

CAERPHILLY COUNTY BOROUGH COUNCIL

DISPLAY SCREEN EQUIPMENT POLICY

July 2005

Corporate Health and Safety Unit document
Reference Number: CHSU 18

Contents

SECTION		PAGE NUMBER
SECTION 1	INTRODUCTION	3
SECTION 2	POLICY STATEMENT	3
SECTION 3	SCOPE	3
SECTION 4	LEGISLATION	3
SECTION 5	DEFINITIONS	3
SECTION 6	RESPONSIBILITIES	4
SECTION 7	ARRANGEMENTS	5
SECTION 8	SUPPORTING DOCUMENTS	9
APPENDIX 1	GUIDANCE ON USERS	10
APPENDIX 2	CORPORATE RISK ASSESSMENT FORM	11
APPENDIX 3	MINIMUM REQUIREMENTS FOR WORKSTATIONS	20
APPENDIX 4	EYE AND EYESIGHT FORM	22
APPENDIX 5	TRAINING AND INFORMATION	24
APPENDIX 6	GUIDANCE FOR THE USE OF PORTABLE DSE	26
APPENDIX 7	CLARIFICATION OF DUTIES INVOLVING DISPLAY SCREEN EQUIPMENT TO AGENCY WORKERS	27

NOTE

Wherever the designation “manager” is used throughout this policy, it is taken to mean Head of Service, Head Teacher, Line Manager, Supervisor and the Officer in charge or anyone who has responsibilities for employees in the course of their work.

1. INTRODUCTION

1.1 This policy sets out the arrangements and responsibilities for managing display screen equipment within Caerphilly County Borough Council.

1.2 This policy is cross referenced with the following:

- Health and Safety Policy Statement
- Personnel Policies

2. POLICY STATEMENT

2.1 The Authority recognises that its employees are its most valuable resource in delivering high quality services to the community and will take all practical steps to ensure the safety of Authority employees, contractors and visitors to and users of council premises.

2.2 The effective control of these risks will be delivered through the correct management of display screen equipment as set out in this policy and the provision of appropriate training, instruction and supervision. To be effective this policy requires the full co-operation of management and employees at all levels.

2.3 The Authority accepts it has specific duties under the various pieces of legislation (as described in Section 4) enforced by the Health and Safety Executive.

3. SCOPE

3.1 This policy has been agreed with the Trade Unions and applies to all employees except; initially school based staff, though the Council would recommend that School Governing Bodies adopt the policy.

3.2 This policy will be reviewed at least annually to ensure it is in line with current legislation.

3.3 The effective date of the policy is:

4. LEGISLATION

4.1 This policy along with its supporting procedures is designed to ensure the Authority meets its legal obligation as stated in:

- The Health and Safety at Work etc. Act, 1974
- The Management of Health and Safety at Work Regulations 1999
- Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002
- Disability Discrimination Act 1995

5. DEFINITIONS

5.1 "Display screen equipment" – any alphanumeric or graphic display screen, regardless of the display process involved.

5.2 "User" – an employee who habitually uses display screen equipment as a significant part of his / her normal work.

5.3 "Workstation" – an assembly comprising

- display screen equipment
- any optional accessories to the display screen equipment
- any disk drive, telephone, modem, printer, document holder, chair, desk, work surface or other item peripheral
- the immediate environment around the display screen equipment

6. RESPONSIBILITIES

N.B: Please note that all employees have a legal responsibility to comply with health and safety law and the provisions of this policy. Failure to do so could result in personal and / or corporate liability.

6.1 The Chief Executive Officer will:

- Be ultimately responsible for ensuring compliance with this policy within Caerphilly County Borough Council.

6.2 Directors Body will:

- Be responsible for ensuring the effective implementation of this Corporate and associated directorate policies within their service areas.
- Ensure that appropriate resources are made available for the effective operation of the policy including training.

6.3 Managers will:

- Ensure that all employees defined as users are subject to a workstation risk assessment and that suitable adjustments to the workstation are made if identified by the assessment.
- Ensure that workstations and components of workstations that are purchased comply with minimum requirements as set out in the DSE legislation. This also applies to workstations not used by those people defined as “users” – i.e. ALL workstation components.
- Ensure that DSE risk assessments are undertaken by competent persons.
- Ensure that anyone contracted to design office areas and workstations is competent.
- Ensure users are informed that they are entitled to an eye and eyesight test if required.
- Act on any complaints of discomfort or pain raised by an employee whilst working with display screen equipment.
- Ensure that all display screen equipment users are provided with adequate and suitable health and safety training.

