



# 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 a service/team local arrangements.

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

## Who is this Standard for?

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, or to anyone who manages them, to ensure that as far as is reasonably practicable, workers are protected from health risks working with DSE.

## Why do we have these standards?

WCC identifies defined DSE Users so that:

- A DSE self-assessment can be undertaken.
- Appropriate actions are carried out.
- Appropriate information, instruction and training can be provided.
- Eye sight tests can be provided upon request.

All workstations used by defined DSE Users meet Warwickshire County Council requirements.

All non-defined DSE Users are provided with information on safe and correct use of display screen equipment as good practice.

## What is a defined DSE User:

It is a worker who uses DSE as a significant part of normal work (daily, for continuous periods of an hour or more).



## Plan – consider activities, risks, competency/ refer to WCC/service/industry standards

- Identify if you or your staff are a defined DSE user.
- Ensure you and your staff are aware of the DSE E-learning available on [WILMa](#) (HSW DS003)
- As part of the induction for new starters DSE E-learning is completed for those that are identified as defined DSE users.
- Where staff regularly work remotely or, change locations, or develop health conditions. Their requirements should be reviewed.



## **Do** - implement safe working practice/control measures produce documentation/records/arrange training/ inform staff

For defined users ensure that the DSE e-learning module, quiz and self-assessment on [WILMa](#) (HSW DS003) are completed upon employment and every 3 years thereafter or sooner if there are significant changes (i.e. change office accommodation) or where the employee is experiencing difficulties in using DSE.

### No Issue

Record of self assessment retained by the manager. These records should be kept for 5 years.

### Issues Identified

Any issues that arise from the employees DSE self-assessment need to 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 they should refer that employee to the Health, Safety and Wellbeing Service and request a formal detailed DSE assessment by a Health and Safety Advisor. Managers need to complete the [DSE referral form](#) and email to [healthandsafety@warwickshire.gov.uk](mailto:healthandsafety@warwickshire.gov.uk).

Recommendations following a formal assessment may include the purchase of new equipment which is the responsibility of the manager. A follow up by the Health, Safety and Wellbeing Service will be completed to check that recommendations have been implemented and are effective.

Have arrangements in place to enable employees to have a 'work break' from prolonged DSE use.

Monitor any DSE trends and take action as appropriate.

Ensure that DSE equipment is not brought in from home, only use equipment supplied by WCC, or recommended by the Health, Safety and Wellbeing service and/or authorised by your manager.

Raise any concerns to your manager as soon as possible so that issues can be remedied as appropriate in a timely manner.

Health, Safety and Wellbeing Service will:

- Provide policy, guidance, training/assessment tools for DSE requirements and advice.
- Undertake formal detailed DSE workstation referral assessments when requested by managers.
- Advise managers on whether an occupational health referral is required.
- Provide advice and recommendations to managers and employees where changes to systems of work, risk assessments, equipment etc. are required following a DSE workstation referral assessment.
- Review any advice and recommendations given to see if they have been effective.

### Issues raised before the next DSE Assessment

If a defined DSE user experiences problems and they have completed the DSE training and self assessment, then the DSE user and manager should seek a solution using the guides on the [intranet](#). If further advice is required then the manager should contact



[healthandsafety@warwickshire.gov.uk](mailto: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 Health Safety and Wellbeing which is requested through a [DSE referral form](#).

## Non-defined DSE User

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

## Temporary Staff

Temporary workers e.g. self-employed contractors, or agency staff who are defined DSE Users will be subject to the Regulations. If they are provided by an employment agency, then the agency and WCC will have joint responsibilities under the regulations 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.

The provision of DSE e-learning and DSE self-assessment form will be in hardcopy format.

## Eyesight test provision

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

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

## Working flexibly

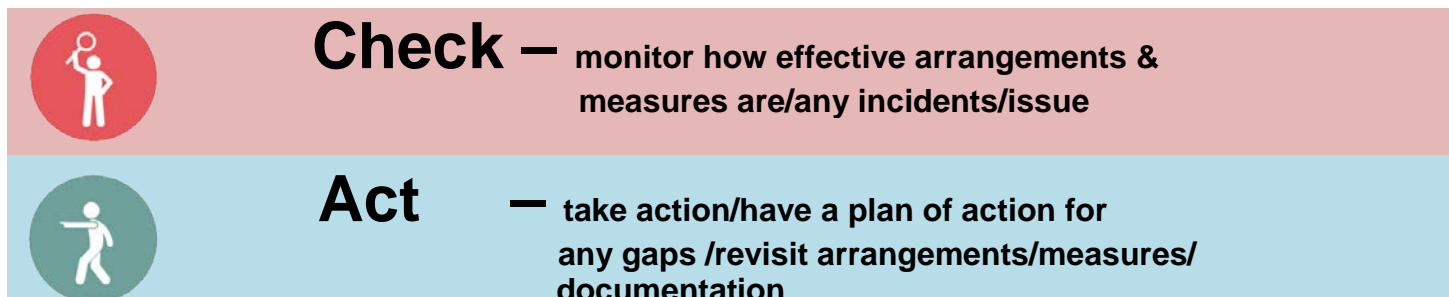
- Dedicated hot-desking and touchdown areas have been provided across all of our WCC office locations to support those staff that work flexibly. The provision and equipment provided within hot-desking and touchdown areas are outlined within the [WCC Accommodation Standards](#).
- If workers are required to use other work environments on an ad-hoc short duration period (for example, at home or at WCC touch-down locations) then the DSE quick set up guide should be followed. Should health issues begin to arise that cannot be resolved by following good practice regarding correct posture and ergonomic position, then staff should raise this with their manager who will make reasonable adjustments
- If you or your staff work flexibly on a regular basis, a flexible working agreement must be put in place and reviewed regularly between you and your manager within your 1:1 conversations.
- If you or any of your staff work flexibly, you must still undertake a DSE self-assessment. This will relate to any of the desks that you use across our locations, as they are set up as standard. In addition, use the DSE quick set up guide to ensure your workstation is set up correctly.
- If you or any of your staff are contracted homeworkers, you must undertake a DSE Assessment for your home workstation.

## If I am a defined DSE-User who works flexibly, what computer workstation do I undertake for my DSE self-assessment

If you are a flexible worker (who is a defined DSE-User) without an assigned desk (hot desking) then your DSE self-assessment will relate to any one of those hot desks locations as they should be of

standard setup.

If workers are required to use other work environments on an ad-hoc short duration period (for example, at home or at WCC touch-down locations) then the DSE quick set up guide should be followed. Should health issues begin to arise that cannot be resolved by following good practice regarding correct posture and ergonomic position, then staff should raise this with their manager who will make reasonable adjustments



### How often does DSE Self-Assessment need to be completed?

The DSE e-learning module and DSE self-assessment must be undertaken at the start of employment, every 3 years or sooner if there are significant changes or problems with using DSE in the interim. Records of DSE self-assessments should be kept for 5 years.

### DSE assessments need to be reviewed when:

- Major changes are made to the equipment, furniture, work environment or software.
- Users change workplace.
- The nature of work tasks change considerably.
- It is thought that the controls in place may be causing other problems.

### Further information

[Work with display screen equipment](#)

[Working with display equipment](#)

[Eye voucher requests](#)

[Guidance on working at home](#)

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

[Office and Facilities](#)