

# HS12 Display Screen Equipment (DSE) | Standard Operating Procedure

## 1. Background information

### 1.1. Introduction/Purpose

1.1.1. This Policy, in addition to the online training, guidance and risk assessment process, will assist SOAS in meeting its obligations under the Health and Safety Display Screen Equipment Regulations 1992 (amended in 2002), and in assessing their staff's workstations to meet the requirements of the regulations.

1.1.2. There is a general requirement for managers to ensure that all workstation users are provided with the relevant training and information regarding the safe use of workstations and their potential hazard.

### 1.2. Scope

1.2.1. This guidance applies to all SOAS staff.

### 1.3. Definitions

1.3.1. Workstation - The immediate work environment around the Display Screen Equipment (DSE), including all accessories (desk, chair, keyboard, etc.) including a laptop.

- A laptop computer is defined as A portable, personal computer with a keyboard, which is detachable from the monitor whilst in use.

- 1.3.2. Agreed Location - Whether on campus or remote working, the location is as agreed in advance with the relevant line manager.
- 1.3.3. User - An employee who routinely uses DSE as a significant part of their duties.
- 1.3.4. Competent Assessor - A Competent DSE Assessor will have attended appropriate and relevant DSE training and attained professional DSE assessor knowledge within the last three years.

#### 1.4. Roles and Responsibilities

- 1.4.1. Line managers and heads and deputies of departments are responsible for:
- Ensuring that all users of workstations are provided with the required training relevant to the safe use of equipment in each agreed location. [Working with Computers Moodle Training](#).
  - Ensuring that all users of workstation equipment undertake a DSE assessment of their workstation and that all actions are tracked to ensure completion in each agreed location.
  - If any problems are highlighted, advice should be sought from [healthandsafety@soas.ac.uk](mailto:healthandsafety@soas.ac.uk).
- 1.4.2. The Users of DSE
- Users are required to undertake the training and risk assessment following induction or due to a significant change ([Working with Computers Moodle Training](#)).
  - Users should advise their line manager of any concerns or health problems in relation to DSE at work so that they can be escalated via the Health & Safety Manager ([healthandsafety@soas.ac.uk](mailto:healthandsafety@soas.ac.uk)) and Human Resources via the HRBP for their area.
  - For disabled persons, SOAS will make reasonable adjustments to improve the layout or access to the employee's workspace, including adapting existing equipment and furniture, i.e., chair, desk, computers, etc.
  - If a staff member is visually impaired, SOAS will be able to advise on how to increase/ decrease the size of font or text shown on screen, etc. to make viewing easier

## 2. Main Content

### 2.1. Summary of DSE Regulations

- 2.1.1. The basic requirements of the Health and Safety Display Screen Equipment Regulations 1992, (DSER), are to provide and maintain an environment in which DSE can be operated without any risk to a person's health.
- 2.1.2. The employer is obliged, where DSE is used for a significant period, to perform an analysis of the workstation and assess/ reduce risks:
- This analysis must look at the equipment, the furniture and the immediate working environment.
  - This must be done in consultation with workers and/ or their representatives.
- 2.1.3. Any risk to health must be Identified, evaluated and reduced to the point where it no longer poses a threat:
- Any actions taken and the reasons why must be reported to employees.
- 2.1.4. Desks, chairs, screens, keyboards and other equipment must meet minimum standards.
- 2.1.5. The regulations ensure that minimum health and safety requirements are put into place for workers with DSE.

### 2.2. DSE Risk Assessments

- 2.2.1. All DSE users should undertake a DSE workstation assessment in each agreed location in which they work.
- 2.2.2. This should be initially undertaken as part of the staff induction and reviewed annually or whenever there is any significant change, such as illness.

2.2.3. If an employee becomes pregnant, there must be an overall risk assessment in relation to the employee's role (Guidance for New & Expectant Mothers), as well as a review of each agreed work location DSE assessment.

2.2.4. "Office" and "Remote Worker" DSE workstation assessment forms can be found on the SOAS Health & Safety DSE page.

2.2.5. Once a DSE workstation assessment has taken place, the employee should ensure their workstation is comfortable; if there are any adjustments or changes to the workstation which are necessary, their head of department or relevant line manager should be informed.

### 2.3. Eyes and Eyesight Tests

2.3.1. There is no medical evidence to suggest prolonged working with DSE can cause illness or permanent damage to the eyes.

2.3.2. Under DSE regulations, employees are required to pay for eye tests and the provision of glasses for DSE use.

2.3.3. Application for reimbursement of these costs can be made through the Human Resources Department.

2.3.4. The form is available on the intranet ([Eye Test](#)).

### 2.4. Breaks

2.4.1. Short, regular breaks should be taken from screen-based work to non-screen-based work to avoid fatigue.

### 2.5. Laptops and Tablets

2.5.1. If used for extended periods, it is recommended to replicate a full-sized DSE set-up.

2.5.2. This means raising the height of the screen to an appropriate position to minimise strain, using an external wired or wireless keyboard, and a pointing device.

2.5.3. The carrying of laptops and tablets could instigate additional risks. If so, this will be assessed through a Manual Handling risk assessment - Manual Handling Guidance.

2.5.4. This risk can be reduced by:

- Not carrying unnecessary papers and equipment.
- Using a lightweight backpack or a wheeled bag to carry equipment.
- Using a lightweight laptop (3kg or less) and accessories.

## 2.6. Students

2.6.1. All new students will receive information on DSE awareness as part of their orientation.