

Health & Safety Display Screen Equipment Policy

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1.0 Policy Statement

The Health and Safety (Display Screen Equipment) Regulations 1992 (hereafter referred to as the Regulations) came into force on 1st January 1993 (with some small changes made in 2002) and set out the minimum legal standards for Display Screen Equipment (DSE) Workstations and “**Users**”. These regulations affect every person who works with DSE on a regular basis.

The purpose of this policy is to set out Warwickshire County Council’s (WCC) arrangements to meet the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. The policy provides information, advice and instruction to Supervisors/Line Managers, Headteachers and users of Display Screen Equipment (DSE).

2.0 Scope

The information, guidance and instruction within this Policy applies to the whole workstation and includes the whole working environment.

All employees, work experience students, volunteers and employed agency staff who use DSE equipment are included within this policy. It also covers those that are contracted to work from home.

3.0 Terminology

In this document the word “**must**” is used to indicate a legal requirement which must be complied with. The word “**shall**” indicate an essential (or mandatory) requirement of compliance with this document and “**should**” indicates a course of action that is strongly recommended by Warwickshire County Council. The word “**may**” is used to indicate an option, which requires consideration depending on the circumstances.

3.1 The term “User” Explained

For the purpose of the Regulations, a “user” is described as “*employees who habitually use DSE as a significant part of their normal work*” e.g. uses display screen equipment more or less continuously on most working days.

However, Warwickshire County Council has made the decision that, so far as is reasonably practicable, even if a person does not fall within the definition of a “user” stated above, the principles detailed within this Policy should still be applied to the workstation, as a measure of good practice.

4.0 Roles and Responsibilities

4.1 Warwickshire County Council

Warwickshire County Council is committed to ensuring that risks associated with the use of DSE are reduced so far as reasonably practicable and has implemented a software training, risk assessment and management system to assist in complying with the Health and Safety (Display Screen Equipment) Regulations.

4.2 Directorate Health and Safety

Directorate Health and Safety staff will provide advice and guidance to Managers and “users” as required to assist in the implementation of this policy. They are also responsible for monitoring compliance and producing regular reports from the training and management system, WorkRite.

Directorate Health and Safety will liaise with HR and managers within their directorate to ensure that the system is updated with new users, leavers and transfers.

4.3 Managers

Managers should first ensure that all of their identified “users” are set up correctly in the WorkRite management system and inform their Directorate H&S of any omissions or changes to their staff.

Managers must then ensure that all the users that they are responsible for complete the AssessRite training, test and workstation self assessment by using the WorkRite management system. (A guide to using the system is available as **Appendix 2**). Managers must allow their staff the time to complete the package (approx 45 minutes). If managers are also “users” they must complete the AssessRite package.

The AssessRite DSE training and self assessment shall be completed at least every three years. If there is a change of workplace, significant changes to the workstation or a person is experiencing difficulties in using DSE the self assessment must be redone. However, the user can at any time, access any module of the training to refresh their knowledge and awareness.

Managers shall take action to reduce the risk to the lowest practicable level and are responsible for taking the appropriate action and to resolve any issues that have arisen from the self assessment. If Managers are unable to resolve any issues or require further advice they should contact their Directorate H & S.

If users have workstations at more than one location (included those contracted to work from home) the manager must ensure that self assessments are undertaken for all workstations under their control. Please also refer to the WCC Flexible Working Policy.

4.4 All Employees who use DSE

The Regulations require that all DSE users must have awareness and understanding of the potential health risks associated with DSE and know how to adjust and use DSE equipment correctly in order to reduce them.

The Regulations also require all users to undertake a DSE risk assessment to identify any issues that may be related to their workstation. “Users” must complete the training, test and self-assessment by using the AssessRite system, and cooperate with advice and guidance given. The self assessment must be undertaken for more than one workstation where necessary.

5.0 Arrangements

DSE Training and Self Assessment

In order to comply and meet the requirements of the DSE Regulations, Warwickshire County Council has implemented arrangements for individual training and self assessment through the online training package 'AssessRite', where reasonably practicable. The WorkRite system provides the management framework, which, managers and Directorate Health and Safety staff will use this to monitor staff training and self assessment completion.

