cameo

DISPLAY SCREEN EQUIPMENT POLICY

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Display Screen Equipment Policy

1. Cameo Learning Centres Ltd. will comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. A suitable and sufficient assessment of workstations will be completed for all 'users' and 'operators'. Where risks are identified these shall be reduced to the lowest extent reasonably practical, this includes the way in which the work is organised. Employees shall be consulted throughout the assessment.

2. All workstation provided for display screen users and operators will meet the requirements laid down in the Schedule of the Regulations to the extent that:

   a. Those requirements relate to a component which is present in the workstation concerned;
   b. Those requirements have effect with a view to securing the health, safety and welfare of persons at work: and
   c. The inherent characteristics of a given task makes compliance with those requirements appropriate as respects the workstation concerned.

3. Activities of display screen users shall be planned so that their daily work on the display screen equipment can be periodically interrupted by breaks or changes of activity.

4. Eye and eyesight tests shall be provided for 'users' of display screen equipment upon request, (in normal circumstances a maximum of every two years). Where an eye and eyesight test show that corrective appliances (normally spectacles) are required to correct vision defects at the viewing distance or distances used specifically for the display screen equipment concerned, the cost of those special appliances shall be met by the Company. The cost is restricted to payment of the cost of a basic appliance, i.e. of a type and quality adequate for its function. Normal corrective appliances are at the user's own expense.

5. Users shall be provided with adequate health and safety training in the use of any workstation upon which they may be required to work.

6. All operators and users shall be provided with adequate information about all aspects of health and safety relating to their workstation. This will include information on the measures taken to reduce any risks.

Terminology

'Display Screen Equipment' - means any alphanumeric or graphic display screen, regardless of the display process involved and is not limited to visual display units (VDU's) or computer screens. There are exclusions.

'User' - means an employee who habitually uses display screen equipment as a significant part of their normal work.

'Operator' - means a self-employed person habitually uses display screen equipment as a significant part of their normal work.

'Use' - means use for on in connection with work.

'Workstation' - means an assembly comprising of:

- With or without software, keyboard or other input device.
- Any optical accessories to the DSE.
- Any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface, foot rest or other item peripheral to the DSE.
- The immediate work environment around the DSE

Workstations must comply with minimum standards. These involve:

- Screen and keyboard
- Work surface, including desk
- Chair
- Amount of space
- Lighting, glare and reflections
- Heat, noise and humidity
- Software

Areas of Action – Priority Rules and Procedures

1. Managers must decide which employees are display screen users and whether they make use of other users (employed by other employers or of operators.

2. Each manager must ensure an assessment is undertaken of the health an safety risks to which persons are exposed for all workstations which:

   - Are used by users; **or**
   - Have been provided by the authority and are used by operators.

3. Managers must reduce any risks identified in the assessment to the lowest extent reasonably practicable.

4. Managers shall review an assessment where there is reason to suspect that it is no longer valid or there has been significant change in the matters to which it relates.

5. Managers must ensure that all workstations meets the minimum standards set out in the Schedule of the Health and Safety (Display Screen Equipment) Regulations 1992.

6. Managers must ensure that activities of users are planned to allow periodical interruptions in display screen equipment wok. Whenever possible, jobs at display screens should be designed to consist of a mix of screen based and non-screen based work to prevent fatigue and to vary visual and mental demands.

7. Managers shall ensure DSE users and new employees who are to become DSE users have an appropriate eye an eyesight test.

8. Managers must ensure all DSE users must be provided with adequate health and safety training in the use of any workstation upon which they may be required to work.

9. Managers shall ensure that operators and users of DSE are provided with adequate information about all aspects of health and safety relating to their workstations and measures taken as a

result of the risk assessment.

Further information
Display screen equipment assessment guidelines follow, it is essential hat managers familiarise themselves with these or the system implemented within their department before undertaking a risk assessment.

Workstation Assessment Procedures
1. Display Screen Equipment Users and Operators

1.1   Managers should identify 'Users' and their workstations. It will generally be appropriate to classify the person concerned as a user or operator if most or all of the following criteria apply.

 a. The individual depends on the use on the DSE to do the job, as alternative means are not readily available for achieving the same results.
 b. The individual has no discretion as to use or non-use of the DSE.
 c. The individual needs significant training and/or particular skills in the use of DSE to do the job.
 d. The individual normally uses DSE for continuous spells of an hour or more at a time.
 e. The individual uses DSE in this way more or less daily.
 f. Fast transfer of information between the user and screen is an important requirement of the job.
 g. The performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequences of error may be critical.

