



University of Essex



Display Screen Equipment Policy

2023 - 2026

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Introduction

The use of Display Screen Equipment (DSE) is fundamental to the delivery of education, research, and administrative activities across the university. Safe use of DSE enables our staff members to provide world class education in appropriate working environments and through safe access to a range of information technology. This Policy details our health and safety responsibilities regarding safe use of DSE and contains objectives that will be reviewed regularly to ensure we achieve our aims.

Through this Policy, we will protect our staff members from DSE-related harm or ill health by providing suitable assessment, guidance, and safe working environments. The university will provide staff members with the knowledge and skills to be DSE aware and to enable safe use of computer workstations to maintain their health. This includes providing accessible work environments at our Campuses and includes the university approach to hybrid working.

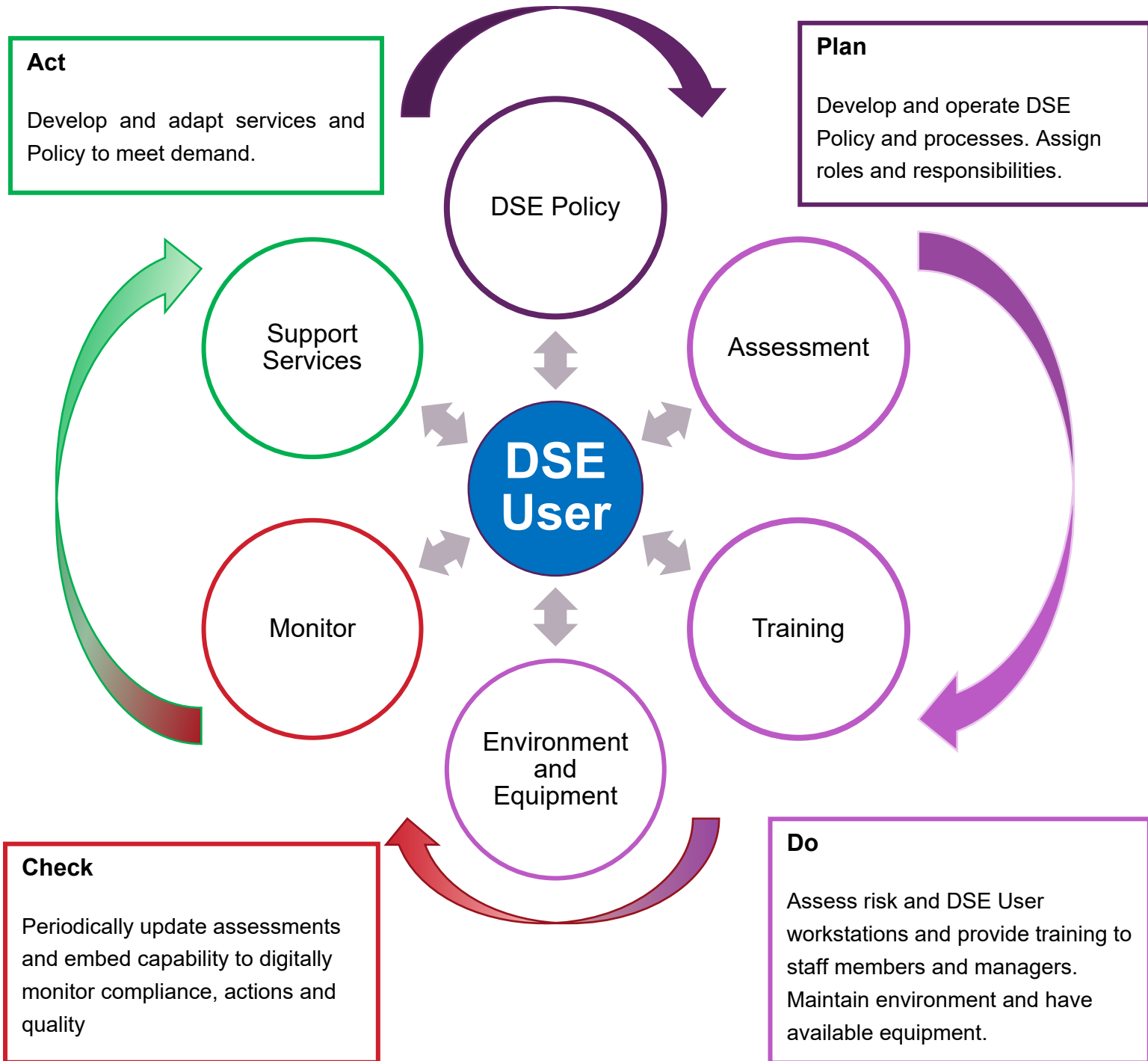
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Aims