The DSE "user" must complete the training, test and self assessment with assistance from their Supervisor/Line manager if required. The self assessment will cover the areas detailed below:

- Work activity
- Work station equipment
- Work station layout
- Environmental factors

All DSE self assessments undertaken are subject to a 3 yearly review unless there are significant changes. Any changes to the workstation or where the user is experiencing difficulties must be followed by a new self assessment. Once the DSE self assessment has been completed, the Supervisor/Line Manager must progress the corrective action required, where necessary and then update records on the training and information management system, WorkRite.

Where it is not practical for staff identified as "users" to access the online AssessRite system, managers should contact Directorate Health & Safety Staff to arrange alternative training and to undertake a paper copy of the self-assessment. A hard copy of the self assessment form is available as **Appendix 1** or is available on the Intranet – Advice & Guidance – Health & Safety or on request from Directorate H&S staff.

6.0 The Equipment

DSE is the hardware used at the workstation and includes the monitor, keyboard, mouse, chair, desk and other peripherals. e.g. printer. The principles contained within this policy also apply to portable display screen devices such as laptop computers, tablets, Personal Digital Assistant (PDA), blackberry etc.

All DSE must be adjustable to enable the user to perform the task easily and effectively and without discomfort. All new equipment must conform to the DSE regulations and relevant British or CE Standard.

Following the assessment it may be identified that the user requires additional/specific equipment or adjustments and the Supervisor/Line Manager, Headteacher must take the necessary action to provide this.

6.1 Laptops

When using laptops as the regular desk-based PC, users should have a separate keyboard, mouse, a laptop top stand to raise the screen to eye level (if possible a docking station), a stable base on which to work, regular breaks to relieve upper body tension and a suitable backpack to carry the laptop.

“Users” should restrict the use of portable computers in non-ideal locations e.g. on laps.

6.2 Other Portable Devices

“Users” should be made aware of the risks associated with the excessive use of other devices such as tablets, Blackberrys and PDA’s to ensure that appropriate breaks are taken in accordance with the training.

7. Other Factors

7.1 Health Issues

It is recognised that the majority of employees within Warwickshire County Council (WCC) use DSE for a significant part of their work. The increased use of equipment (including mobile equipment) in a wide range of work situations has highlighted possible concerns about a variety of musculoskeletal disorders, eyesight and other health issues. (see **Appendix 3**).

Users shall inform their Managers of any existing health conditions that could affect their use of DSE or if they experience any subsequent symptoms or ill health that they feel could be associated with DSE use.

Where users have been diagnosed with specific health issues/medical conditions that affect the use of their DSE, a specific workstation assessments will need to be undertaken by an Occupational Health Practitioner. Contact Directorate H&S staff or Directorate HR staff to arrange an assessment. Following such consultation, it may be identified that the user requires additional/specific equipment and the Supervisor/Line Manager or Headteacher must take the necessary action to provide this.

A specific new and expectant mother’s risk assessment must be completed for pregnant users and this will include DSE. However, it should be noted that the use of DSE is not a hazard in itself to new or expectant mothers.

7.2 Electrical Safety

When setting up workstation equipment it is essential that an adequate number of electrical outlet sockets are provided and tripping hazards caused by trailing leads are avoided so far as is reasonably practicable. Damaged cables and electrical equipment should be taken out of use immediately and reported to the appropriate person. The electrical equipment must be tested and inspected by competent persons.

7.3 Flexible and Home Working

Home working within the scope of this policy is for those employees who are contracted to work from home. However the principles of this policy also apply to “users” who voluntarily undertake DSE work at home for their own convenience. For further information on flexible working please refer to the HR “Modern and Flexible Working Policy” which can be found on the intranet under advice & guidance. For those “users” contracted to work at home DSE must be part of the workplace risk assessment which must be completed and shared with their Supervisor/Line manager.

7.4 Hot-desking

If using a hot-desking facility, users should ensure that this is fully adjusted to suit their individual needs before commencing work and in accordance with the training. Where specialist equipment is required for individual users, it is advised that the use of hot-desking is possible but it will require more planning. Individuals will need to plan their diary so that they can use that particular workstation.

