



Somerset
Council

HS30 Display Screen Equipment Policy

Organisation	Somerset Council
Title	Display Screen Equipment Policy
Author	Pam Price
Owner	The Health & Safety Service
Protective Marking	Official – Unclassified
Primary legislation	The Health and Safety (Display Screen Equipment) Regulations 1992

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Policy on a page

This policy has been developed to reduce the risks to employee's wellbeing when using display screen equipment (DSE) and all computer peripheral equipment.

Somerset Council (The Council) will protect all employees whilst at work as far as is reasonably practicable against the risks associated with using computers and peripheral equipment.

In order to comply with the above, this policy provides the Council's rules that must be followed, the standards to be maintained, and signposts to further guidance. It also highlights the risks to users, clients and the Council and the potential consequences of breaching this policy.

This document will be available to: **All Elected Members, Somerset Council Staff, and Volunteers.**

Key Messages

- Somerset Council will conduct its activities so that no one should suffer new or further harm through using Display Screen Equipment whilst at work.
- Managers will ensure that risk assessments of DSE workstations are undertaken, to identify hazards and remove and/or reduce associated risks.
- All employees will familiarise themselves with the operation of all equipment and furniture they are using and are required to complete the online DSE assessment app (corporate) or DSE1 form (schools). Volunteers without a somerset domain email will need to use the DSE1 form and submit it to CHSU@somerset.gov.uk.

This “policy on a page” is a summary of the detailed policy and guidance documents, please ensure you read, understand, and comply with the arrangements stated.

Responsibilities

Somerset Council will:

Conduct its activities so that no one should suffer new or further harm through using Display Screen Equipment at work by:

- Analysing workstations to assess and reduce risks.
- Ensuring that workstations meet specified minimum standards.
- Planning work activities so that they include breaks or changes of activity.
- Providing eye and eyesight tests for DSE users and pay for a basic pair of frames and lenses (noting entitlements stated in the HSG30 DSE Guidance document), where required, as defined in the Health and Safety (Display Screen Equipment) Regulations 1992.

Directors and Senior Managers will:

- Provide managers with sufficient information to ensure compliance with this policy.
- Ensure that all parts of their Service area, have access to Assessors.

Assessors will:

- Be trained to review DSE risk assessments and carryout face to face assessments if required.
- Review assessments that have unresolved issues and respond within 2 weeks.
- Escalate assessments that they do not feel capable of resolving (corporate assessors will complete this escalation process via the DSE assessment app).
- Identify consumables, repairs, replacement equipment etc. that would be needed to bring the DSE workstation up to compliance.
- Signpost to internal resources (corporate: [HALO Self-service](#) for equipment, [Wellbeing](#) intranet pages, HR advisor, [Display Screen Equipment Resource page](#))

Advanced Assessors will:

- Be trained and assessed as competent to review DSE risk assessments that have been escalated and carryout face to face or virtual advanced DSE assessments if required.
- Periodically check and review the feedback given by assessors.
- Check back in with recipients of an advanced DSE assessment report within an agreed timeframe.
- Escalate cases to the Equalities Officer, Access to Work, Occupational Health as appropriate.
- Work with Facilities teams and HR Advisors to put changes in place where needed.
- Notify the Directorate-level Health, Safety, and Wellbeing Boards and/or the Health, Safety & Wellbeing Steering Group of any specific issues within the organisation.

- Advise Property and ICT when new DSE hardware and software are being considered.
- Consult with the employee networks (Disability and Neurodiversity) about improvements that could be made across the organisation.

Service Managers and those with direct line-management responsibilities for employees undertaking working at height activities will:

- Ensure that all team members complete a DSE Assessment, using the [frequency of assessment table](#) below to gauge the interval for each employee individually as appropriate.
- Ensure any resources which have been identified as part of the risk assessment are provided, so far as is reasonably practicable.
- Read and understand the Manager's Responsibilities in HSG30 DSE Guidance.
- Consult with the Corporate Health & Safety Service on issues relating to ergonomic conditions/medical symptoms relating to DSE use.
- Enable staff to work flexibly, where identified, to help minimise the risks of Work-related Upper Limb Disorder (WRULD) or Musculoskeletal injury (MSD) caused by poor posture and excessive working at a single workstation.
- Remind staff to take the mandatory DSE training course on TLC (corporate) or provide in-house training (for schools this is downloadable from the [Blackboard](#) platform).

