

Display Screen Equipment			
Policy✓	Code of Practice...	Guidance...	Procedure...
Organisation-wide✓		Local...	
Approved by the University Health & Safety Committee			
Chairman	Mr Eliot Glover	Date 16 Nov 2022	Review date 2025

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## Appendix 1 DSE Workstation Self-Assessment Questionnaire

### 1. Introduction

The Display Screen Equipment Policy sets out the arrangements by which the University demonstrates compliance with the Health and Safety (Display Screen Equipment) Regulations 1992

### 2. Scope

This policy applies to Brunel University London as a whole.

### 3. Definitions

**Display Screen Equipment (DSE)** - any alphanumeric or graphic display screen, regardless of the display process involved.

**Workstation** - means an assembly comprising DSE and accessories, disk drive, telephone, printer, chair, desk and immediate work environment.

**User** - a Brunel employee who habitually uses DSE as a significant part of normal work, for example. Someone who uses DSE for an hour or more at a time, on most days would generally be considered as a user

**Operator** - a self-employed person or a contractor's or agency employee, working for Brunel, who habitually uses DSE as a significant part of normal work.

## **4 Responsibilities**

### **4.1 Responsibilities of Heads of School, Directors and Senior Managers**

Heads of Schools, Services and Senior Managers are responsible for ensuring the health and safety of staff, students and others when they are working with DSE in their areas, which will be achieved by:

- Nominating one or more DSE assessors for their area(s)/department and ensuring support for the DSE assessor(s) in carrying out their duties
- Providing furniture and equipment of a suitable and sufficient standard
- Implementation of appropriate recommendations made by DSE assessor and/or Occupational Health Adviser.

Detailed arrangements will vary from across the University and general advice can be obtained from the Health, Safety and Environment Team.

### **4.2 Line managers**

Line managers are responsible for ensuring new employees (users, operators) are provided with information on working safely with their computers during induction. Line managers are responsible for ensuring that new employees complete the **DSE self-assessment check list** and the equipment is adjusted to suit their needs. In addition, line managers shall ensure that *Users* are informed of the arrangements for eyesight tests & authorise referral as necessary.

Line managers should co-operate with their area DSE Assessor in the first instance to resolve any problems identified through workstation assessments, and should ensure any staff reporting health problems or symptoms that could be caused by computer work are referred to the Occupational Health Service for assessment and advice.

### **4.3 DSE assessors**

DSE assessors are responsible for supporting the Heads of School, Service and Senior Managers in the implementation of this Policy and providing advice and assistance to line managers or to users reporting problems related to computer ergonomics.

DSE Assessors will undergo training and will monitor DSE concerns and directing any issue to either the Health and Safety Department or Line Manager. In addition, they will work with the Health and Safety Department and/or Occupational Health to develop an improvement plan with the 'user' if any remedial action is required.

#### **4.4 Responsibilities of users**

In conjunction with their manager, all users shall carry out a self-assessment of their workstation and make any necessary changes to workstation and work arrangements. Seek advice from the DSE assessor to resolve any remaining issues arising from workstation assessment, and make any necessary changes recommended by DSE assessor.

#### **4.3. Students**

The Health and Safety (Display Screen Equipment) Regulations 2002 do not cover non-employees and students are not entitled to free optician's eye tests. However, equipment provided for students or demands placed on them must not endanger their health, therefore, workstations provided for students should, as far as practical, meet the same ergonomic standards as for staff and all students who are required to use computers in their studies should be given information on their safe use as part of their induction.

### **5 Workstation Requirements**

DSE workstations should comply with the requirements set out in the Schedule to the 1992 DSE Regulations. The requirements cover the DSE itself; the working environment; and the software interface between the DSE and its user or operator. Advice on the requirements is available from the Health & Safety Department.

#### **5.1 Daily work routine**

Further guidance is available @ <http://www.hse.gov.uk/msd/dse/index.htm> on the work routine of Users.

#### **5.2. Eye Tests and Corrective Appliances**

Eye tests are available to DSE users on application to Human Resources. Tests should then be repeated at intervals determined by clinical judgement. In addition, for DSE users, the University will meet the cost of basic corrective appliances, usually spectacles, when normal corrective appliances cannot be used and when the optician has confirmed that corrective appliances are required specifically for DSE work. The University will not meet the cost of designer frames or lens treatments which are not required for DSE work.