2. Assessments

2.1 Management in conjunction with the user and where appropriate the relevant safety representative must carry out a suitable and sufficient assessment of all workstations operated by users and operators. Information provided by users and operators is an essential part of the assessment. All parties must receive appropriate training before participating in an assessment.

2.2 Where employees are expected to work at home with a desktop computer, a workstation must be established. Whether or not the workstation is provided in whole or part by the Company, the risks must be assessed. It will be undertaken by

the employee who must be trained to undertake that assessment. The assessment must then be given to the manager.

2.3 Since any risks to health may arise from a contribution of factors, a suitable and sufficient analysis should:

- Be systematic – including investigation of non-obvious causes of problems
- Be appropriate to the likely degree of risk
- Be comprehensive, covering organisational, job, workplace and individual factors
- Incorporate information provided by both management and the user.

2.4 All assessments must take into account the user's requirements. Where on workstation is used by more than one worker, whether simultaneously or in shifts, it should be analysed and assessed in relation to all those covered.

2.5 All but the simplest and most obvious assessments should be recorded and be kept readily and accessible. The assessment should be reviewed if there is no reason to suspect it is no longer valid, i.e. if there is a
    a. Major change of software
    b. Major change in hardware (new screen, keyboard, etc).
    c. Major change in the workstation furniture.
    d. Substantial increase in the amount of time required to be spent using DSE or a substantial change in other task requirements (i.e. more speed o accuracy).

3. Reducing Risks

3.1 The assessment will highlight any particular areas, which may give rise to concern, and these will require further evaluation and corrective action as appropriate. Risks identified in the assessment must be reduced as far reasonably practicable and as quickly as possible.

4. Daily Work Routine of Users

4.1 Managers should ensure that activities of users are planned to allow periodical interruptions in display screen equipment work. Whenever possible, jobs at display screens should be designed to consist of a mix of screen based and non-screen-based work to prevent fatigue and to vary visual and mental demands. Where this is not

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possible, deliberate breaks or pauses must be introduced.

4.2 Any activity that would demand broadly similar use of the arms or hands should be avoided during breaks in DSE work. Breaks should:

- Be taken before the onset of fatigue
- Be included in working time
- Allow for changes in posture
- Be taken from the screen

4.3 Users should, where possible, be allowed some discretion over carrying it their tasks, having individual control over the nature and pace of work allows optimal distribution of effort over the working day.

5. Eyes and Eyesight

5.1 Existing DSE users, new employees who are to become DSE users and users experiencing visual difficulties which may be reasonably considered to be caused by work on DSE, are entitled to have an appropriate eye and eyesight test. This should be arranged with the Occupational Health Unit.

5.2 Usually a visual screening test will be undertaken by Occupational Health in order to identify those individual employees with defective vision who need a full sight test.

5.3 The frequency of repeat testing will vary between individuals according to factors such as age.

6. Corrective Appliances

6.1 'Special' corrective appliances (normally spectacles) must be provided for users where normal corrective appliances cannot be used and the result of the eye and eyesight test shows such provision is necessary.

6.2 Special corrective appliances will be those prescribed to correct vision defects at the viewing distance or distances used specially for the DSE wok concerned.

6.3 The provision of eye and eyesight tests and of special corrective appliances is at the Company's expense. The liability for costs is restricted to payment of the cost of a basic appliance i.e. of a type and quality adequate for its function. If the user wishes to choose more costly appliances (e.g. designer frames), the employee will be required to contribute the difference.

7. Training

All DSE users must be provided with adequate health and safety training in the use of any workstation upon which they may be required to work. The following should be covered:

- The user's role in correct and timely detection and recognition of hazards and risks.
- A simple explanation of the causes of risk and the mechanisms by which harm may be brought about.
- User initiated actions and procedures which will bring risks under control and to acceptable levels.
- Arrangements for solving workstation problems.
- Information on the relevant health and safety regulations and their requirements.
- The user's contribution to assessments.

8. Information

Users should be provided with the following information:

- The risks from DSE workstations
- The risk assessment and measures taken to reduce the risks
- The facility for breaks from DSE work.
- The need for eye and eyesight tests
- Training

9. Workstation Requirements

9.1 Display screen:
- The characters should be well defined and clearly formed, of adequate size and with adequate spacing between the characters

and lines.

- The image on the screen should be stable with no flickering.
- The brightness and contrast between the characters and the background should be easily adjustable by the user.
- The screen should swivel and tilt
- The screen should be free of reflective glare and reflection liable to cause discomfort to the user

9.2 Keyboard:
- Should if possible be tiltable and separate from the screen.
- There should be space in front of the keyboard to provide hand/wrist support.
- The surface should have a matt finish
- The arrangement of the keyboard and the characteristics of the keys should be such as to facilitate their use.
- The symbols on the keys should adequately contrasted and legible.