Employees will:

- Read and understand the [HSG30 DSE Guidance](#) relating to DSE.
- Read and understand the [Tablet](#) guidance where applicable.
- Inform their line manager should they experience any adverse health issues relating to the use of DSE, e.g. aches, pains, vision problems etc.
- Familiarise themselves with the operation of the equipment they are using.
- Complete the DSE Assessment via the app (corporate) or complete the DSE1 form (schools).
- On receipt of the completed DSE report, discuss any identified actions or equipment recommendations with their line manager.
- Rectify simple issues within their own capability (e.g. desk and under desk management, chair/screen adjustments).
- Comply with this policy and supporting guidelines if you use your own equipment.
- Complete the mandatory DSE training course on TLC (corporate) or participate in training sessions provided in schools by the Premises manager.

The Health and Safety Service will:

- Maintain and communicate this policy.
- Offer any clarifications of this policy as required.
- Offer guidance regarding the implementation of this policy (HSG30).
- Audit compliance with this policy.
- Review this policy at intervals not exceeding 3 years.
- Support and assist DSE Assessors in more complex DSE assessments e.g. medically related.
- Provide training for DSE Assessors.
- Maintain the DSE Assessment app and assign DSE Assessors geographically when needed.
- Send out fortnightly reminders to DSE Assessors listing their cases.
- Monitor the self-resolve statistics and time to resolve escalated cases.

Frequency of assessment

Following on from any 'New Starter' initial DSE workstation assessment, it is recommended that reviews should be programmed at 2 yearly intervals, to act as a reminder of good ergonomic practice.

Where significant changes occur, users may be required to complete a new assessment based upon the following criteria:

- Changes in the individuals' capability, health or wellbeing.
- Where there has been some significant change to the workstation such as:
 - a move into (or away from) a Smart Office area,
 - a move to a new office,
 - a change in workstation furniture,
 - a change to any of the equipment (terminal, laptop, screen, keyboard, input devices, etc),
 - a change to software used,
 - if the workstation has been relocated (even if all equipment and furniture stay the same),
 - if features of the work environment, such as the lighting, are significantly modified,
 - a substantial increase in the amount of time required to be spent using DSE,
 - a substantial change in other task requirements (for example greater speed or accuracy).

Governance Arrangements

Policy Compliance

If any employee is found to have breached this policy, they may be subject to Somerset Council's [disciplinary procedure](#).

Policy Governance

The following table identifies who within Somerset Council is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

- **Responsible** – the person(s) responsible for developing and publishing the policy.
- **Accountable** – the person who has ultimate accountability and authority for the policy.
- **Consulted** – the person(s) or groups to be consulted prior to final policy implementation.
- **Informed** – the person(s) or groups to be informed after policy implementation.

Responsible	The Health and Safety Service
Accountable	Chief Executive
Consulted	Health, Safety and Wellbeing Steering Group (HSWSG)
Informed	All members, employees, contractors (on request), volunteers & 3rd parties (on request)

Review and Revision

This policy will be reviewed as it is deemed appropriate, for instance when there is a change in statutory requirements and/or HSE guidance is revised, but no less frequently than every 36 months. Policy review will be undertaken by rolling programme established by The Health and Safety Service and agreed by the Health, Safety, and Wellbeing Steering Group.

Version History

Revision Date	Author	Version	Description of Revision
10/06/2013	Keith Leggett		Draft version
05/08/2015	Keith Leggett	1.0	Final
12/07/2016	Keith Leggett	2.0	Final

25/04/2019	Steve Dorrall	3.0	BYOD removed and updates to posture guidance
11/12/2019	Steve Dorrall	4.0	New OH provider
	Pam Price	5.0	Scheduled review

Document Notification

Approval	Name	Date
Corporate H&S Advisor	Daniel Thomas	
Executive Director of Strategy Workforce & Localities and chair of HSWSG	Alyn Jones	
HR Committee	Committee	