# Display Screen Equipment Guidance for Employees

**Purpose and Context**

The purpose of this Display Screen Equipment Guidance (DSE) is to protect all eligible workers from the health risks of working with display screen equipment (DSE), such as PCs, laptops, tablets, and smartphones.

**Scope**

In accordance with The Health and Safety (Display Screen Equipment) Regulations, this Guidance applies to workers who use DSE daily, for continuous periods of an hour or more. These workers are described as 'DSE users'.

# 1 Introduction

## The objectives of this Guidance is to:

## (a) Provide guidance to the university regarding the management and reduction of health risks related to working with all types of display screen equipment whether on campus or at other locations.

## (b) Outline procedures to assist managers in the assessment and protection of individual employee health when working with any display screen equipment.

## (c) Provide methods of maintaining risk management records regarding work with display screen equipment.

**2 Legislation related to Display Screen Equipment**

## 2.1 Current regulations that specifically identify assessment and management of Display Screen Equipment (DSE) risks are:

## The management of Health and Safety at Work Regulations.

## Health and Safety (Display Screen Equipment) Regulations

# 3. Display Screen Equipment Responsibilities

## 3.1 Deans of Schools and University Campuses and Heads and Directors of Support Services

## Deans of Schools, Heads and Directors of Support Services and Heads of University Campuses have overall responsibility for ensuring local arrangements are in place so that:

## (a) DSE provided is subject to risk assessment to ensure workstations, working environments and work routines meet the requirements given within the regulations, and that the assessments are reviewed as necessary.

## (b) Sufficient DSE assessors are in place to assist with advice regarding compliance with the regulations.

## DSE assessors are provided with adequate information and training to effectively undertake their role.

## 3.2 Managers of departments or individual units

## Managers have a responsibility to ensure that:

## (a) Individual employees, affiliates and research passports are advised of the risks of working with DSE.

## (b) DSE provided is subject to individual risk assessment at the outset of employment for all locations in which such work is undertaken.

## (c) Review of risk assessment takes place whenever any significant change takes place or work location changes.

## (d) Ensuring employees plan breaks from intensive DSE work during the working day.

## (e) Purchase replacement / new equipment in conjunction with DSE assessor advice.

## (f) Work environments and routines meet the requirements of the Regulations.

## (g) If assistance is required to troubleshoot issues highlighted by the employee on self-assessment these are referred to the area DSE assessor.

## (h) To refer employee to occupational health should further assessment be required as highlighted to you by either the employee or the DSE assessor.

## (i) Adequate and up to date DSE records are maintained.

## (j) DSE users eligible for eye tests are provided with an [eye care voucher](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/occhealth/Q114DSEEyeTestRequestformv7.doc) on request.

## 3.3 Individual employees, affiliates and researchers

## All those working with DSE are responsible for: -

## (a) Undertaking [DSE self-assessment](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/occhealth/DSESelfassessment.doc) at the outset of employment for all locations in which such work is undertaken in the course of employment and providing records to management. Where portable DSE equipment is in use for periods lasting longer than 60 minutes or home working is undertaken in agreement with the individual’s line manager individual separate assessment(s) and record(s) should be undertaken for each eventuality.

## (b) Undertaking a new assessment if changing location of work.

## (c) Making modifications to personal DSE workstations with reference to [DSE self-assessment](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/occhealth/DSESelfassessment.doc)

## (d) Reporting any upper limb, back or neck injuries which arise or are exacerbated because of DSE work to the Occupational Health Department.

## (e) Ensuring adequate planning and breaks from intensive DSE work during the course of the working day.

## (f) Bringing to the attention of their manager any deficiencies or problems.

## (g) Complying with advice provided in order to reduce risks and health problems associated with DSE work.

## (h) Where sharing desk / workstation facilities ensuring adjustments to accommodate personal needs at the start of each DSE session.

## Display Screen Equipment Assessors (DSEA)

## The DSEA is responsible for:

## (a) Reviewing employee DSE self-assessment documentation and assisting with adjustments.

## (b) Assisting management with the maintenance of records related to DSE assessment.

## (c) Ensuring DSE in their area of responsibility is subject to detailed assessment [DSE Assessor Form](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstaff.hud.ac.uk%2Fmedia%2Funiversityofhuddersfield%2Fcontent%2Ffiles%2Fhr%2Focchealth%2FQ116DSEassessorform.docx&data=05%7C01%7CG.Murahwa%40hud.ac.uk%7C2d19951481b747d51d6108daf002180d%7Cb52e9fda06914585bdfc5ccae1ce1890%7C0%7C0%7C638086189019686039%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=JYLkyD0cJMtvbNF5AsESX2gpyZ8Ix00w%2FJfuYa2%2BIT4%3D&reserved=0) when requested to do so by the manager.

## (d) Recording assessment and making recommendations to the manager within the scope of personal competence and training.

## (e) Advising on making simple adjustments to the workstation without engendering risk to own health.

## (f) Reviewing modifications to workstation with individuals after completion.

## (g) Advising management of any failure to follow advice on the part of individual employees.

## (h) Liaising with the employee and the employee’s manager if made aware of health problems related to DSE work in the course of the assessment.

## (i) Notifying managers or advising the employee to do so if it is deemed that the individual requires a referral to occupational health for further assessment. This is to ensure managers are aware of any health issues that are affecting the employee they manage as well as any adjustments advised if appropriate.

##  3.5 The Occupational Health Department (OHD)

## The OHD is responsible for: -

## (a) Facilitation of DSEA training and refresher updates.

## (b) Responding to queries from DSEAs and managers

## (c) Assessment of staff health problems related to DSE work when outside of the scope of the designated DSEA and providing advice to managers. With the employees consent a copy of any adjustments or recommendations made will be shared with their manager within the occupational health report. If an employee has undergone a specialist assessment through an external service, then the report will be sent directly to the referring manager and the employee as well as a copy to occupational health.

## (d) Facilitation of DSE awareness training to employees.

## (e) Distribution of DSE eye test vouchers to ‘DSE users’ and charge back to management units.

## (f) Maintaining awareness of health and safety legislation and guidelines relevant to DSE work and advising the University of any changes.

# Relevant university policies

Hybrid working Framework [2029 Huddersfield Letterhead\_Corporate\_DV1 copy](https://staff.hud.ac.uk/media/intranet/content/hr/downloads/HybridWorkingFramework.pdf)

Occupational Health Policy [Occupational-Health-Policy.pdf (hud.ac.uk)](https://www.hud.ac.uk/media/policydocuments/Occupational-Health-Policy.pdf)

Health and Safety Policy [Health-and-Safety-Policy (hud.ac.uk)](https://www.hud.ac.uk/media/policydocuments/Health-and-Safety-Policy.pdf)