This Policy exists to provide concise arrangements and responsibilities on the management and use of DSE. It will enable managers and staff members to take a proactive approach to DSE-related health, safety and wellbeing. This Policy uses the continuous improvement model to develop processes, resources, support services and to enable and maximise the benefit of the DSE used at the University of Essex:



Objectives

- To provide staff members with the required training and skills to safely use DSE and to ensure the university has in place appropriate processes, advice, and support services to maintain health of computer users.
- To provide Display Screen Equipment that is suitable and sufficient for the job tasks undertaken by staff members within their role and that can provide a range of functions to allow for minor adjustments to be made.
- To provide a working environment that promotes safe use of DSE and to maintain health.
- To undertake regular assessment of DSE Users and monitor the number of DSE-related issues reported. Where issues are reported, to take practical and proportionate action to resolve DSE issues in the workplace.
- To monitor and develop DSE-related systems and processes to support staff members that work in a hybrid way.

Legislation

This policy has been developed with acknowledgement and compliance with legislation and regulations including the:

- Health and Safety at Work Act 1974.
- Health and Safety at Work and Management Regulations 1999.
- Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- Provision and Use of Work Equipment Regulations 1998.

Associated University of Essex Policies

- Health and Safety Policy.
- People Supporting Strategy (Section 5; Enabling Environments).

Definitions within this Policy

DSE Adjustments: The adjustment applied to existing workstation equipment or providing alternative equipment.

Display Screen Equipment (DSE): “Display screen equipment” means any alphanumeric or graphic display screen, regardless of the display process involved. ‘DSE items’ as referred to within this Policy also includes ‘workstation’ items.

DSE User: The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for continuous periods of an hour or more. We describe these workers as 'DSE users'. The regulations do not apply to workers who use DSE infrequently or only use it for a short time.

Hybrid Working: Staff members that split their working time between the workplace and home can be defined as ‘hybrid workers’. Hybrid working involves using a computer or laptop at a workstation, the workstations are located on-campus and at home.

Musculoskeletal disorder: Upper Limb Disorders (ULD), repetitive use injuries, pain, inflammation, numbness.

The University: This Policy will apply to staff members employed in; Academic Faculties, Professional Services, UECS, & WHH. It does not include staff members or working environments and/or practices within Partnerships and Tenants at the university.

Workstation: “workstation” means an assembly comprising –

- (i) display screen equipment (whether provided with software determining the interface between the equipment and its operator or user, a keyboard or any other input device),
- (ii) any optional accessories to the display screen equipment,
- (iii) any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other item peripheral to the display screen equipment, and
- (iv) the immediate work environment around the display screen equipment.

Roles and responsibilities

This Policy includes all computer workstations operated by staff members at the University of Essex and University of Essex Campus Services (UECS) including those used for hybrid working. It is applicable across all properties utilised for teaching, administrative or research activities and includes all University of Essex Campuses.

The University

- The University is required by law to ensure that staff who use computers are trained in their safe use and have their workstation assessed for risk to their health.
- The University will maintain compliance with the regulatory requirements for Display Screen Equipment, Health and Safety at Work and duty of care for computer users.

Senior Managers

- The University will have in place sufficient management and assessment controls required to ensure the safety of staff members.
- To consider the aims and requirements of this Policy when taking strategic decisions that would result in significant changes to the working environment or working practices.

Head of Department / Section

Heads of Department /Section will ensure health risks from use of DSE are controlled in their Department. Workstations used by staff members will comply with or exceed the *minimum requirements* of the Health and Safety (Display Screen Equipment) Regulations.