6.4 Each employee of the Council will:

- Comply with any procedure or precautionary measure introduced to reduce the risk associated with display screen equipment work.
- Immediately report to their line manager any fault associated with any equipment provided to control the risk associated with display screen equipment use.

- Immediately inform their manager of any pain or discomfort experienced whilst working with display screen equipment.

6.5 **The Corporate Health and Safety Unit will:**

- Ensure that the display screen equipment policy is reviewed at least annually to ensure it is in line with current legislation.
- Provide advice and information on legislation or guidance relating to display screen equipment.
- Audit compliance with the policy.

6.6 **Procurement (or any other officer that orders / designs DSE directly will:**

- Ensure that any equipment purchased for use within a display screen equipment workstation complies with the requirements of this policy and the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.
- Ensure that any company / person contracted to design a workstation(s) is competent to do so and complies with the requirements of this policy and the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002

6.7 **Directorate Health and Safety Officers will:**

- Ensure that any necessary Directorate arrangements are developed in accordance with the Corporate Policy on display screen equipment.
- Ensure the communication of the Corporate Policy and Directorate arrangements to all managers.
- Monitor the effective implementation of the Corporate Policy and Directorate Arrangements.

6.8 **Occupational Health will:**

- Provide advice on issues of display screen equipment work where necessary, including ergonomic best practice.
- Conduct any health surveillance or assessments relating to display screen equipment where appropriate and keep records for at least forty years.

7. **ARRANGEMENTS**

7.1 **Accidents and Incidents**

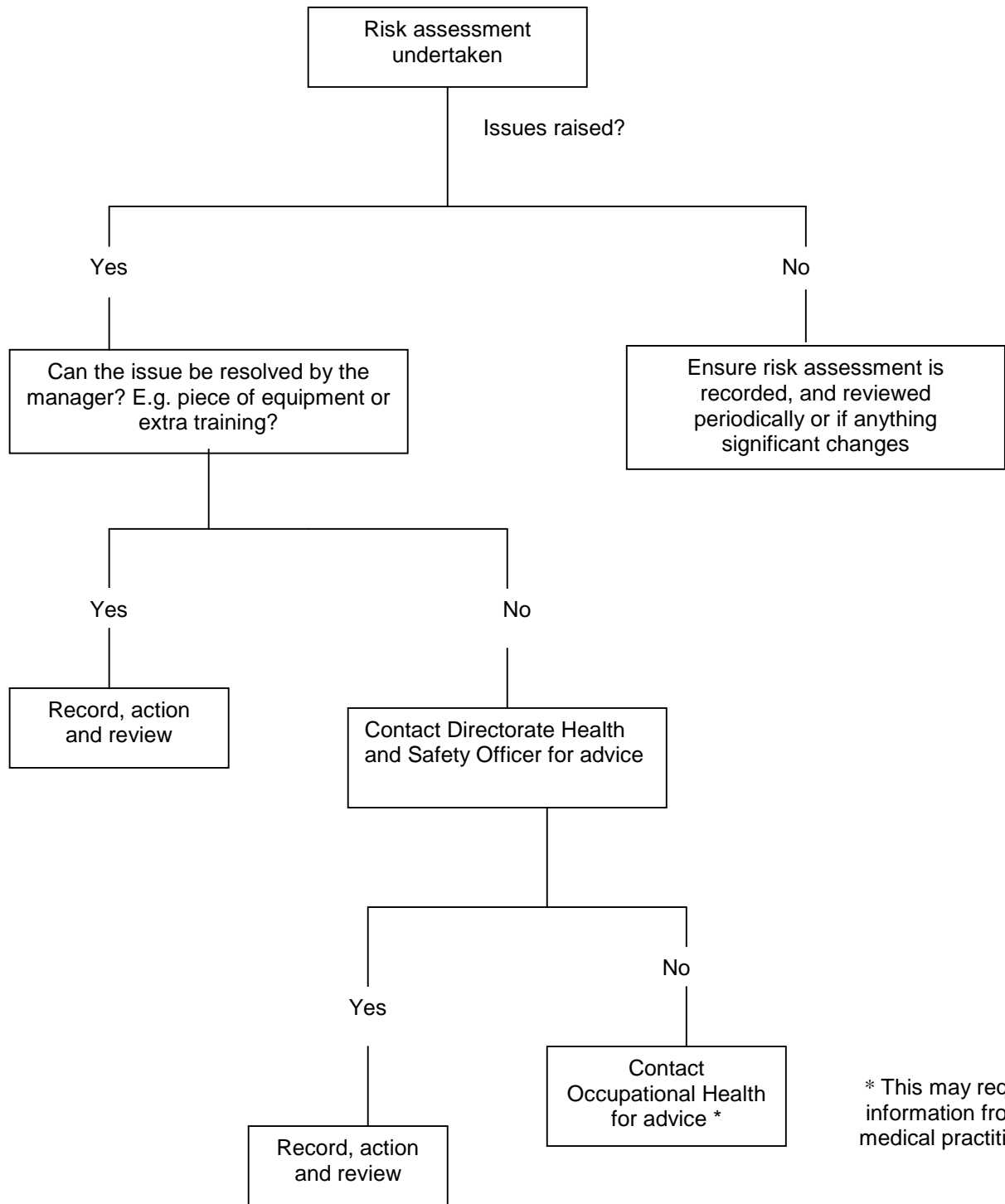
All managers must arrange for accidents to be investigated and reported in line with the Authorities policy relating to Accident Reporting and Investigating.

