work with us. It is the duty of the Headteacher to provide this to all new starters.
- All existing employees should have completed a questionnaire. However, should a member of staff change workstations or become a DSE user for the first time, then

another one should be completed. This should be done shortly after the change in location or job role. Whilst care has been taken to ensure that the questionnaire is self-explanatory, any queries can be referred to your line manager.

- Where the questionnaire identifies problems, such as glare, it is the responsibility of the individual's line manager to ensure that these are rectified
- Staff are actively encouraged to try and rotate their job tasks in order to spend a few minutes an hour away from the computer screen. This time should be spent engaged in work duties such as telephone calls and general office administration. If any employee feels that their workload does not permit adequate breaks, this should be brought to the attention of the individual's line manager. Where possible, this situation will be rectified.
- Where necessary, staff will be provided with training and information in order to help them set up their workstation correctly.

5. Employees' Duties

Employees are expected to complete the self- assessment DSE questionnaire in a timely manner. They are also required to set up and operate their workstations correctly. In the unlikely even that any difficulties are experienced with workstations, employees should bring this to the attention of their line manager as soon as possible. Each employee is also expected to abide by the procedures laid down in this policy.

6. Eye Tests and Supply of Glasses

Eye Test Scheme from January 2009

A new scheme, provided by Specsavers, will run alongside the existing scheme. Applications for either scheme must be made by e-mail to Ian Wild by the employee's Line Manager stating whether they are using Specsavers or using their own optician. Then either a Specsavers Eye care Voucher will be issued or a form DS1 that needs to be completed by their optician and returned to Exchequer Services. If they are using Specsavers a recharge code must be provided.

It is not necessary to fill in any application forms; just an e-mail is sufficient.

Specsavers

The employee will receive a two part voucher on which they will enter their Payroll number and signature.

The right hand portion with their name, details and authorisation must be certified by Specsavers on the back and must be returned to Exchequer Services.

The left hand portion will be retained by Specsavers

The possible outcomes are

1 No glasses prescribed

2 Non VDU glasses prescribed - the employee may use the voucher to receive £20.00 discount off the purchase of glasses from the range £99.00 and above

3 VDU glasses prescribed then either

a The employee selects glasses from the £45.00 range at no extra cost

b The employee selects glasses from the £99.00 range and pays £34.00

In all three cases the certified portion must be returned

The employee may also receive, if they wish, 1 or 2 vouchers which can be used by any family member to receive £20 discount for glasses in the £99.00 and above range purchase privately at any Specsavers store.

Other Opticians

The employee will receive a form DSE1 which must be completed by the Optician then returned to Exchequer Services with receipt attached.

Reimbursement of the eye test, plus VDU glasses if so prescribed, will be made through the Payroll system. The maximum reimbursable is £70.00 so if the test costs £10 then up to £60 can be paid towards the cost of the glasses.

Please note

You must give at least 48 hours' notice to allow time for a voucher to be issued

7. Laptop Users

Some of our staff may use laptops instead of, or in addition to desktop computers. This is most likely to apply to those who spend much of their day outside the office. If so, this policy should be read in conjunction with our Laptop Health and Safety Policy. This contains guidelines on the safe use of laptops whilst being used in less than ideal conditions, such as cars.

Signed.....Date 17/11/16

Review Date 17/11/17