This includes checking that:

- Workstations are provided with appropriate DSE items and can be set up ergonomically in accordance with good practice.
- Training has been undertaken.
- DSE workstation assessments are carried out and adjustments are made where necessary.
- Sufficient DSE Facilitators are appointed to support the DSE assessment process.
- A process is of regular PAT testing of electrical equipment is maintained after equipment is issued.

- Aspects of DSE that may be affected by refurbishment or major changes to working environments are considered.

Directors with specific responsibilities

Chief Information Officer

- Is responsible for ensuring that all IT equipment issued by Digital Innovation and Technology Services is provided in a safe condition and that it is fit for purpose. This excludes PAT testing of equipment after equipment is issued, this responsibility resides with the relevant Head of Department.
- To ensure that there are sufficient means to monitor fixed installations¹ of new IT equipment or refurbishment of existing fixed IT equipment installations and data cabling that could affect use of DSE.
- To make available a range of IT equipment and workstation peripherals that can be provide to/ obtained by departments.
- To make available services to help repair or replace equipment issued by DITS.

Director of Estates

- To ensure that University construction and refurbishment projects consider DSE-related factors including space planning, access, electrical supply, and lighting.
- To provide the capability to move and store furniture for DSE use and if possible, have in place systems to reuse or recycle furniture.
- To provide a service to Portable Appliance Test electrical DSE items.
- To make available a range of adjustable office chairs that can be requisitioned by departments.
- To provide a process to recycle electrical DSE equipment.

Director of Finance, Planning and Data Insight

- To ensure that purchasing systems consider DSE-related issues and place responsibility on the purchaser to consider DSE health and safety when planning the purchase of equipment.

¹ Fixed installations include items such as wall or ceiling mounted projectors, presentation lecterns and IT control panels.

Director of People and Culture

- To develop and maintain assessment processes and monitoring systems that support staff members that use DSE.
- To ensure that the University's People and Culture policies, procedures and codes of practice support the provision of a healthy working environment regarding the use of DSE.
- To consider the approaches to job design that can reduce DSE related issues.

Director of Procurement

- To set up and maintain supplier agreements that provide access to a range of DSE items (both IT equipment and furniture) and including specialised ergonomic equipment.
- To provide suitable digital purchasing system(s) for departments to choose and obtain a range of DSE items.
- To ensure a range of DSE items can be purchased that have been reviewed for quality and compliance and are suitable for use both on-campus or by hybrid workers.
- To monitor the performance of suppliers that are relied upon to support computer workstation arrangements.

Managers

All managers and supervisors are to:

- Ensure their staff members complete the online [How We Work at Essex](#) and a DSE Self-Assessment. A resource has been created on the [Moodle platform](#) to assist all DSE users with setting up their workstations.
- Undertake additional associated assessment with staff members for situations that can affect DSE use such as pregnancy risk assessment.
- Periodically check that the relevant DSE self-assessment is up to date and actions taken.
- Where a DSE adjustment is outside the staff member's control, Managers are to take action to ensure it is addressed, such as requesting support from the departments DSE Facilitator and / or seeking advice on ergonomic adjustments and ergonomic DSE items from Workplace Health, Safety and Wellbeing.
- Where staff members report health problems associated with the use of DSE, which continue after adjustments has been taken, and / or staff are absent due to DSE related work; refer them to Occupational Health.

- Ensure staff members can plan their work to include regular breaks from DSE work.
- Agree hybrid working arrangements with staff members according to the university approach for hybrid working.
- To arrange and administer PAT and electrical safety arrangements for areas and equipment they are responsible for.

All staff members *that use Display Screen Equipment*

Staff members included within this policy include any person defined as a DSE User must complete the online induction training if they use computers as part of their work and:

- Complete a [DSE Self-Assessment](#) form and send it to the relevant line manager².
- If staff members experience aches and pains or visual problems that may be related to using DSE at work, they can make adjustments within their control. This includes following the advice in the online Moodle resource on setting up a workstation for comfort.
- Health problems that may be caused or made worse by using DSE should be reported to the relevant manager or, staff members can seek confidential advice from Occupational Health.

Other providers of IT equipment

Not all IT equipment issued and used at the university is sourced through DITS, in these instances other providers (departments /teams) of IT equipment are responsible for:

- Ensuring that all IT equipment issued is provided in a safe condition and that it is fit for purpose.
- To liaise with DITS and Estates and Campus Services should installation of IT equipment require changes to the estate or infrastructure.
- To make available services to help repair or replace equipment issued by the provider.