#### **5.3. Training and Information**

All staff identified as users or operators shall complete the online safety modules on working with display screen equipment and receive guidance on setting up a workstation as soon as they join.

#### **5.4. Timescales for Workstation Assessment**

Managers shall ensure that the DSE assessments of users' workstations, and of operators' workstations when provided by Brunel, shall be carried out to the following timescales using the DSE Workstation Self-Assessment Questionnaire which will either be sent electronically or in hard copy for completion:

- within 30 days of first employment at the workstation concerned;
- when a previous assessment has been invalidated by a significant change in the work process, workstation or location; and
- When a user or operator reports any pain or distress arising from DSE work.

#### **5.5 Procedure for Workstation Assessment**

DSE users and operators - who should already completed the online safety module (see 5.3 above) - shall carry out an initial assessment using the self-assessment form – refer above.

The completed form shall be returned to the users/operator's supervisor or manager who should resolve any 'No' answers or indicate what remedial action is required and by when.

The line manager can seek advice from their area DSE assessor if there are still issues once the procedure above is complete.

The Health and Safety Department should be contacted for any necessary advice on remedial action. When remedial action, if any, has been completed, the assessment should be signed off by both the supervisor/manager and the user/operator.

#### **5.6 Records**

Copies of the assessments for each user and operator should be kept in the relevant School, Service of SRI offices.

#### **5.7 Review**

This policy will be kept under review and may be amended by the University after consultation. Appropriate measures will be taken to inform staff of any changes.

# Display Screen Equipment (DSE) Workstation Self-Assessment Questionnaire



This form may be completed at your computer. To input typed information e.g. name, click on the grey box then type your answer. Move between boxes using the Tab key or Down Arrow. For tick boxes, click your mouse on a grey box and a ☒ will appear for your chosen answer. To change your answer, click the box again and the cross will disappear. When printing the form you can save paper by altering your printer settings so that it prints 2 pages per sheet.

<b>Name:</b>			
<b>Position:</b>			
<b>Faculty/Directorate:</b>			
<b>School/Unit:</b>			
<b>Room Number:</b>		<b>Date:</b>	
<b>Type of DSE Used:</b> (please delete as appropriate if not using drop down menu)	Desktop PC      Desktop PC / Laptop PC / Tablet PC / Other (NB If you work at more than one workstation you must complete a questionnaire for each workstation.)		

<b>1. General</b>	
<b>a) On average how many hours do you normally spend working on a PC at work each day?</b>	
<b>Less than 1 hour each day</b>	<input checked="" type="checkbox"/>
<b>1-2 hours each day</b>	<input type="checkbox"/>
<b>2-3 hours each day</b>	<input type="checkbox"/>
<b>More than 3 hours a day</b>	<input type="checkbox"/>
<i>1a) Guidance</i> <i>The Definition of a display screen user is an employee “who habitually uses display screen equipment for the purpose of an employer’s undertaking as a significant part of their normal employment”. This includes anyone who uses DSE either a) for prolonged spells of more than one hour on most working days or b) for shorter periods totalling two or more hours on most working days.</i>	
<b>b) On average how many hours each day do you normally spend working on display screen equipment away from work?</b>	
<b>Less than 1 hour</b>	<input type="checkbox"/>
<b>1-2 hours</b>	<input type="checkbox"/>
<b>2-3 hours</b>	<input type="checkbox"/>
<b>More than 3 hours</b>	<input type="checkbox"/>

*1b) Guidance*

*Pain and discomfort can be caused by cumulative use of DSE both at work and home*

