



Display screen equipment (DSE) and workstation assessment procedure Sep 24

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Reviewer	Tony Lee, Operations & Facilities Manager Emily Hastings, Corporate Services Manager
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Related policies/procedures	<ul style="list-style-type: none"> • Acceptable Use of Computer, Internet & Email Facilities • Hybrid working/remote working • Occupational Health and Wellbeing including post-offer employment health questionnaire
The policy covers	All HTC including Post Office and Hailsham Youth Service

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1. Introduction

- 1.1 DSE Assessments are required by law as part of the Health & Safety (Display Screen Equipment) Regulations 1992. The regulations apply to workers who use DSE daily, for continuous periods of an hour or more. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.
- 1.2 All staff who regularly use display screen equipment (e.g. desktop computer, tablet, laptop and smartphones) should complete a DSE and workstation self-assessment. Workstations/display screen equipment that have been set up incorrectly can result in musculoskeletal injuries, as well as fatigue and eye strain.
- 1.3 Introducing a DSE self-assessment is a straightforward way of working towards DSE compliance and keeping DSE users healthy and happy with their work set ups. As part of the DSE self-assessment DSE users will be reminded to take breaks from DSE work and the assessment will remind DSE users regarding eye testing.
- 1.4 For some staff this may involve several assessments of different workstations (e.g. HTC offices/home set up/other working environments).
- 1.5 Once staff have completed their assessment, their line manager will review their answers. Line managers will be trained in reviewing DSE assessments. If there are any concerns, line managers should try to resolve these as soon as possible, making reasonable adjustments (e.g. sourcing a screen riser, wrist support etc). If concerns have a financial implication this should be discussed with the Responsible Finance Officer (RFO). In some instances, concerns may lead to seeking Occupational Health Advice.
- 1.6 We are proposing that staff complete the DSE and workstation self-assessment on a yearly basis. This will be recorded in staffs' HR file. The information supplied on the self-assessment will be kept confidentially. Please note that Line Manager may have to liaise as appropriate with the Operations and Facilities Manager or the Corporate Services Managers for more expertise with regards DSE assessment, and the Town Clerk/RFO for financial sign off.
- 1.7 There are a variety of situations where assessments may have to be conducted earlier than once a year, including:
- If a DSE user complains about pain or discomfort
 - A new starter will require training and assessments when beginning work
 - A new workstation is set up
 - An employee returns to work after an extended period of time
 - If changes are made to an existing workstation

2. DSE and workstation assessment procedure

- 2.1 If staff use display screen equipment (DSE) daily, as part of their normal work, continuously for an hour or more they must complete a self-assessment. Staff will be sent the DSE and workstation assessment excel sheet to complete.
- 2.2 Staff to read the “Information” and “How to complete” tabs before completing the assessment. Staff to complete a DSE assessment for each work location. Staff should save and send their assessment to their line manager. The Line Manager will review and respond within 5 working days. Some remedial actions make take longer to resolve.

3. DSE and workstation assessment training for line managers

- 3.1 The Operations and Facilities Manager and the Corporate Services Manager will provide training and information to line managers on how to carry out a DSE assessments. Line managers will be trained in providing information, instruction, and health and safety training to users to help them identify risks and safe work practices.
- 3.2 Line managers will know how to consider:
- The risks from DSE work and the controls we can put in place
 - How to adjust furniture
 - How to organise the workplace to avoid awkward or frequently repeated stretching movement
 - How to clean the screen and mouse
 - Who to contact for help and to report problems or symptoms
- 3.3 When analysing completed DSE assessments line managers will view any “Nos” and they:
- Should deal with the biggest problems first
 - Investigate all reports of aches and pains from users
 - Try to identify the causes of risk by looking at all potential causes. For example, poor posture may be due to bad seating, or sitting awkwardly to avoid glare on the screen, or leaning forward to use the keyboard because the chair arm rests prevent it from being close enough to the workstation, or a poorly positioned mouse
 - Remember to assess all the risks – look at things like task demands and changes in activity, as well as the physical aspects of the workstation
 - Take account of individuals’ special needs, such as users with a disability
 - The Line Manager may seek additional DSE expertise from the Operations and Facilities Manager or the Corporate Services Managers
 - The Line Manager will review and respond within 5 working days. Some remedial actions make take longer to resolve.

- 3.4 If there are any concerns, line managers should try to resolve these as soon as possible, making reasonable adjustments (e.g. sourcing a screen riser, wrist support etc). If concerns have a financial implication this should be discussed with the RFO. In some instances, concerns may lead to seeking Occupational Health Advice.

4 Working with display screen equipment at home

- 4.1 If staff work at home on a permanent or long-term basis or routinely split their time between their workplace and home, they should complete a DSE self-assessment using one of the location columns on the DSE assessment. If there are any concerns, line managers should try to resolve these as soon as possible, making reasonable adjustments. If concerns have a financial implication this should be discussed with the RFO. In some instances, concerns may lead to seeking Occupational Health Advice.
- 4.2 Where possible resources to be shared between HTC offices and home e.g. a specialised mouse to be transported between locations. Any items purchased for home to be returned if the staff member is no longer working at home, or they finish their employment with HTC.

5. Hot-desking

If staff “hot desk” they should carry out a basic risk assessment if they change desks regularly.

6. Other work environments

If staff work in other locations, for example, working at the James West Centre before a meeting or in the Fleur de Lys, or at a temporary place in Hailsham, staff “should carry out a basic risk assessment. If staff are regularly at that location, they should conduct a full DSE self-assessment.

7. Work routine and breaks

- 7.1 The law says employers must plan work so there are breaks or changes of activity for employees who are DSE users. There is no legal guidance about how long and how often breaks should be for DSE work. It depends on the kind of work. HTC will encourage staff to take short breaks often, rather than longer ones less often. For example, 5 to 10 minutes every hour is better than 20 minutes every 2 hours.
- 7.2 In most jobs it is possible to stop DSE work to do other tasks, such as going to meetings or making phone calls. If there are no natural changes of activity in a job, employers should plan rest breaks, for Post Office staff please refer to your contracted hours and breaks.

- 7.3 Breaks or changes of activity should allow users to get up from their workstations and move around, or at least stretch and change posture.

8. Eyes and eyesight testing

Refer to Occupational Health and Wellbeing including post-offer employment health questionnaire