² Staff are also required by law and under the University's Health and Safety Policy to cooperate with this process.

Advice and assistance

Advice and assistance on the use of DSE is available through the following the roles and services. Training and information sources are also available to staff members (see pages 18 & 19).

Display Screen Equipment Facilitators (DSE Facilitators)

The role of the DSE Facilitator is to support the relevant manager in identifying and addressing remedial action as part of a DSE assessment. DSE Facilitators can assist managers by:

- Checking that new staff members within their department (DSE users) know how to adjust their chair and how to obtain a good, seated posture.
- Checking that shared workstations without a designated user group have available minimum requirements.
- Checking that employees experiencing aches and pains are following the guidance on setting up the workstation safely.
- If asked to support a DSE Assessment; to agree what actions are needed, who will enact them and recording details of adjustments onto the relevant form(s).
- Advising managers of the results of DSE assessments for employees under their control and the actions they need to take.
- Regularly reviewing with managers or supervisors DSE assessments that have any ongoing or outstanding actions.
- Liaising with managers and supervisors if significant changes to workstations and /or environment are being planned.
- Seeking advice from Workplace Health, Safety and Wellbeing for more complex problems (e.g. if staff member continues to experience aches and pains).
- Following an annual reminder from WHSW (Spring Term), communicating that staff members should review their assessments.
- Regularly reporting back to their senior management team on progress with implementation or if issues occur.

Workplace Health, Safety and Wellbeing (WHSW)

The Workplace Health, Safety and Wellbeing (WHSW) team are available to support DSE Facilitators and Managers with complex DSE Assessments. To do this, WHSW staff will:

- Provide advice on complex workstation adjustments, correct posture and ergonomic factors.
- Provide advice on environmental factors and solutions related to DSE use.
- Ensure there is a suitable and sufficient assessment processes, including DSE information resources.
- Embed and maintain systems to aid assessment and monitoring of DSE issues.
- Provide training to DSE Facilitators and individual staff members with complex workstation requirements. In addition, to provide toolbox talks on DSE use.
- Work with relevant departments to ensure a suitable range of DSE products can be obtained by departments.
- Keep a centralised contact list trained DSE Facilitators.
- Ensure that WHSW staff members are trained and maintain knowledge to support and advise on DSE issues.
- Work with key departments in developing Policy, processes, and systems that support DSE.
- Provide advice to Senior Managers during periods of disruption to normal business activities that can affect use of DSE.

Occupational Health Service (Within WHSW)

The Occupational Health Service will support staff members, DSE Facilitators and Managers by:

- Undertaking and supporting complex DSE assessments as part of a Manager Referral.
- Investigating health issues arising from DSE use.
- Providing arrangements for eye tests and vision screening.
- Providing advice for managers on making reasonable adjustments for staff with disabilities or health conditions and supporting departments that are engaged with third party schemes that provide DSE funding and support (e.g. Access to Work).

Arrangements

Risk factors associated with Display Screen Equipment

Musculoskeletal Disorder (MSD) and Upper Limb Disorder (ULD) can result from prolonged periods of computer use. Common DSE related symptoms such as back ache, wrist pain and fatigue can all present when using DSE. In addition, dry eyes, headaches, mental stress and visual fatigue can occur or are made worse from using DSE without taking regular breaks. These symptoms have the potential to exacerbate and worsen underlying health conditions when using DSE in poorly set up working environments or by operating unsuitable DSE.

Work routines

Staff members may need to take more frequent breaks during peak times of intense computer use. In these situations managers can explore solutions such as deploying additional resources to complete computer-based tasks and consider workstation factors such as software to ensure they are suitable for the task. For staff members that report DSE related health issues during intense periods of computer use, managers may also need to consider a change of activity or location to help reduce reported symptoms.

Taking breaks

Taking a regular break from using DSE is recommended to help prevent the onset of DSE-related health issues. A five-to-ten-minute break once per hour of continuous or near-continuous computer use may help to mitigate health effects and risks.