7.2 **Risk Assessment**

7.2.1. A display screen equipment risk assessment must be carried out on the workstation of any person who is designated as a “user” of display screen equipment ([See](#)

[appendix 1](#)) for clarification of a user). Risk assessments must be undertaken by a competent person.

- 7.2.2 Risk assessment is a line management responsibility for display screen equipment users. The risk assessment must be undertaken by a competent person.
- 7.2.3 The risk assessment must cover all aspects of the workstation and software. [Appendix 2](#) gives details of the issues that must be covered and details a sample risk assessment form that can be used.
- 7.2.4 Any issues raised by the risk assessment should be brought to the attention of the manager. Resolution should be sought within a timely manner. The following flow chart details the process for raising issues relating to DSE risk assessments.



* This may require information from a medical practitioner

7.3 Minimum requirements for a workstation

[Appendix 3](#) gives details of the minimum requirements for a workstation. It is essential that when ordering new equipment or redesigning a workplace containing work stations that these minimum requirements be taken into consideration. By ensuring that a workstation is designed correctly it minimises the chance of issues occurring once the workstation has to be fitted to the user during the workstation risk assessment. Any company contracted to undertake designs of this nature must be competent. All workstation components must comply with the minimum requirements whether they are used by someone classed as a “user” or not.

7.4 Eyes and eyesight tests

DSE users at their own request are entitled to, but not obliged to undergo an eyesight test. The cost of the eyesight test and the cost of any corrective appliances THAT ARE NECESSARY FOR THE USE OF DISPLAY SCREEN EQUIPMENT will be met by the Council. (The cost of corrective appliances relates to the provision of basic appliances only i.e. the NHS minimum). [Appendix 4](#) is the Eye and Eyesight Form for Caerphilly County Borough Council.

7.5 Provision of training and information

Each DSE user will be provided with training and information in order to undertake their work safely. This training may be undertaken during the DSE assessment with the assessor training on correct set up and use etc. Information will include provisions of the policy and the entitlements that arise.

Detailed guidance is available on what should be covered in training and information in [Appendix 5](#)

7.6 Daily Work Routine

Activities of DSE users must be planned in order to ensure appropriate breaks from continuous DSE use. A “break” in this context means any change in activity. HSE guidance states that it is not appropriate to lay down requirements for breaks which apply to all types of work; it is the nature and mix of demands made by the job which determine the length of break necessary to prevent fatigue. General guidance includes: -

- Breaks or changes in activities should be included in working time. They should reduce the workload at the screen, i.e. should not result in a higher pace or intensity of work on account of their introduction.
- Breaks should be taken when performance and productivity are still at a maximum, before users start getting tired. This is better than taking a break to recover from fatigue. Appropriate timing of the break is more important than its length.
- Short, frequent breaks are more satisfactory than occasional, longer breaks: for example a 5-10 minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be better than a 15-20 minute break every 2 hours.
- Wherever practicable, users should be allowed some discretion as to when to take breaks and how they should carry out tasks; individual control over the nature and pace of the work allows optimal distribution of effort over the working day.
- Changes of activity (time spent doing other tasks not using the DSE) appear from study evidence to be more effective than formal rest breaks in relieving visual fatigue.
- If possible, breaks should be taken away from the DSE workstation, and allow the user to stand up, move about and/or change posture.

