



Display Screen Equipment (DSE) Standard

Warwickshire County Council

This standard has been produced in accordance with Warwickshire County Council's (WCC) Health and Safety Policy and outlines the minimum requirements that must be met.

The requirements within the standard need to be interpreted and included into service and team local arrangements.

Quick information on training and making workstation referral assessments can be viewed using the [Display Screen Equipment \(DSE\) Essentials](#).

Purpose

The requirements of this document apply to any DSE activity undertaken within WCC and will assist managers and Headteachers in fulfilling their responsibilities and legal obligations in relation to DSE regulations.

It's applicable to anyone who uses DSE as part of their work activities and to anyone who manages them, to ensure that as far as is reasonably practicable, workers are protected from the health risks arising from work with DSE.

WCC identifies each "DSE User" to:

- Enable managers and staff to recognise who may be at risk from work with DSE.
- Identify when a DSE self-assessment is required to be undertaken.
- Initiate the implementation of preventative measures and actions.
- Target appropriate information, instruction and training.
- Facilitate the delivery of eye sight tests upon request.

DSE Users

A "DSE User" is a worker who uses DSE as a significant part of their normal work - daily, for continuous periods of an hour or more.

All workstations used by "DSE Users" must meet WCC requirements and must be subject to a DSE Self-Assessment by the *DSE User*.

Others using DSE equipment but who do not come under the definition of a "DSE User" should be provided with information on safe and correct use of display screen equipment as good practice.



Plan – consider activities, risks & competency.
Refer to legislation, WCC standards and industry best practice

DSE Training and Risk Assessment

It is the responsibility of each Line Manager to:

- Identify the staff who are defined as "DSE users".
- Ensure that those that are identified as "DSE users" complete the DSE e-learning available on [WILMa](#) (HSW DS004) and repeat the training every 3 years. (For schools that do not have access to WILMa, there is hard copy version available of this DSE e-learning)



- Ensure that a DSE self-assessment is undertaken by each *DSE User* for the workstations they use. (For schools that do not have access to WILMa, there is hard copy version available of this DSE self-assessment)
- Ensure that the DSE Assessment is reviewed where staff work remotely, work from home, change location or develop health conditions, and after a period of 3 years.
- Provide information to each *DSE User* on the availability of eye tests through the WCC scheme.

DSE Assessment Procedure

The DSE Self-Assessment is incorporated into the training module on [WILMa](#) (HSW DS004). Please contact the Health, Safety and Wellbeing Service (HSW Service) if you do not have access. (For schools that do not have access to WILMa, there is hard copy version available of the DSE self-assessment)

1. If No Issues are Identified by the DSE Assessment

The record of the self-assessment must be retained by the manager and kept for 5 years.

2. If the DSE Assessment Identifies Issues

Any issues identified by the DSE self-assessment must be actioned by the manager and recorded on the self-assessment form. Once completed these must be retained by the manager. These records should be kept for 5 years.

Managers should seek a solution using guides on the [intranet](#). If managers require assistance this is readily available from the HSW Service.

The HSW Service respond by:

- providing advice
- arranging for a formal detailed DSE assessment by a subject matter expert or
- recommending a referral to the Occupational Health Service. The employee's consent is required and managers should complete a [DSE referral form](#) and email to healthandsafety@warwickshire.gov.uk.

It is the responsibility of the manager to act upon the advice of the HSW Service or the Occupational Health Service, including the procurement of any equipment that may be required.



Do - implement safe working practice & control measures, produce documentation & records, arrange training, inform staff

Rest Breaks

Breaks in work are important for physical and mental health. Managers have a duty to provide arrangements to enable employees to have a break from prolonged DSE use and employees have a responsibility to look after their own wellbeing by taking those breaks. Frequent short breaks are better than occasional long ones, although the break should be appropriate to the demands of the work. It is recommended to take 5 to 10 minutes away from the screen every hour to stretch and change posture.

DSE Equipment in WCC Premises

In WCC premises desk-top workstations provide a suitable working environment that can be adjusted to meet the requirements of the majority of users. Additional equipment or alterations to workstations will be made where reasonable to accommodate the specific needs of individuals.