Hybrid working

Working with display screen equipment (DSE) presents risks that need to be addressed and managed as part of day-to-day business. Managers can refer to the information found within the *Managers Reference Guide for DSE and Hybrid Working* if they are considering a staff members request to safely work from home and to support staff members that do so. The [How we work at Essex – Hybrid Team Working Principles and Review](#) (.docx) outlines the context, overarching organisational principles and hybrid team working principles that managers and colleagues should follow in their decisions about hybrid working.

Manual Handling

Staff members that are unable to comfortably carry DSE items (e.g. IT carry cases) should notify their manager so that alternative handling arrangements or storage space can be made available. The

University does have a [Lifting and Carrying information leaflet](#) available that can be provided to staff members to refer to. Should assistance with Manual Handling arrangements be required Managers can contact the Workplace Health, Safety and Wellbeing team on safety@essex.ac.uk.

Assessment

To prevent and manage the onset of risks associated with use of DSE, the University will ensure there are suitable and sufficient methods of risk assessment and monitoring available for staff members. Therefore, the following assessment process is implemented:

- Level 1: Staff member self-assessment (including hybrid working)
- Level 2: DSE Facilitator checklist
- Level 3: Manager referral (to Occupational Health)

Staff member self-assessment (Level 1)

Each staff member that uses a computer to carry out their job tasks is required to complete a DSE self-assessment using the [HR Organiser system](#). Any issues reported on the self-assessment can be applied to the Action Plan found within each assessment. Making minor DSE adjustments can be undertaken by the staff member or line manager after which the assessment should be reviewed at agreed dates if actions are required and, at least once a year if no issues are reported.

Any member of staff directly employed by the University and that use a computer for their work are required to complete a DSE self-assessment, it will also extend to work experience attendees undertaking computer-based work on-campus for all or part of their placement and, if defined as a DSE User.

There is no requirement in law for students to complete a DSE assessment. However, students can still follow the good practice outlined in available DSE information to avoid aches and pains.

DSE Facilitator checklist (Level 2)

If adjustment to a workstation(s) is required, Managers can help to make minor adjustments with the assistance of departmental DSE Facilitator(s). Completion of a *DSE Facilitator Level 2 Checklist* (L2) can be undertaken by DSE Facilitators to record multiple adjustments or to record more complex issues, and if required, in preparation for a manager referral to Occupational Health. A *DSE Facilitator L2 Checklist* can help determine if adjustments are required such as postural changes, new or alternative DSE items or changes to rest breaks and environment.

Should initial interventions and adjustments fail to resolve reported issues Workplace Health, Safety and Wellbeing can be contacted for advice and support. The assessment should be reviewed at agreed dates if actions are required.

Manager Referral (Level 3)

A Manager or Head of Department with concerns about a member of staff may wish to consult the Occupational Health Service (OH) and/or their link People and Culture Officer for advice prior to making a formal referral. The reasons for the referral should be fully discussed with the individual concerned before a referral is sent to OH and a copy sent to the relevant link in People and Culture.

All members of staff can make direct contact with OH regarding any health concern or sickness absence. However, appointments will only be made upon receipt of a referral. Further details on the [Manager Referral process](#) is available on the Staff Directory.

For DSE-related issues, completion of a *DSE Facilitator L2 Checklist* is preferred before referral is made however, this should not be a barrier to making referral.

Reasonable Adjustments

Reasonable adjustments can be made for staff with disabilities or health conditions if required. An employer must consider making reasonable adjustments to ensure workers with disabilities, or long term physical or mental health conditions, aren't substantially disadvantaged when doing their jobs.

A reasonable adjustment could be a change or adaptation to the physical or working environment that has the effect of removing or minimising the impact of the member of staff's impairment in the workplace, so that they are able to undertake their role. The Occupational Health Service will advise the referring manager when asked, which staff are likely to fall under The Equality Act 2010 and what funding or support they require to assist them. If following a referral it is deemed that there are reasonable adjustments required that fall under the Equalities Act, then the Occupational Health Service will fund the purchase of this equipment.

OH may advise following a referral, that a staff member with a condition (which is not likely to fall under The Equality Act 2010) would benefit from additional workstation equipment. In these circumstances it will be the responsibility of the referring department/section to consider funding these items.