7.7 Home workers

If a DSE user is employed to work at home, or at other locations away from their main base then they will be treated in accordance with this policy.

7.8 Portable DSE

Portable display screen equipment (e.g. laptops and notebooks) are increasingly more common in the workplace and the use of these can present additional hazards. Users of portable DSE for a prolonged period are subject to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Miscellaneous Amendments) Regulations 2002. However it is good practice to ensure all users of portable DSE are subject to a risk assessment to ensure that risks are controlled. [Appendix 6](#) gives guidance that should be considered when undertaking risk assessments on users of portable DSE.

7.9 Agency / temporary workers

Many temporary workers supplied by employment agencies will use display screen equipment, Caerphilly County Borough Council will have certain obligations under these regulations to the agency worker. [Appendix 7](#) clarifies responsibilities.

8. SUPPORTING DOCUMENTS

- 8.1 Work with Display Screen Equipment – Health and Safety (Display Screen Equipment Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 – L26

APPENDIX 1 – GUIDANCE ON USERS

Guidance on definition of a user under the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002

1. Where it is clear that the use of DSE is more or less continuous on most days, that individual should be classed as a user.
2. Where use is less continuous or frequent, other factors connected with the job must be assessed. It will generally be appropriate to classify the person concerned as a user if they:
 - a. Normally use DSE for continuous or near continuous spells of an hour or more at a time; and
 - b. Use DSE in this way more or less daily; and
 - c. Have to transfer information quickly to or from the DSE;

And also need to apply high levels of attention and concentration; or are highly dependant on DSE or have little choice about using it; or need special training or skills to use the DSE.

Part time workers should be assessed using the same criteria.

APPENDIX 2 – CORPORATE DISPLAY SCREEN EQUIPMENT RISK ASSESSMENT FORM

Name of user:	
Designation:	
Workstation location and Directorate:	
Date of assessment:	
Assessment completed by:	
Further action required:	
Action completed:	

NB – This assessment form acts as a checklist to ensure that all the factors associated with DSE work are covered.

Work through the checklist ticking either the 'yes' or 'no' column against each risk factor.

'Yes' answers require no further action.

'No' answers will require further action and / or remedial action by the assessor or management. The decision should be recorded in the 'Action to take' column.

Risk Factors	Tick Answer		Things to consider	Action to take
	Y	N		
DISPLAY SCREENS				
<p>Are the characters clear and readable?</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; background-color: #e0ffff; padding: 5px; margin-right: 20px;">Health</div> <div style="border: 1px solid black; background-color: #ff0000; color: white; padding: 5px; margin-right: 20px;">Health</div> </div> <p style="text-align: center; margin-top: 10px;"> ✓ X </p>			<p>Make sure the screen is clean and cleaning materials are made available.</p> <p>Check that text and background colours work well together.</p>	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, i.e. free of flicker and jitter?			<p>Try using different screen colours to reduce flicker, e.g. darker background and lighter text.</p> <p>If problems still exist, get the set-up checked, e.g. by the IT Department.</p>	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require a large display screen.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	

<p>Does the screen swivel and tilt?</p>			<p>Swivel and tilt need not be built in, you can add a swivel and tilt mechanism.</p> <p>However, you may need to replace the screen if:</p> <ul style="list-style-type: none"> • Swivel/tilt is absent or unsatisfactory; • Work is intensive; and/or • The user has problems getting the screen to a comfortable position. 	
<p>Is the screen free from glare and reflections?</p> <p>Are adjustable window coverings provided and in adequate condition?</p>			<p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p> <p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	

KEYBOARDS				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in.	
Is it possible to find a comfortable keying position?			<p>Try pushing the display screen further back to create more room for the keyboard, hands and wrist.</p> <p>Users of thick, raised keyboards may need a wrist rest.</p>	
Does the user have good keyboard technique?			<p>Training can be used to prevent:</p> <ul style="list-style-type: none"> • Hands bent up at wrist; • Hitting the keys too hard; • Overstretching the fingers. 	
Are the characters on the keys easily readable?			<p>Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	