Beyond the adjustments to meet the needs of the user, further alterations and additions to these workstations may only be made following recommendations by the HSW Service or authorisation by your manager.

Any concerns over DSE workstations should be raised with the line manager.

DSE Equipment for Home Working

Managers are responsible for ensuring that staff who work from home and are *DSE users* undertake a DSE self-assessment for their home working arrangements. Managers are not authorised to enter the homes of their staff to oversee the arrangements and there is an added responsibility on each member of staff to create a safe home-working set up using the advice and information available in publications, from their line manager or from the HSW Service.

Having completed a DSE self-assessment of the home workstation any additional equipment required to meet the DSE standards must be authorised by line management. Any equipment provided by WCC, or purchased by the employee and claimed through expenses, remains the property of WCC. The line manager must authorise the provision of this equipment and retain records. Upon leaving the employment of WCC the equipment must be returned. (For schools, enquire with your headteacher regarding claiming through the expenses procedure.)

Flexible Working

Laptops or tablets are high risk due to the poor ergonomics of prolonged use. Regular users (as *DSE Users*) must undertake a DSE Assessment for significant use and aim to work according to best practice wherever practical to do so (e.g. by working at a desk, using ancillary keyboards and positioning the screen at eye level). Should health issues begin to arise that cannot be resolved by good posture and ergonomic position, then staff should raise this with their manager who will work with the user to make reasonable adjustments.

Dedicated hot-desking and touchdown areas have been provided across all WCC office locations to support flexible workers. For purposes of minimising risk from DSE use, these should be used in preference to ad hoc laptop or tablet use. The provision and equipment provided within hot-desking and touchdown areas are outlined within the [WCC Accommodation Standards](#).

Temporary Staff

Temporary workers e.g. self-employed contractors, or agency staff who are *DSE Users* are subject to the Regulations and are owed a duty of care from their employer. If they are provided by an employment agency, then the agency and WCC will have joint responsibilities to ensure that the workstations which are used by agency staff are assessed and work activities planned to allow work breaks and training. The provision of eyesight tests will however rest with the employment agency.

Occasional DSE Use

A [Quick workstation set-up poster](#) has been developed to provide a quick overview on the safe setup

principles that anyone using DSE should follow.

Issues Arising Between DSE Assessments

If a *DSE user* experiences problems and they have completed the DSE training and self-assessment, then they should work with their manager to seek a solution using the guides on the [intranet](#). If further advice is required then the manager should contact healthandsafety@warwickshire.gov.uk who may be able to help with over the phone advice. If needed an internal DSE assessment can be undertaken by the HSW Service which can be formally requested through a [DSE referral form](#).

Eyesight test provision

Eyesight tests are available upon request to *DSE Users* (and repeat in accordance with optician's recommendation which is usually every 2 years). New starters must be informed about eyesight test provision as part of their induction (refer to the health and safety induction checklist).

Refer to [Eye voucher guidance](#) for further information.



Check — monitor how effective arrangements & measures are/any incidents/issue

The Role of the Health, Safety and Wellbeing Service

The HSW Service is responsible for:

- Providing policy, guidance, training and assessment tools for DSE.
- Undertaking formal detailed DSE workstation referral assessments, when required.
- Advising managers on whether an occupational health referral is required.
- Providing advice and recommendations to managers and employees regarding safe DSE use.
- Monitoring the effectiveness of the arrangements for the management of DSE in WCC and for initiating action as appropriate.



Act — take action/have a plan of action for any gaps /revisit arrangements/measures/documentation

DSE Self-Assessment Review

The DSE e-learning module and DSE self-assessment must be repeated:

- every 3 years, or
- if there are significant changes in the task or equipment, or
- if problems or discomfort arises due to, or during, DSE use.

Records of DSE self-assessments should be kept for 5 years.



Further information

[Work with display screen equipment](#)

[Working with display equipment](#)

[Eye voucher requests](#)

[Smarter and flexible working A-Z](#)

[Office and Facilities](#)