2. Work Chair			
a) Is the chair provided for your use:			Comments (if any)
i) stable? (preferably a five star castor base)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
ii) comfortable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
b) Can the following be adjusted sufficiently for your needs:			
i) seat height?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
ii) seat back height?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
iii) seat back angle/tilt?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
iv) Do you know how to make the above adjustments?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>2 a &amp; b) Guidance</b>			
 <p><i>Sitting with the chair too low and too far from the desk encourages a slouched posture with no support from the chair back The head is tilted forward. Shoulders may be hunched Feet are hooked around the chair base restricting blood circulation in the legs</i></p>		 <p><i>Adjust the chair back so that the upper body is supported Move the chair close to the desk and sit back on the seat Raise the chair seat so that, with the upper arms vertical, the elbows are level with or just above the desk</i></p>	
c) When sitting in your normal position can your feet be placed flat on the floor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
d) Do you require a foot rest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>2d) Guidance</b> <i>With your chair correctly adjusted your feet should rest flat on the floor. If this is not the case you may require a foot rest. It is advised that when using DSE equipment for long periods of time, that flat shoes are worn, alternatively remove your shoes.</i>			
e) if yes, has one been provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
f) When you sit on your chair at your desk, are the backs of your thighs and knees free of excess pressure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>2f) Guidance</b> <i>Adjustment to the chair may be required and/or provision of a footrest. If you are experiencing any pain/discomfort report this to your manager or your display screen assessor.</i>			
3. Display Screen			
<i>General Guidance</i>			

*Display Screen Equipment (DSE) can be defined as any conventional cathode ray tube, screen and other display screen processes such as liquid crystal display (LCD), flat panel monitor etc*

<b>a) Does the Display Screen have a stable image with no flickering?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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*3a) Guidance  
 Display screens should not flicker. If it does, and this cannot be cured by a simple adjustment of the colour scheme or brightness/contrast controls, contact your faculty computer support unit for further assistance.*

<b>b) Are you able to adjust the brightness and contrast between the characters and the background?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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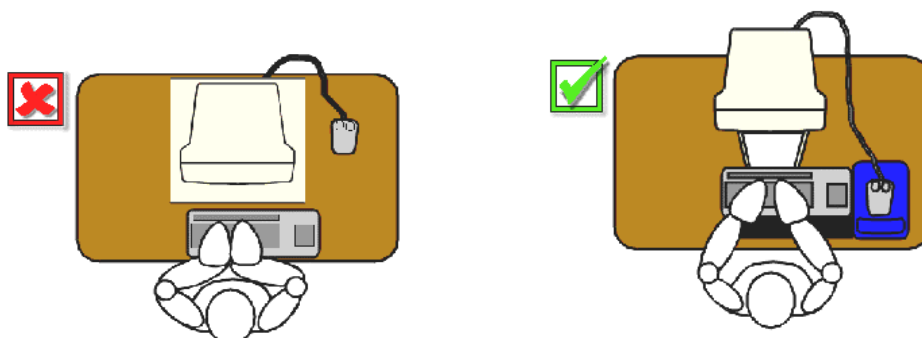
*3b) Guidance  
 The screen should be adjusted so that the print is clear, but the contrast with the background is not so great that it causes glare.*

<b>c) Can you read the display screen comfortably?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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*3c) Guidance  
 It is important to ensure that there is a comfortable viewing distance between your eyes and the display screen and have some space between the keyboard and the front of the desk. You may need to move your desk away from the wall (or the desk opposite) to get the monitor far enough back. Place the screen in front of you so that you face it without twisting your body. Ensure any drawers under the desk do not obstruct your legs. If your PC is occupying too much desk space, if possible to do so move it off the desk. A flat screen may be of benefit to you if you are short of space on your desk.*

<b>d) Can the display screen be swivelled and tilted to reach a comfortable position without having to look down excessively?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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*3d) Guidance  
 Ideally the screen should be directly in front of you; about arms should be length away; and sited so that you are looking slightly down towards the monitor.*



<b>e) Is the screen free from glare and reflection?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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**4. Keyboard**

<b>a) Is the keyboard in good working condition?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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<b>b) Is the keyboard adjustable for angle?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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<b>c) Is the keyboard detachable from the screen?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>4c) Guidance</i> Keyboards should be separate from the display screen so that they can be located in a position on the work surface that is comfortable to you. With some analytical equipment this may not be possible.			
<b>d) Does the keyboard have a matt surface?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>e) Are the symbols on the keyboard legible?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>4 d &amp; e) Guidance</i> The keys on the keyboard must be non-reflective and they should be kept clean, so that all the characters can be read easily.			
<b>f) Is there adequate space in front of the keyboard to provide support for your wrists?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>4f) Guidance</i> Unless the keyboard has a built in hand/wrist rest along its front edge, it should be located away from the front edge of the workstation so that the wrist of the hand can rest on the work surface.			
<b>g) Do you require a wrist rest?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>h) If yes, has one been provided?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>4g&amp;h) Guidance</i> If the keyboard is of a depth that you are finding it uncomfortable, you may need to have a separate hand/wrist rest.			