MOUSE, TRACKBALL ETC.				
Is the device suitable for the tasks it is used for?			<p>If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).</p>	
Is the device positioned close to the user?			<p>Most devices are best placed as close as possible, e.g. right beside the keyboard.</p> <p>Training may be needed to:</p> <ul style="list-style-type: none"> • Prevent arm overreaching; • Tell users not to leave their hand on the device when it is not being used; • Encourage a relaxed arm and straight wrist. 	
Is there support for the device user's wrist and forearm?			<p>Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>The user should be able to find a comfortable working position with the device.</p>	
Does the device work smoothly at a speed that suits the user?			<p>See if cleaning is required (e.g. of mouse ball and rollers).</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p>	

Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	
SOFTWARE				
Is the software suitable for the task?			<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	
FURNITURE				
Is the work surface large enough for all the necessary equipment, papers etc?			<p>Create more room by moving printers, reference materials etc. elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p>	
Can the user comfortably reach all the equipment and papers they need to use?			<p>Rearrange equipment, papers etc. to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	

Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
<p>Is the chair suitable?</p> <p>Is the chair stable?</p> <p>Does the chair have a working:</p> <ul style="list-style-type: none"> • Seat back height and tilt adjustment? • Seat height adjustment? • Swivel mechanism? • Castors or glides? 			The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.	
Is the chair adjusted correctly?			<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p>	
Is the small of the back supported by the chair's backrest?			The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the VDU?			Adjust the chair height to get the user's arms in the right position, then adjust the VDU height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a footrest may be needed.	

ENVIRONMENT				
Is there enough room to change position and vary movement?			<p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p>	
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?			<p>Users should be able to control light levels, e.g. by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p>	
Does the air feel comfortable?			<p>VDUs and other equipment may dry the air.</p> <p>Circulate fresh air if possible. Plants may help.</p> <p>Consider a humidifier if discomfort is severe.</p>	
Are levels of heat comfortable?			<p>Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?</p>	
Are levels of noise comfortable?			<p>Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.</p>	

Other aspects of risk assessment

ISSUE	ACTION TO TAKE
Ensure the checklist has covered all problems that may be associated with DSE	
Ensure the user knows what to do if they have any discomfort or other symptoms associated with using the DSE.	
Ensure the user is aware of entitlement to eyesight test	
Ensure the user takes regular breaks	

APPENDIX 3 – MINIMUM REQUIREMENTS FOR A WORKSTATION

* Please note these minimum standards do not apply to laptops

NB – Where a particular item is mentioned, this should not be interpreted as a requirement that all workstations should have one, unless risk assessment suggests the item is necessary.

EQUIPMENT

The use of the equipment must not be a source of risk for users.

Display Screen

- The characters on the screen shall be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.
- The image on the screen should be stable, with no flickering or other forms of instability.
- The brightness and the contrast between the characters and the background shall be easily adjustable by the user, and also be adjustable to ambient conditions.
- The screen must swivel and tilt easily and freely to suit the needs of the user.
- It shall be possible to use a separate base for the screen or an adjustable table.
- The screen shall be free of reflective glare and reflections liable to cause discomfort to the user.

Keyboard

- The keyboard shall be tiltable and separate from the screen so as to allow the user to find a comfortable working position avoiding fatigue in the arms or hands.
- The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the user.
- The keyboard shall have a matt surface to avoid reflective glare.
- The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard
- The symbols on the keys shall be adequately contrasted and legible from the design working position.

Work desk or work surface

- The work desk or work surface shall have a sufficiently large, low reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.
- The document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movements.
- There shall be adequate space for users to find a comfortable position,

Work Chair

- The work chair shall be stable and allow the user easy freedom of movement and a comfortable position.
- The seat shall be adjustable in height.
- The seat back shall be adjustable in both height and tilt.
- A footrest shall be made available to any operator who requires one.

Environment

Space requirements

- The workstation shall be dimensioned and designed so as to provide sufficient space for the user to change position and vary movements.

Lighting

- Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and background environment, taking into account the type of work and the vision requirements of the user.
- Possible disturbing glare and reflections on the screen or other equipment shall be prevented by co-ordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources.

