

Health and Safety Services

Code of practice & Guidance Note

Topic:	USE OF DISPLAY SCREEN EQUIPMENT
Date:	August 2005
Version:	1.0
Status:	Approved by Occupational Health, Safety & Training Advisory Group of the University Health & Safety Committee
Scope:	This code of practice sets out The University of Manchester's arrangements for complying with the Health and Safety (Display Screen Equipment) Regulations 1992 and applies to all members of staff classed as Display Screen Equipment (D.S.E.) "users".

INTRODUCTION

The Health and Safety (Display Screen Equipment) Regulations 1992 place a responsibility on The University of Manchester to analyse workstations, to assess the health and safety risks to those users. The University implements the regulations by ensuring that:

- All D.S.E. "users" are identified and their workstations are assessed.
- Completed self assessment forms are reviewed by a trained workstation assessor
- All "users" are given adequate information, instruction and training on how to safely and correctly set up their workstation
- All "users" are informed of the hazards to which they may be exposed if the equipment is not used correctly
- Eye and eyesight tests are available for those employees classed as Display Screen Equipment "users".

The code of practice aims to ensure compliance with the regulations and to encourage safe working practice within the University.

CODE OF PRACTICE

The University of Manchester is committed to complying with the Health and Safety (Display Screen Equipment) Regulations 1992 and recognises its responsibility to provide its staff with adequate information, instruction and training to display screen equipment users, their supervisors and managers, and to monitor the health of users.

RESPONSIBILITIES

In consultation with users of display screen equipment and their representatives Heads of Schools will:

- Identify each user of display screen equipment within their area of responsibility using the prescribed definition and H.S.E. guidance;
- Identify members of staff who will train as display screen assessors;
- Arrange for appropriate training to be given to display screen assessors via the Staff Training and Development Unit at The University of Manchester;
- Ensure that an assessment of each user's workstation, taking into account the display screen equipment, the furniture, the workload, the working environment and the user;
- Take all necessary measures to reduce or control any risks found as a result of the assessment;
- Where practicable, take steps to incorporate changes of task within the working day, in order to prevent intensive extended periods of on-screen activity;
- Review software to ensure suitability for the task
- Arrange for the provision of eye and eyesight test for display screen equipment users prior to employment and at regular intervals thereafter, and when a visual problem is experienced;
- Arrange for assistance in obtaining any special corrective spectacles where prescribed by an optician for use specifically with display screen equipment;
- Advise existing members of staff, and all other persons applying for work with display screen equipment, of the health risks associated with such work and how these can be avoided.

Where a member of staff raises a matter related to health and safety in the use of display screen equipment, the line manager must:

- Take all necessary steps to investigate the circumstances and review the assessment
- Take corrective measures where appropriate;
- Advise the member of staff of the actions taken to resolve the matter.

Where a problem arises in the use of display screen equipment, the member of staff must adopt the following procedures:

- Inform their supervisor / line manager
- In the case of an adverse health condition, advise the The University of Manchester Health and safety Services and his or her own general practitioner.

GUIDANCE

Workstation assessment forms are available from the Health & Safety Services website on The University of Manchester staff intranet.

TRAINING REQUIREMENTS

New users of display screen equipment and those setting up new workstations or equipment must be given information and instruction on how to set their workstation up safely, and in a manner that will not adversely affect their health.

Display Screen Equipment Assessors must attend the Display Screen Assessors course at The University of Manchester Staff Training and Development Unit.

REFERENCES

1. “user” – the display screen equipment regulations refer to the term “user – this describes members of staff who “habitually uses display screen equipment as a significant part of his or her normal work”. At the University of Manchester, this is taken to mean those people who use DSE for an hour or more on most working days, and will include large numbers of administrative, academic, technical and support staff.

2. “display screen equipment assessor” – the member/s of staff appointed by the Head of School and who have received the necessary information, instruction and training to allow them to competently assess display screen equipment / workstations.

USEFUL PUBLICATIONS

The University of Manchester Health and Safety Policy

Health and Safety (Display Screen Equipment) Regulations 1992 and HSE Guidance

The University of Manchester Display Screen Equipment Self-Assessment Questionnaire.

The University of Manchester Display Screen Equipment Assessors Checklist

The University of Manchester Guide to Setting Up Your Workstation

Roles and Functions of a Display Screen Assessor document