7.5 Eyesight Test Provision

The Regulations require that WCC must provide users with the opportunity to have regular eyesight tests and eye examinations. Re-imbursements can only be made by providing the appropriate form (**Appendix 4**) authorised by the optician and relevant receipts being provided. Directorate arrangements for payment purposes may vary. "Users" should contact their Supervisor/Line Manager in the first instance. Users qualify for up to £17.00 towards the cost of the eyesight test/examination.

If the optician establishes, in writing using the WCC form that a "user" is found to need prescription spectacles or a change in current prescription spectacles, to work with DSE, WCC will provide a contribution of up to £60.00. The entitlement can only be claimed once in any twelve-month period.

7.6 Maintenance of Equipment

It is important that the unit and the ancillary equipment are properly maintained and kept clean in accordance with the manufacturer's instructions.

8.0 Monitor

Monitoring the requirements of this policy will be carried out by Directorate Health and Safety staff. The Directorate monitoring will be compiled in an agreed corporate format and form part of the quarterly report. This will be submitted to both Directorate DMT's and Corporate Health & Safety Officer. This will ensure that legal compliance with the regulations is being achieved and specific responsibilities of all staff are being discharged correctly.

9.0 Review

The content of this policy and its effectiveness will be the subject of a three-year review unless significant changes occur.

Responsible Officer

Colin Jones – Corporate Health and Safety Officer

References

- Health and Safety (Display Screen Equipment) Regulations 1992
- Modern & Flexible Working Policy

Accessibility

If this information is difficult to understand, your Directorate Health and Safety Staff can provide it in another format, for example Braille, in large print, on audiotape or another language.

WARWICKSHIRE COUNTY COUNCIL**DISPLAY SCREEN EQUIPMENT (DSE) SELF ASSESSMENT FORM**

This assessment is undertaken in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

Name of User:	Contract Number:
Location of Workstation (Room Number, Section, Home or Office)	
Directorate.....	Date of Assessment:
Date of Review	

SECTION A

The user should complete this section with assistance from the supervisor if required. Please tick **Yes, No or Not Applicable** for each question.

1. Display Screen	Yes	No	Comments
Is the screen set squarely in front of you?			
Is the screen set at the right height and tilt for your typing skill?			
Is the screen image clear, stable and free from glare and reflection?			
Is the text readable from your usual working position?			
2. Keyboard		No	Comments
Is the keyboard set squarely in front of you?			
Is the keyboard separate from the normal workstation?			
Is the keyboard tiltable to a shallow slope?			
Are the symbols on the keys legible?			
3. Mouse	Yes	No	Comments
Is there sufficient space close to the side of your keyboard to place your mouse?			
4. Desk	Yes	No	Comments
In the correct sitting position, is your desk at the right height?			
Is there sufficient space beneath your desk for your legs?			
Is there sufficient space available in front of the keyboard for your hands?			

5. Chair	Yes	No	NA	Comments
Is the chair stable?				
Is the base a 5 star configuration on castors that move freely?				
Does the chair have lumbar support?				
Is the seat height adjustable?				
Is the back adjustable for height and tilt?				
Is the seat pan depth satisfactory?				
If your chair is fitted with armrests? If yes Do they adjust sufficiently to enable you to adopt the correct sitting position without being obstructed by the desk?				
6. Footrest	Yes	No	NA	Comments
In your correct sitting position are your feet flat on the floor?				
If no has a suitable footrest provided?				
7. Document holder	Yes	No	NA	Comments
Do you use a document holder?				
Is the document holder suitably adjustable?				
8. Work Activity	Yes	No	Comments	
Are you aware of the WCC Policy?				
Do you vary your work and take regular breaks away from your workstation?				
Are you aware that you are entitled to an eye test?				
9. Software	Yes	No	Comments	
Is the software suitable for the work you undertake?				
Have you received training in the use of the software?				
10. Environment	Yes	No	Comments	
Is there sufficient natural or artificial light at the workstation? (including additional lighting e.g. desk lamps, if necessary)				
Are the windows fitted with a system e.g. blinds/curtains to limit the effects of reflection and glare?				
Are cables routed safely to prevent a tripping or electrical hazard?				
11. Additional comments				
If you have any additional comments or wish to mention problems not covered in this assessment please speak to your supervisor/line manager				

If you are **contracted** to undertake DSE work at home you **MUST** complete a separate workstation assessment. If you are currently experiencing ill-health symptoms, which you associate with the use of DSE (see WCC DSE Policy) speak to your supervisor/line manager or Directorate Health and Safety staff immediately.