In some cases OH will recommend that a staff member with a disability or long term health condition contacts [Access to Work](#). Access to Work can help support the staff member with a grant to help pay for practical support within the workplace. Staff members new to the University who require adjustments due to a long-term health condition or disability are encouraged to apply Access to Work within the first 6 weeks of employment. All staff applying for an Access to Work grant should make The Occupational Health Service aware in order to avoid delay in the funding or provision of recommended adjustments. (Link to Applying to Access to Work here)

DSE in other environments

DSE Self-assessment will cover use of DSE for presentation and communication in environments other than offices. If DSE related issues exist for work undertaken in the following areas they should be noted on the DSE Self-assessment form of the individual staff member:

- Meeting rooms that have computer workstations
- Seminar rooms
- CCTV Rooms
- PC Laboratories

Assessment for other groups of staff

Consultants and agency workers

If working on-campus at a workstation provided by a department; a DSE Assessment will be required, and information provided on DSE use and regular breaks should be taken. If symptoms are reported from using DSE on-campus, then further training may be required. If a consultant is working from an office location that is not part of the University then they will be responsible for their DSE arrangements.

Tenants

Tenants will need consider their risks from using DSE and if required seek information on risks, taking breaks and assessment from the university. Service Level Agreement or memorandum of understanding may be required for tenants that make use of IT infrastructure or are provided with furniture by the university.

Partnerships

Depending on the partnership arrangements and the location of the DSE users (if any); information on DSE risks, taking breaks and assessment may be provided by the university. The provision of DSE advice, assessment services and equipment will need to be agreed via Service Level Agreement or memorandum of understanding even if computer users within these groups have been provided a University of Essex email account (to aid communication).

Record retention

Advice on the storage and disposal of DSE assessments can be found on the [Health and Safety retention schedule](#).

Training

Staff members

The University is required by law to ensure that staff who use computers are trained in their safe use and have their workstation assessed for risk to their health. Staff are also required by law and under the University's Health and Safety Policy to cooperate with this process by completing training and self-assessment.

Training on the safe use of DSE must be provided to new staff members. This will be delivered through the university essentials training program and will fit the requirements for their role. Information on safe use of DSE and associated risks is also part of the [health and safety induction](#) for new or transferring staff members; DSE and assessment information will be provided and a DSE Self-Assessment form completed.

Staff members that have been absent from work for long periods are able to have additional training to facilitate their use of DSE workstations. Workplace Health, Safety and Wellbeing can be contacted for support.

Refresher training on safe use of DSE can be undertaken by staff members at any time, the essential training course and supporting DSE information resources are available for staff members to use as needed. Significant changes to training course content will be led by and communicated by WHSW.

Hybrid workers

Staff members that work in a hybrid way can request further training either one-to-one or, via group 'toolbox talks'. Training can be delivered by experienced DSE Facilitators or by Workplace Health, Safety and Wellbeing.

DSE Facilitators

DSE Facilitators will be trained to adjust workstations and on the common hazards associated with DSE use. Facilitators will be trained to complete a *DSE Facilitator Level 2 Checklist* (L2) and how to find resources and make recommendations to managers following assessment.

Managers

Managers responsible for staff members that use DSE to perform their job tasks will be provided with training on the DSE assessment process and where to find support from DSE Facilitators and Workplace Health, Safety and Wellbeing.

Health and Safety Advisers

Those responsible for delivering training and advice will be trained to a competent level (DSE Assessor or above).

Information resources

To fulfil the obligations of the Display Screen Equipment Regulations 1992;2002 (Regulation 7); The University will make available resources for staff members on safe use of DSE covering the risks associated with using a computer workstation and the DSE assessment process. Online guidance on common DSE issues and solutions will be made available to inform staff members on how to make quick minor adjustments to their workstation and where to seek further support. Information resources for staff members will be kept up to date by Workplace Health, Safety and Wellbeing. Further information is also available from Trade Unions and the Health and Safety Executive.

Health and wellbeing support

The University maintains support services for staff members as noted in the Advice and Assistance section of this Policy (see page 9). In addition to these services the university also has in place a Wellbeing Directory that provides guidance on a range of health issues and services offered by the Employee Assistance Programme (EAP) supplied by Validium, a professional and independent employee assistance provider.

