

CAERPHILLY COUNTY  
BOROUGH COUNCIL

DISPLAY SCREEN EQUIPMENT  
POLICY

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**Issue 2**

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Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithiodd neu fformatau eriall ar gais.

### 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.

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## 1. INTRODUCTION

- 1.1 This document sets out the policy to be implemented by Caerphilly County Borough Council (the Authority) to ensure the health and safety of its employees in relation to their use of display screen equipment (DSE).
- 1.2 This policy must be read in conjunction with the 'Corporate Management Arrangements Regarding Display Screen Equipment' document.
- 1.3 This policy must also be read in conjunction with the:
  - Corporate Health and Safety Policy Statement
  - Relevant Personnel Policies
  - Relevant Information Technology and Data Security 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 health and safety of Authority employees and contractors by managing the risks associated with the use of display screen equipment.
- 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 legislation listed in Section 4 below, enforced by the Health and Safety Executive.

## 3. SCOPE

- 3.1 This policy has been agreed with the Trade Unions and applies to all Authority employees.
  - 3.2 This policy will be reviewed at least every two years to ensure it is in line with current legislation.
  - 3.3 The effective date of the policy is:
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#### 4. LEGISLATION

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

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

#### 5. DEFINITIONS

5.1 “Display screen equipment” (“DSE”) – any alphanumeric or graphic display screen, regardless of the display process involved, with the exception of:-

- DSE within drivers’ cabs or control cabs for vehicles or machinery;
- DSE on board a means of transport;
- DSE mainly intended for public use (including pupils’ use within a school);
- Calculators, cash registers, landline telephones, or any equipment having a small data or measurement display required for the direct use of the equipment (eg. on computer numeric control (CNC) engineering machinery and scientific or medical devices such as electronic cardiac monitors) that are not extensively monitored for prolonged periods.

5.2 “User” – an employee who habitually uses display screen equipment as a significant part of his / her normal work (ie for continuous or near-continuous periods of an hour or more at a time, more or less daily, and required to transfer information quickly to and from the DSE, requiring high levels of attention and concentration). Further explanation is provided in Appendix 1 of the supporting ‘*Corporate Management Arrangements Regarding Display Screen Equipment*’ document.

5.3 “Workstation” – an assembly comprising of:-

- 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.
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- 5.4 "Competent person" - the person who has the necessary training, expertise and experience to undertake assessments in relation to DSE and DSE workstations.

## 6 RESPONSIBILITIES

N.B. 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 will:

- Be responsible for ensuring the effective implementation of this Corporate Policy, the Corporate Management Arrangements, and associated Directorate policies and management arrangements 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' of DSE are subject to a workstation risk assessment conducted by a competent person, and that suitable adjustments to the components of their workstation are made if identified as necessary by the assessment.
  - Ensure that DSE workstations, and components of such workstations purchased, comply with the minimum legal requirements, set out in Appendix 3 of the Corporate Management Arrangements document, regardless of whether the DSE workstation is to be used by an habitual or occasional user of DSE.
  - Ensure that anyone undertaking the design of office areas and workstations is competent.
  - Ensure 'users' of DSE are informed that they are entitled to an eye and eyesight test and basic prescription appliance (eg spectacles) of a type and quality adequate for correcting vision when using DSE.
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- Ensure that users of DSE are reimbursed in full for the cost of an eye and eyesight test conducted for the purpose of assessing whether the user has any sight defect that requires correction when working with a display screen, up to the current limit set by the Department of Health for those entitled to partial help with NHS costs (set at £19.32 in April 2008 and subject to annual review).
- Ensure that users of DSE are reimbursed in full for the cost of a basic prescription lens and frame (eg. basic NHS spectacles) if required exclusively for the purpose of using display screen equipment, up to the current limit set by the Department of Health for those entitled to partial help with NHS costs (set at £35.50 in April 2008, and subject to annual review).
- Ensure that users of DSE wishing to have an eye and eyesight test are provided with a copy of the 'Display Screen Equipment – Eye and Eyesight Form' (see Appendix 4 of the 'Corporate Management Arrangements Regarding Display Screen Equipment' document), and ensure that employees returning completed forms are duly reimbursed in accordance with this Policy.
- Act on any complaints of discomfort or pain raised by an employee while working with display screen equipment. Where appropriate, liaise with the Directorate Health and Safety Officer or refer to Occupational Health by completing an OH1 'Request For Medical Assessment' form.
- Ensure that all display screen equipment 'users' are provided with adequate and suitable health and safety training and information relating to the use of DSE for work purposes.

#### **6.4 Each employee of the Council will:**

- Comply with any procedure or precautionary measure introduced to reduce the risk associated with work using display screen equipment.
  - Immediately report to their line manager any faults 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.
  - Inform their line manager if they wish to have an eye and eyesight test (associated with their use of DSE) paid for by the Authority.
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**6.5 The Corporate Health and Safety Unit will:**

- Ensure that this Display Screen Equipment Policy is reviewed at least every two years 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 at a display screen equipment workstation complies with the requirements of this policy and the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended), outlined in Appendix 3 of the Corporate Management Arrangements document).
- Ensure that any company / person contracted or instructed 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).

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

- Ensure that any necessary Directorate arrangements are developed and implemented in accordance with this Policy and the associated Corporate Management Arrangements
- Ensure the communication of this Corporate Policy and Management Arrangements, and relevant Directorate arrangements to all Managers.
- Monitor the effective implementation of this Corporate Policy and Management Arrangements regarding DSE, and of any associated Directorate arrangements.
- Where requested, provide advice and support to Managers and users regarding the undertaking of DSE risk assessments and any related DSE issues.

**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 identified by a DSE risk assessment conducted in accordance with point 6.3, or where an individual is referred to them, and keep appropriate records.
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