SECTION B

The supervisor/line manager should complete this section. Please detail the actions to be taken when “No” has been answered in section A.

ACTIONS TO BE TAKEN (continue on separate sheet if necessary)

Details:

Date of action taken:
Date of re-assessment:

Signature of user Date

Signature of Supervisor/Line Manager..... Date:.....

Please copy this assessment once it has been completed and signed by your supervisor. Give a copy to your Supervisor/Line Manager and retain a copy yourself and make available for Health and Safety inspections.

WARWICKSHIRE COUNTY COUNCIL
MANAGERS GUIDE TO WORKRITE

WorkRite is the on-line system for the management of the AssessRite DSE training and self-assessment package.



Access to the Work Rite system is via the DSE icon on your desktop. Should you not have this icon please contact the ICT help desk on ext 4141 for assistance. Any other queries relating to the system should be made to your Directorate H & S staff (see page 3 below). Please **DO NOT** use the help number on the screen.

A help button  is available on most screens.

Undertaking your own AssessRite

As a “user” (see DSE policy for definition) you will need to complete your own AssessRite package. This is done by clicking on Warwickshire County Council AssessRite link in ‘Your Progress’ (top centre of home page). This will take you through the package in approx 30-45 minutes. Do not forget to SAVE as you progress.

Manager Responsibility

As a manager it is your responsibility to ensure that all your staff who are DSE “users” undertake the training, test and the self- assessment. The WorkRite management system has been created to ensure that all information on “user’s” training and self-assessment can be monitored and managed effectively.

The AssessRite package should be completed by “users” every 3 years and you should allow “users” the time to complete, this should be approx 30-45 minutes. If their workstation changes significantly in the intervening period e.g. following an office move “users” should re-do their self-assessment. Although “users” are not required to undertake the training and test again following a workstation move/change it is available at any time for “users” to revisit to refresh their understanding. You should contact your Directorate Health & Safety staff (see page 3 below) to add new starters, leavers and movers within your section.

NAVIGATION (Far left hand side of home page)

Home - returns you to the home page (you can also click on the WCC logo)

PLEASE DO NOT CLICK ON THE INTERNET BACK ARROW  **as this will bring up an error message/screen**

Click on **ADMIN** – Then please only use “**USER**”

1. Once you have clicked on user your DSE “users” will be listed alphabetically by surname. Individual “users” can be located by using the search by (choose from first name, surname or all) and search fields (top of page) or by using the A-Z bar at the bottom of the page. If you find any of your staff missing or anyone who is not your responsibility contact your Directorate

Health & Safety staff (see appendix 1). (You can also find an individual user by typing in their surname in the Quick find option - far right of screen- on the home page.)

2. Clicking on the surname will only give you details of their set up e.g. location. To access their training records you need to click on **view** (under training info) next to their surname. This will give you all the details of the “user’s” training:


- a. **Modules undertaken** - This shows all 5 modules that “users” are required to undertake. If the modules have been completed this will be shown by a ✓ next to the module.
- b. **Test Result** - This shows the date the test was completed, “user’s” test score and pass_mark, which is set at 85%. (17 correct answers out of 20 questions).
- c. **Assessment** - This shows the date the self-assessment was completed and any outstanding actions required for completion by you.

By clicking on **WCC AssessRite** under assessment this will bring up details of the “user’s” assessment and will show the outstanding issues with their status e.g. not started, in progress and closed. Once you have been able to action the issues raised you need to confirm that you have done this on the system.

