

Display Screen Equipment (DSE) Policy

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1. Introduction

- 1.1 It is Snowdonia National Park Authority's policy that all computer users (display screen users) will be assessed once they commence employment with us. This will help us determine whether or not they can be classified as "users" for the purposes of current legal requirements.
- 1.2 This assessment will be carried out by completing a self-administered Display Screen Equipment (DSE) questionnaire. This will then determine whether or not any further action is required. If so, a further assessment will be arranged by the Personnel Service.

2. Who does this policy apply to?

- 2.1 This policy applies to all Snowdonia National Park Authority staff and volunteers (all are referred to as 'employees' in this policy).

3. The legal position

- 3.1 The law relating to the use of DSE, such as computers, is covered by the **Health and Safety (Display Screen Equipment) Regulations 1992** (the DSE Regulations). These regulations set down a series of minimum standards for the workstations used by DSE users. This includes seating, lighting levels and workstation layout. We have also incorporated the amendments made to these regulations in 2002.

4. Policy and Procedures

- 4.1 In order to comply with the DSE regulations, we have introduced some procedures which are to be followed by all staff. These are as follows:
 - all new employees who are required to use computers as part of their job role will be given a self-assessment DSE questionnaire to complete within 10 working days of starting work with us. This will be provided to all new starters as part of the Induction Pack prepared by the Personnel Service.
 - all existing employees should have completed a questionnaire. However, should a member of staff change workstations or become a DSE user for the first time, then another one should be completed. This should be done shortly after the change in location or job role. Whilst care has been taken to ensure that the

questionnaire is self-explanatory any queries can be referred to your Head of Service.

- where the questionnaire identifies problems, such as glare, it is the responsibility of the individual's Head of Service to ensure that these are rectified
- staff are actively encouraged to rotate their job tasks in order to spend at least ten minutes in every hour away from the computer screen. This time should be spent engaged in work duties such as telephone calls and general office administration. If any employee feels that their workload does not permit adequate breaks, this should be brought to the attention of the individual's Head of Service.
- where necessary, staff will be provided with training and information in order to help them set up their workstation correctly.

5. Employee duties

- 5.1 Employees are expected to complete the self-assessment DSE questionnaire in a timely manner. They are also required to set up and operate their workstations correctly. In the unlikely event that any difficulties are experienced with workstations, employees should bring this to the attention of their Head of Service as soon as possible.

6. Eye tests

- 6.1 Any employee who has been designated as a DSE user has the right to request an eye test. This will be organised through an optician of the employee's choice.
- 6.2 However, it is the employee's responsibility to make arrangements to have the eye test carried out. Where possible, the employee is expected to arrange an appointment for the beginning or end of the day. The employee must obtain a receipt for the eye test which should be forwarded to the Personnel Service for reimbursement via the Payroll.
- 6.3 Following the initial eye test, the frequency of any follow-up tests will be decided solely by the optician and will be recorded on the form which will be used to determine the date of the next eye test.

7. Supply of glasses

- 7.1 Where the optician has confirmed that glasses are needed exclusively for DSE use, the Authority will contribute up to a maximum of £50 towards the cost. Should employees wish to purchase a more expensive pair of glasses, then this amount will be made available towards the cost. The balance will need to be funded by the individual employee.

Further information

HSE: INDG 36 (rev 4), Working with display screen equipment (DSE) a brief guide