Student facing services can make use of DSE resources provided for staff members to help inform students of good posture and workstation setup.

Eye care and eye testing

The University of Essex will fulfil its duty to provide provision for eye tests and spectacles required specifically for staff who regularly use a computer for their work. The university will keep available information and resources to staff members detailing the responsibilities and process to obtain an eye test and associated services.

Pregnancy

Adjustments to DSE workstation may be required as part of working while pregnant or returning from maternity leave. Staff members must regularly review their DSE self-assessment with their line manager during the term of pregnancy while working until the last date of employment before the due date.

Line managers must complete a [Pregnancy Risk Assessment](#) (PRA) for staff members where applicable, further [guidance and details regarding Pregnancy Risk Assessment](#) can be found on the Staff Directory. Managers can also make use of the PRA guide that is available on the Staff Directory and request support from People and Culture when completing a risk assessment.

For staff members that work in a hybrid way, completion of a PRA will be accompanied by completion of a DSE Self-assessment form. Managers will need to consider working arrangements that involve lone working, summoning emergency aid and carrying IT equipment between home and place of work (Manual Handling).

If managers or staff members have concerns over working arrangements in relation to their pregnancy alternative seating can be provided and where necessary referral to Occupational Health Service can be made.

Additional considerations

Travel with DSE

Where possible, it is advisable to avoid carrying and transporting heavy DSE items and other work-related materials such as books if these are not essential items. Staff members can make use of secure cloud-based systems and digital storage options to help reduce the amount of portable DSE.

Staff members that travel with portable DSE items may need to be issued with alternative items or carrying aids; further assessment may be required to determine which items may be best suited for the individual. Carry aids such as lightweight carry cases with handle and shoulder straps, backpacks or wheeled travel cases are options to consider.

Staff members will need to take extra breaks when using DSE while travelling, especially in circumstances when no workstation is available.

Personal safety

To reduce the risk of theft or assault, managers and staff members can take reasonable precautions such as not travelling while overloaded with DSE items to carry, leaving DSE items in a parked car; and taking extra care in public places, or in other situations (or at times) where the risk of theft may be greater.

Working environments

Space management

Advice for space management is available from Estates and Campus Service who can help departments implement changes to the working environment and maintain the available space for each computer user. Room layout and desk arrangement should allow for postural changes and the ability to leave or return to the desk without obstacle, and the layout of the room should ensure access routes can be maintained through the office space. New installations of DSE should not introduce new hazards to the working environment.

The creation of new buildings, work areas, refurbishment to existing building(s) and major works are considered as changes to the building or structure and will require oversight from the Space Management Team. In addition, the *Workplace (Health, Safety and Welfare) Regulations 1992* and other regulations also apply to space management in specific situations therefore, if significant changes to the working environment are being considered it is recommended that departments contact Estates and Campus Services for planning advice and support.

Lighting

The prevention of glare and reflection onto monitor screens and displays in areas of computer use can be achieved through the installation (where required) of lighting features such as window blinds, UV film, lighting diffusers and similar products used to block or reduce light. When making alterations to a room layout or decorative arrangements, consideration of contrasting colours and light levels should form part of the overall design plan. Local adjustments to individual workstations may require items such as desk lamps to improve lighting, these items should be provided following DSE Assessment and sourced from a reputable supplier. If a lighting survey is required contact with the Estates and Campus Services is recommended.

Noise

Noise in the workplace can affect use of DSE and concentration, particularly in open plan office spaces. Loud or continuous noise in the working environment that prevents the use of DSE or, prevents normal conversation to occur will be managed through DSE assessment. Warning alarms such as fire alarms must remain active and in place, if an individual requires support with aural sensitivities, then the Occupational Health Service will offer support. DSE assessment will help to determine if changes to the Estate is required or if local solutions such as sound absorbing partition panels are applicable.

Thermal comfort

The University has available specific guidance on the management of [temperature and thermal comfort](#) in working environments.

Workstation equipment

General provision

Staff members that use DSE will be supported with a range of IT equipment and furniture that is adequate for the user's work, is of suitable quality and, is sourced from reputable suppliers. Provision of DSE items will be made using practical and proportionate means and within the capabilities of the University.