3. Click on the arrow besides the individual issue, this will bring up two text boxes one with existing notes regarding the issue the other to add new notes. Type the new note and then click on add note. Once this has been completed **remember to change the status drop down box** to the correct status for each action e.g. in progress, closed. **Remember to click the update button to save any changes.** Once a note has been added it is archived and can be viewed but not edited or removed.

Emails to “users” – if needed

There are several template emails, which, are mainly reminders sent automatically to your “users”. However, if you wish to send a specific email to your own DSE “user” please use the blank email template.


- To send an click on the email  at side of the “user’s” name
- Click on the drop down box on template, select the blank email template type contents and then **send**.

Notes field

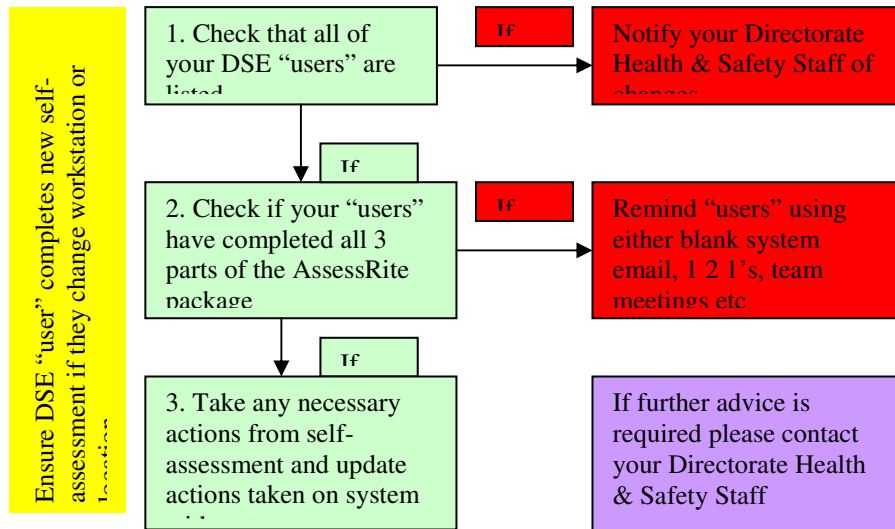
You should only use this free text field to make any general note relating to AssessRite.

Please note it should not be used to record any actions undertaken in relation to the self-assessment.

Exiting the WorkRite system

Log yourself out of WorkRite (top right corner of home page) it then confirms you are logged out and then to exit the WorkRite system close down the webpage by clicking the X  in the top right hand corner of the screen.

Flowchart



DISPLAY SCREEN EQUIPMENT - DIRECTORATE HEALTH & SAFETY CONTACTS

DIRECTORATE	NAME	TELEPHONE NUMBER
Adult, Health & Community Services	Charlotte Dee Admin Officer Health & Staff Support	01926 745109 Or ext 585109
Children, Young People & Families	Sarah P Parker Health & Safety Assistant	01926 742571 or ext 582571
Community Protection	Gareth Hughes Assistant Health & Safety Advisor	01926 423240 or ext 753240
Environment & Economy	Nick Philp Health & Safety Officer	01926 412307 or ext 2307
Performance & Development	Cherry Phillips Health & Safety Co-ordinator	01926 476799 or ext 6799
Resources	Mushtaq Sheikh Trainee Health & Safety Officer	01926 412524 or ext 2524



*Working for
Warwickshire*

**WARWICKSHIRE COUNTY COUNCIL
DISPLAY SCREEN EQUIPMENT**

POSSIBLE HEALTH HAZARDS AND CONCERNS

This section has taken the most common questions asked in relation to health risks associated with working with DSE. The information given has been accessed from the Health and Safety Executive's web site.

Am I at Risk?

DSE has been blamed, often wrongly, for a wide range of health problems. In fact only a small proportion of DSE users actually suffer ill health as a result of their work. Where problems do occur, they are generally caused by the way in which DSE is being used, rather than the equipment. Problems can be avoided by good workplace and task design, and by the way you use your DSE and workstation.

Are aches and pains caused by using DSE? What about RSI?