<b>5. The Mouse</b>			
<b>a) Is the mouse located in a comfortable position?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>5a) Guidance</i> When you are using the mouse, your upper arm should hang comfortably from your side and your forearm should be parallel to the floor. In this way the bottom of the mouse is aligned horizontally with your elbow. Keep the mouse as close to the keyboard as possible to avoid reaching and stretching			
<b>b) Is a mouse mat required?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>c) If yes, has one been provided</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>5c) Guidance</i> Where a mouse mat is required speak to your manager/supervisor to arrange this.			
<b>d) Does the mouse move freely across the mouse mat?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>5d) Guidance</i> The mouse should move freely across the mouse mat and the pointer should glide easily across the screen. If not your mouse may need cleaning or replacing.			
<b>e) Does the pointer move smoothly across the screen?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

<b>6. Work Desk</b>			
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<b>a) Does the work desk allow adequate room for flexibility for the arrangement of work equipment</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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*6a) Guidance  
 There should be sufficient space on the work desk arrangements to accommodate the display screen, keyboard, mouse and other activities*

<b>b) Is the work desk surface free from glare?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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*6b) Guidance  
 Ensure that the workstation surfaces have a matt finish.*

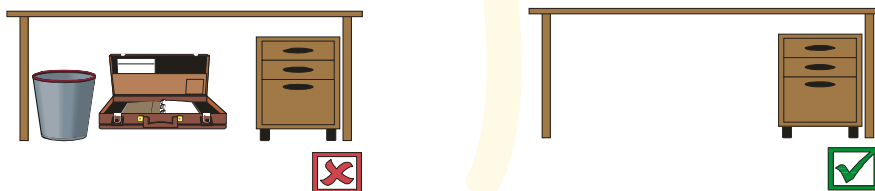
<b>c) Is the work equipment arranged so that extensive reaching/twisting is minimised?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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*6c) Guidance  
 Arrange your desk layout to make best use of available space. Document management is very important. If you need to look at the keyboard when typing, the best place for the document holder (if you require one) is between the monitor and the keyboard. Remember that the computer is not the only tool in constant use and others (such as the telephone) should also be readily accessible without stretching or twisting*



<b>d) Is the underneath of your desk clear of obstructions?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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*6d & e) Guidance  
 Ensure that there are no obstructions, for example, boxes, cables etc, under the desk that prevent you obtaining safe and comfortable working position and restrict your legroom. Clear the space under the desk so that you can place your legs underneath it without twisting or leaning forward.*



<b>e) Is there adequate leg room underneath your desk?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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### 7) Document Holder

<b>a) Do you require a document holder?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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<b>b) If yes, has one been provided?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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*7a) Guidance*

*Some people find document holders assist them when using display screen equipment. Document Holders allow documents to be positioned alongside, and at the same height and distance from you, as the screen. They can be useful if you copy type frequently, and if you experience difficulty in refocusing your eyes when switching from the screen to the document.*

**8. Laptop Users**

**a) Is the laptop your main computer? Yes  No**


*8a) Guidance*

*When working in an office, if you have a choice between a laptop or desktop pc and you spend a lot of time using display screen equipment, the desktop pc should be the preferred choice. If the laptop is your main computer and you use it for long periods. It is advisable that you use a separate keyboard mouse and / or screen. The laptop should be on a firm surface and at the right height for typing.*

<b>b) Do you use a separate keyboard when using the laptop for long periods?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>c) Do you use a separate mouse when using the laptop for long periods?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>d) Is there a space in front of your keyboard to support your wrists?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>e) Is the laptop on a firm and level surface and at a comfortable height for typing?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>f) Do you use a desk top computer if it is available?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