Reflections and glare

- Workstations shall be so designed that sources of light, such as windows and other openings, transparent or translucent walls, and brightly coloured fixtures or walls cause no direct glare and no distracting reflections on the screen.
- Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation.

Noise

- Noise emitted by equipment belonging to any workstation shall be taken into account when a workstation is being equipped, with a view in particular, to ensuring that attention is not distracted and speech is not disturbed.

Heat

- Equipment belonging to any workstation shall not produce excess heat which could cause discomfort to the users.

Radiation

- All radiation with the exception of the visible part of the electromagnetic spectrum shall be reduced to negligible levels from the point of view of the protection of users' health and safety.

Humidity

- An adequate level of humidity shall be established and maintained.

INTERFACE BETWEEN COMPUTER AND USER

In designing, selecting, commissioning and modifying software using DSE, the employer shall take into account the following principles:

- software must be suitable for the task;
- software must be easy to read and, where appropriate, adaptable to the level of knowledge or experience of the user; no quantitative or qualitative checking facility may be used without the knowledge of the users;
- systems must provide feedback to users on the performance of those systems;
- systems must display information in a format and at a pace which are adapted to the users;
- the principles of software ergonomics must be applied, in particular to human data processing.

APPENDIX 4 – EYE AND EYESIGHT FORM

Exact copy of current form to be entered here

CAERPHILLY COUNTY BOROUGH COUNCIL

DISPLAY SCREEN EQUIPMENT – EYE AND EYESIGHT FORM

NB: TO THE USER. A report will be given to the employer, by the optician on every examination undertaken. This report will indicate the necessity or not, of any specific correction for DSE use. The presentation of this form to the optician will be taken to indicate your willingness for this information to be given.

USERS NAME: _____

PAY NO: _____

JOB TITLE: _____

DEPT: _____

LOCATION: _____

Please supply the above employee with a full eye examination in compliance with Regulation 5 of the Health and Safety (Display Screen Equipment) Regulations 1992 and complete the following report. The examination to include the service detailed over.

AUTHORISING OFFICER: _____

LOCATION: _____

DATE: _____

PART B / OPTICIAN REPORT

Full eye and eyesight test given (Date) _____

- The results of the test show no defect of vision at the distance appropriate to the use of display screen equipment
- The results of the test indicate a defect of vision which requires correction when working with display screen equipment but not specific to it.
- A special corrective appliance is required specifically for display screen use.

Recommended date of re-examination: _____

* Delete as appropriate

PART C / COSTS

Eye and eyesight test: £ _____

Special corrective appliances if required: £ _____

Total cost: £ _____

Optician's signature: _____ Date: _____

NB EMPLOYERS LIABILITY FOR COSTS: The provision of eye and eyesight test and of corrective appliances under the Regulations is at the expense of the user's employer. The employers liability for costs is restricted to payment of the test and of a basic appliance, i.e. of a type and quality adequate for its function.

TO THE OPTICIAN

Services to be provided:

1. Full eye examination will be carried out at the prevailing NHS rate or optician's rate if lower.
2. A report will be given on every examination, to the employer, on the necessity or not of any specific correction for DSE use (see 6 below). The presentation of a designated user will be taken to indicate their willingness for this information to be given.
3. All users will be questioned as to their entitlement to an NHS examination, and in these cases will be presented with an NHS prescription if necessary.
4. The examining optometrist will be responsible for operating a recall system at whatever interval he/she thinks necessary.
5. Basic single vision spectacles will be provided where necessary.
6. Complete Parts B and C overleaf and return this form to the Authorising Officer at the location shown.
7. The employee will be responsible for the full cost of the eye / eyesight test and any corrective spectacles required. Caerphilly County Borough Council will then reimburse the employee up to a maximum of £45 in respect of the test and the spectacles. This will be subject to the complete report from the optician and appropriate receipts.
8. Reimbursement should be made through the Payroll section.

APPENDIX 5 – TRAINING AND INFORMATION

Provision of Training

Newly recruited users and existing employees whose duties are changing in a way that will make them become users should be given training **before** they start doing the work that will make them become a user.

In considering the extent of training gaps need to be filled between existing competence and the competence necessary to use the equipment in a safe and healthy way.

Training needs to be adapted to users' skills and capabilities and be refreshed as hardware, software, workstation, environment or job are modified.