Some users may get aches and pains in their hands, wrists, arms, neck, shoulders or back, especially after long periods of uninterrupted DSE work. Repetitive Strain Injury (RSI) has become a popular term for these aches, pains and disorders but can be misleading – it means different things to different people. A better medical name for this whole group of conditions is Upper Limb Disorders. Usually these disorders do not last, but in a few cases they may become persistent or even disabling.

How can I avoid these aches, pains and disorders?

Problems of this kind may have a physical cause, but may also be likely if a DSE user feels stressed by the work. If you get aches or pains you should alert your supervisor or line manager.

Problems can often be avoided by good workplace design, so that you can work comfortably, and by good working practices (like taking frequent short breaks from the DSE). Prevention is easiest if action is taken early, before the problem has become serious

How long should I work with a VDU?

There is no legal limit, but you need to break up long spells of VDU work. How long you should work without a break depends on the type of work you are doing.

How long and how frequent should breaks be in DSE work and what should I do during breaks?

This depends on the kind of work you are doing. There is no legal limit but you need to break up long spells of DSE work. Short frequent breaks are better than longer but less frequent ones, e.g. 5-10 minutes every hour is better than 20 minutes every 2 hours. Ideally users should have some choice about when to take breaks. Most jobs provide opportunities to pause from screen work to do other tasks such as filing or copying. If there are no such natural changes of activity in your job, your employer should plan for you to have rest breaks. It is best if breaks or changes of activity allow the user to get up from their workstation and move around, or at least, stretch and change posture.

How can I protect my eyes during DSE work?

Extensive research has found no evidence that DSE can cause disease or permanent damage to the eyes. However long spells of DSE work can lead to tired eyes and discomfort, temporary short-sightedness and headaches. DSE is very visually demanding, so it can make you aware of eyesight problems not noticed before (including eyesight changes that happen with age). You can help your eyes by ensuring your screen is well positioned and properly adjusted and that lighting conditions are suitable. Employers have to assess DSE workstation and correct any defects.

I am entitled to an eye test as I work on DSE - how do I get one? And does my employer have to pay for DSE spectacles?

You are entitled to ask your employer to provide an eye test if you are an employee who habitually uses DSE as a significant part of your normal work. This is a full eye and eyesight test by an optometrist (or a doctor). Your employer should arrange for your test and should tell you how to apply. Your employer will only have to pay for spectacles if the test shows you need special spectacles (e.g. ones prescribed for the distance the screen is viewed at). If your ordinary prescription is suitable for your DSE work the employer does not have to pay for your spectacles. (See WCC DSE policy for details of contributions)

What about problems with my contact lenses or bifocals?

The heat generated from DSE can make the air seem drier, and some contact lens wearers find this uncomfortable. If you have this problem but don't want to change to spectacles, you can try blinking more often or using tear-substitute drops. Where the air is dry, employers can help by taking steps to increase the humidity.

People with bifocal spectacles may find them less suitable for DSE work. It is important to be able to see the screen easily without having to raise and lower your head. If you can't work comfortably with bifocals, you may require a different type of lens. Consult your optician or doctor if in doubt.

Can DSE work cause headaches?

Headaches may result from several things that occur with DSE work such as:

- Screen glare
- Poor image quality
- A need for different spectacles
- Stress from the pace of work
- Anxiety about new technology
- Reading the screen for long periods without a break
- Poor posture
- A combination of these

Many of these can easily be rectified once the cause of the problem has been found.

Is it true that using a mouse can cause problems?

Intensive use of a mouse, trackball, or similar pointing device may give rise to aches and pains in the fingers, hands, wrists, arms or shoulders. This can also happen with a keyboard, but mouse work concentrates activity on one hand and arm (and one or two fingers), and this may make problems more likely. Adopting good posture and technique can reduce risks.

Limit the time you spend using the mouse. Take frequent breaks or short pauses to relax your arm, or use the keyboard, and do non-computer work. Place the mouse in easy reach, so it can be used with a relaxed arm and straight wrist. Do not work with your mouse arm stretched. Relax; support your forearm on the desk, do not grip the mouse tightly, rest your fingers lightly on the buttons and do not press them hard. If you still can't get comfortable, try a different size or shape of mouse.