**9) Posture**

<b>a) Are your forearms approximately horizontal when typing?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>b) Do you move your wrists as little as possible when typing?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>9b) Guidance</i>			
<i>Your wrists and forearms should be extended with the minimum amount of bending and twisting. Regular changes in activity are recommended. You should alternate between DSE and non – DSE work. If this is not possible, build in suitable rest pauses to prevent the onset of pain and discomfort.</i>			
<b>c) Can you view the screen without turning your head?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>d) Are your eyes level with the top of the screen?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

<p>9d) <i>Guidance</i>          If the monitor is set too low, this encourages the operator to tilt the head downwards. As a result the whole body tends to lean forward, moving away from the support of the chair back and encouraging slouching</p>	
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**10. Environment**

<p><b>a) Is the lighting adequate for you to complete your work?</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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10a) *Guidance*  
 The overall lighting level in your office should be not too bright that it makes the information on the screen difficult to read (causing eye discomfort, headaches etc) and not too low that non-display screen work is difficult.

<p><b>b) Is the workstation and surrounding area free from glare or distracting reflections?</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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10b) *Guidance*  
 Ensure that the workstation surfaces are matt, and where necessary anti glare screens should be provided and windows fitted with blinds.

<p><b>c) Is the temperature and humidity comfortable?</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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10c) *Guidance*  
 Computers generate small amounts of dry heat, which can cause problems if there is insufficient ventilation. Ideally temperatures should be within the range 19C to 23C (66F to 73F), and the humidity levels should range between 40% to 60%. However these are only guidelines and not statutory requirements.

<p><b>d) Is equipment quiet and without excessive noise?</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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10d) *Guidance*  
 Laser printers have removed most noise problems that used to be associated with printers. If one of the older dot – matrix printers is still in the office, it should be housed in an acoustic cabinet.

**11. Organisation of Work**

<p><b>a) Do you make time for adequate pauses to prevent discomfort in your hand, wrist and arm?</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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<p><b>b) Do you take rest pauses when using a display screen?</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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11b) *Guidance*  
 To avoid unnecessary stress and fatigue, you should try to mix display screen/keyboard work with other work wherever possible. If you use DSE equipment as a major part of your job, do not spend your breaks or lunch hours typing, surfing the internet etc. Take a break!

<p><b>c) Do you have a flexible work pattern where you can work on other jobs between using the display screen?</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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<b>12. Nature of Work</b>			
<b>a) Do you work from home on a regular basis?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>12a) Guidance</i> <i>If you work from home on a regular basis using DSE it is important that the same sound ergonomic principles are used in your home working environment.</i>			
<b>b) Is it absolutely essential / an integral part of your job that you work from home?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>c) Is the software you use suitable for the task?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>12c) Guidance</i> <i>The software should be suitable, fast enough and user friendly for the particular job that you do.</i>			
<b>13. Personal Information</b>			
<b>a) Do you use specialist equipment for display screen use?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>b) Do you experience visual discomfort (e.g. visual fatigue) during or after using display screen equipment?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>c) Do you experience physical discomfort during or after using display screen equipment?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>13c) Guidance</i> <i>One of the risks associated with DSE use is work related upper limb disorder (WRULD). It is pain and discomfort experienced in the fingers, hands, wrists, arms, neck and back.</i>  <i>It is important that if you experience any of these you should report it to your manager who will then make a referral for you to the Occupational Health Service.</i>			
<b>How to report ill-health related to display screen equipment.</b>			
<i>The University's Occupational Health Service will advise on any aspect of work related ill health. This includes any pain/discomfort associated with DSE use and a referral can be made to Occupational Health via your manager.</i>			
<b>How to obtain a free eyesight screening?</b>			

*Eye tests are available to DSE users on application to Human Resources. Tests should then be repeated at intervals determined by clinical judgement. In addition, for DSE users, the University will meet the cost of basic corrective appliances, usually spectacles, when normal corrective appliances cannot be used and when the optician has confirmed that corrective appliances are required specifically for DSE work. The University will not meet the cost of designer frames or lens treatments which are not required for DSE work.*

**FOR MANAGER'S/SUPERVISOR'S USE**

Point	Comment	Action By Whom	Action By When
DSE Assessor Name:			
Signature:			
Date:			
Signed off by User /Operator			