9.3 Work desk or work surface:
- Should have sufficiently large low reflecting surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.
- The document holder (where required) should be stable and adjustable and should be positioned so as to minimise the need for uncomfortable head and eye movements.

9.4 Work chair:
- Should be stable and allow the user easy freedom of movement and a comfortable position
- Should be adjustable in height
- The seat back should be adjustable in height and tilt
- A foot-rest should be made available if needed by the user.

9.5 Environment:
- Space – the workstation should be designed so as to provide sufficient space for the user to change position and vary movement.
- Lighting – room or task lighting (lamps) should ensure satisfactory lighting conditions and appropriate contrast between screen and the background environment.
- Reflections and glare – sources of light or brightly coloured fixtures or walls should not cause direct glare or distracting reflections on the screen. Where possible windows should have suitable adjustable coverings.

- Noise – the workstation or environment should not be so noisy as to distract the user's attention or disturb speech.

- Heat – the workstation equipment should not produce excess heat that causes discomfort to the user.
- Radiation – no special protective measures needed as the levels of emission are low and present no risk.
- Humidity – an adequate level of humidity should be established and maintained to prevent discomfort.

10. Software

When introducing tasks using DSE, the following principles should be taken into account:
- The software must be suitable or the task
- The software must be easy to use and where appropriate adaptable to the level of knowledge or experience of the user.
- Systems must display information in a format and at a pace which are adaptable to the users.

11. Portable computers ('Laptops')

11.1 Selection

New portable computers should be selected with ergonomic features in mind, including:

a. As low a weight as possible (e.g. 3kg or less) for the computer and accessories.
b. As large and clear a screen as possible (e.g. 14" diagonal or more).
c. Detachable or height adjustable screen.
d. As long a battery life as possible, or extra transformer/cable sets so the user has a set in each main location where the portable is used and so only carries the computer.
e. Touch pad, roller ball or external mouse rather than 'nipple' track point device.
f. Wrist pad between keyboard and front edge of portable
g. Lightweight non-manufacturer-branded carrying case with handle and shoulder straps or lightweight trolley.

h. Tilt adjustable keyboard
i. Facility for attaching external mouse and numeric keyboard.
j. Friction pads to stop computer sliding.
k. Sufficient memory and speed.

11.2 Assessments

Portable display screen equipment does not come under the requirements of he Display Screen Equipment Regulations 1992 unless it is in prolonged use. There is no clear definition on what constitutes 'prolonged', however, where portable equipment is habitually in use by a user as part of their normal work, it should be regarded as covered by the regulations. Although some of the requirement for the workstation may not be applicable, the work should be assessed.

11.3 Recommendations on usage

a. Laptops should normally only used for work outside the office unless a docking station (external keyboard and/or external display screen is provided.
b. Portables should not be used for long periods when full sized equipment is available.
c. Keyboards should be place at the right height for keying.
d. Manual handling guidelines apply to the carrying of laptops and appropriate cases for carrying should be used.
e. The screen should be adjusted so that the head is slightly downwards to view it.
f. The laptops should be placed to avoid glare problems.
g. Health and Safety training relevant to the use of laptops should be given to users.

Date of Assessment:	
Premises Address:	
Location of Workstation:	
Shared workstation – number of operatives:	
Name of user:	
Time spent on DSE/week:	
Description of tasks:	

Display Screen

	Yes/No	Action required
Display Screen		
Characters are well defined and easy to read		
Stable image - free from flickering		
Adjustable brightness and contrast		
Swivels easily		
Tilt facility		
Free from uncomfortable glare/reflections		
Keyboard		
Tiltable		
Sufficient space in front of keyboard to rest hands/wrists		
Matt surface		
Easy to use		
Readable characters		
Work Surface/Work Desk		
Allows flexible arrangement of equipment		
Adequate space		
Stable and adjustable document holder		
Comfortable document holder position		
Suitable leg room		

Work Chair		
Stable		
Easy freedom of movement		
Comfortable position		
Adjustable seat height		
Adjustable seat back height		
Adjustable seat back tilt		
Use of footrest		
Environment		
Satisfactory lighting conditions		
Glare/reflections from lighting		
Glare from lamps		
Glare/reflections from windows etc.		
Adjustable window coverings		
Excessive noise from equipment		
Comfortable temperature		
Suitable humidity		
User and Computer Interface		
Software suitable for task		
Software adapted to user pace and format		

Other Issues

Date received DSE training

Date received software training

Comments

Signature   **Date**

Employee's Comments