Training should be aimed at reducing or minimising the following three risk areas:

- physical (musculoskeletal) problems
- visual fatigue
- mental stress

6 areas of training should be covered in order to achieve this:

1. The user's role in correct and timely detection and recognition of hazards and risks. Health risks and what to look for as early warning signals should be included. It should include information on the absence of desirable features (e.g. seat height adjustment) and presence of undesirable features e.g. glare on the screen.
2. Explanation of the causes of risk, e.g. poor posture leading to static loading of the musculo-skeletal system leading to eventual fatigue and discomfort.
3. User-initiated actions and procedures which will bring risks under control including:
 - a. The desirability of comfortable posture and the importance of frequently changing position.
 - b. Correct use of adjustment mechanisms on equipment, particularly furniture so that fatigue and stress can be minimised.
 - c. The use and arrangement of workstation components to facilitate good posture, prevent over reaching and avoid glare and reflections on the screen.
 - d. The need for regular cleaning of screens and other equipment and inspections to pick up defects.
 - e. The need to take advantage of breaks and changes of activity.
4. The mechanism by which users can alert management to ill health symptoms or problems with workstations.
5. Basic information on the Health and Safety (Display Screen Equipment) 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.
6. The user's contribution to assessments.

Provision of Information

Types of information that CCBC needs to provide to users of workstations:

1. Risks from display screen equipment and workstations
2. Risk assessments and measures to reduce the risks
3. Breaks and changes in activity
4. Eye and eyesight tests
5. Initial training
6. Training when workstations are modified

The Corporate Health and Safety Unit can advise on format and content of training and information.

APPENDIX 6 – GUIDANCE FOR USE OF PORTABLE DISPLAY SCREEN EQUIPMENT

The design of portable DSE can include features (such as smaller keyboards or a lack of keyboard/screen separation), which may make it more difficult to achieve a comfortable working posture.

Portable DSE is also used in a wider range of environments, some of which may be poorly suited to DSE work.

It may not be practical to undertake a risk assessment every time portable DSE is set up, therefore portable DSE users should be given sufficient training and information to undertake their own risk assessment whenever they set up and ensure that measures are taken to control risks. If portable DSE is set up for short periods of time in a variety of locations this may take the form of a mental check of the set up. However, where a portable DSE is in lengthy use in the same location then it would be appropriate to record the risk assessment. **In all cases, portable users need to be alert to potential risks and report any problems to their manager.**

If the portable DSE is used regularly, appropriate equipment should be used to reduce risk and improve comfort, this would include docking station, external keyboard and mouse and external monitor.

As well as the ergonomic risks associated with portable DSE the following should also be taken into consideration:

- Manual handling risks when moving between locations (especially where papers, books etc. may add to the load). Ensure that a manual handling risk assessment is undertaken to control the risks and avoid lifting for a period of time when moving from seated to standing.
- Risk of theft involving an assault – ensure precautions are made to minimise the risk of theft, for example, not leaving portables on display in parked cars.

Further guidance is available in the “Working with Portable DSE” leaflet issued by the Corporate Health and Safety Unit

APPENDIX 7 – CLARIFICATION OF DUTIES INVOLVING DSE TO AGENCY WORKERS

Many temporary workers supplied by employment agencies will use DSE sufficiently to become users and hence be subject to the DSE Regulations.

Where a DSE worker supplied by an agency becomes an employee of the CCBC the duties under the DSE Regulations will fall to CCBC. In cases where the worker is an employee of the agency or is self-employed, both the agency and CCBC will have duties.

CCBC should:

- a) Assess risks to agency workers using their workstation
- b) Ensure all workstations in CCBC premises comply with the minimum requirements
- c) Ensure all activities are planned so workers can have breaks from DSE work.
- d) Provide training to agency workers when the workstation is being modified
- e) Provide information to agency workers about risks, risk assessment and risk reduction measure; and additionally to users about breaks, and training when their workstation is modified

Agencies should:

- a) On request, provide eye tests (and special corrective appliance if required) to agency
- b) Provide health and safety training for such workers
- c) Provide information to such workers about eye tests and training
- d) Check that the host employers carry out their duties to
 - Conduct risk assessments of the workstations to be used
 - Ensure their workstations comply with the minimum requirements
 - Plan for breaks or activity changes
 - Provide information as necessary