How do the regulations apply to work with laptops or other portable DSE?

Laptops and other portables have to be compact and easy to carry. The resulting design features, like small keyboards, can make prolonged use uncomfortable, unless steps are taken to avoid problems, e.g. by using a docking station. It is best to avoid using a portable on its own if full-sized equipment is available.

Portable DSE such as laptops and hand held devices are subject to the regulation if in prolonged use for work purposes. People who habitually use portable DSE should be trained in how to minimise the risks, for example by sitting comfortably, angling the screen so it is easy to read and taking frequent breaks. Wherever possible, portables should be placed on a firm surface at the right height for keying. Where portables are in prolonged use at the users' main place of work, additional steps can be taken to avoid problems e.g. by using a docking station, separate keyboard and mouse.

Does DSE give out harmful radiation?

No. DSE emits both visible light, which enables us to see the screen, and other forms of electromagnetic radiation, which can be harmful above certain levels. However, the levels of radiation emitted from DSE is well below the safe levels set out in international recommendations, so WCC doesn't have to check radiation levels and you do not need any special devices such as spectacles, screens or aprons when using them.

What should I do if I'm pregnant?

You don't need to stop working with DSE. Past concern, about reports of miscarriages and birth defects among some groups of DSE workers have not been borne out by more recent research. Many scientific studies have now been carried out and, taken as a whole; these do not show any link between miscarriages or birth defects and working with DSE. If you are anxious about your health or about work generally during pregnancy, you should talk to your doctor. A specific risk assessment must be completed by your manager with you and kept under review through out the pregnancy.

Can working with DSE cause skin disorders?

This is rare. A few people have experienced irritation, rashes or other skin problems when working with a DSE. The exact cause is not known, but it seems possible that a combination of dry air, static electricity and individual susceptibility may be involved.

Can DSE trigger epileptic fits?

Most people with epilepsy are completely unaffected by DSE. A few who suffer from photosensitive epilepsy and are susceptible to flickering lights and striped patterns may be affected in some circumstances, but they can often work successfully with DSE without provoking an attack.

What can be done to reduce stress in my DSE work?

People who use DSE sometimes complain of stress, but this usually arises from increased pace of work or pressure to meet deadlines, not the DSE itself. Some DSE workers find stress reduced because the DSE makes their job easier or more interesting, but for others stress becomes worse. This can happen when a system does not work well or when the user does not feel in control or competent to operate it.

Employers can help overcome stress by providing the right training, and by designing systems and tasks to match the abilities of the people who work with them.

Do the DSE regulations apply to children and students?

No. These regulations only place duties on employers in respect of employees (or self-employed persons working in the employer's undertaking). However, employers have more general duties under other legislation such as the Health and Safety at Work Act etc 1974 which require work activities to be undertaken in a way that does not create risks to others (such as children or the public).

REQUEST FOR A DISPLAY SCREEN EQUIPMENT EYE SIGHT EXAMINATION

To:	Optician		
From:	Warwickshire County Council (own Directorate details)		
Name:		Section /Team or /Location:	

Spectacles	*Yes / No	Contact Lenses	* Yes / No
First Test	*Yes/No	If No Date of last examination	

The Warwickshire County Council employee named above is a regular user of display screen equipment and has requested an appointment. I would be grateful if you could undertake an appropriate eyesight test as defined in the Health and Safety (Display Screen Equipment) Regulations 1992 (SI 1992 No 2792) and complete the following information for our records.

The employee is required to pay to you the cost of the eyesight examination test and, if appropriate, special corrective appliances. Upon production of a receipt from you they will be reimbursed the agreed amount by the County Council

Signed:.....**Position:**.....**Date:**.....

FOR COMPLETION BY OPTICIAN

Name of Employee:		Date of examination:	
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I have examined the above employee and consider that:

They do not need corrective appliances in order to regularly use display screen equipment

They do need corrective appliances in order to regularly use display screen equipment

Please tick box as appropriate

I would recommend that the above named should be re-examined in years.

Signed: **Name:**

Company:..... **Date:**.....

THIS PART OF THE FORM SHOULD BE RETURNED TO: Directorate to insert own details