IT equipment is to be reviewed, approved and supplied via DITS to ensure quality and integration can be achieved with existing systems and policies. In addition, workstation furniture is to be provided from a preferred range of items that have been reviewed and selected as part of appropriate purchasing agreement.

When purchasing DSE items, the following information may be useful to help consider what features are required for each item³: The following is provided to help decide what features may be helpful, the information is not an exhaustive list of features and additional requirements may apply:

- **Monitor screen:** Provision of items with stable image, adjustable, readable, glare/reflection-free (should anti-glare, privacy screen filters or monitor shades be required; contact DITS).
- **Keyboard and pointing devices (mouse):** When purchasing new devices, consider the device size, shape, handedness, number and position of buttons, ease of operation and user comfort. adjustability, legible icons, and lettering. (Keyboards should be separate from integrated laptop keyboards where possible).
- **Chairs:** Adjustable office chairs are preferably supplied with 5 points of adjustment or equivalent mechanism and features. (Purchase of specialist ergonomic chairs should be informed by Workplace Health, Safety and Wellbeing).
- **Desks / Work surfaces:** Should have sufficient leg room and clearances to allow postural changes and have space for flexible arrangement of equipment and documents.

³ Further advice and guidance on Display Screen Equipment is available in the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002; *Schedule Minimum requirements for workstations* (p34).

Posture supports:

Due to the wide variety of posture supports available it is recommended that any department seeking to purchase a posture support for a member staff contact Workplace Health, Safety and Wellbeing to help obtain a suitable product.

Specialist ergonomic DSE (IT equipment and furniture):

Specialist ergonomic equipment such as sit-stand desks can be obtained by departments or issued as part of a Manager Referral case with Occupational Health Service. Ergonomic furniture is to be provided from a preferred range of items and are available from approved suppliers. Training for the safe use of ergonomic products may be required.

Workstation equipment used staff members transferring department:

For staff members that have been provided with alternative DSE items (not general provision); such equipment is for use by the individual staff member and should remain allocated to them even if they should transfer department within the university. Should this present a resource or logistical issue between departments, amicable resolution should be sought by agreement between Senior Managers of the respective departments.

DSE obtained from other sources:

It is strongly advised to obtain DSE items through the procurement options provided by the university. Staff members or departments that do use DSE outside of general provision items must provide evidence that the item(s) are safe to use, are compatible with university equipment and systems and, is constructed to the same standard as general provision items. Reimbursement for personal purchases will be for the relevant manager to resolve with assistance from Finance. Information is available to staff members regarding [buying second hand work equipment](#).

Electrical equipment used at home:

University-owned electrical items used at home will require regular Portable Appliance Testing (PAT). Staff members working from home must ensure that electrical equipment is free from damage before use and is returned for periodic testing when required.

Liability

Display Screen Equipment used at home:

Risk assessment is mandatory to determine if there are any risks associated with the computer-based work being undertaken at home. If, following risk assessment, faulty or damaged (university owned) DSE items are reported, then items must be returned to the University and replacement or repair through product warranty undertaken. Items that have become faulty will have warranty or replacement administered by the owning department. If DSE items have been damaged while in use it is recommended that contact is made with DITS and the [University Insurance Team](#) for assistance.

Personally owned DSE items and software must meet the requirements of the university [data security guidelines](#).

Injury or illness from computer use:

Occurrences of injury or illness from computer use at home should be reported through the existing [incident reporting methods](#).

Environment:

The University is not liable for some material aspects of the computer users' home. It is recommended that contact is made with the [University Insurance Team](#) for assistance if a staff members home is damaged while working with university-owned DSE.

International work with DSE:

Risk assessment is required to determine if there are any risks or lack of equipment associated with the computer-based work being undertaken in non-UK countries. Overseas work will usually be subject to the health and safety regulations of the host country. For example in Europe, [EU Directive 90/270](#) applies to work with computers for most countries within the EU. Computer workstations located outside the United Kingdom will need to meet the minimum requirements (or equivalent preferred definition) for which country the computer user is operating. Following risk assessment; provision of certain DSE items may be required for staff members to allow for access to systems and software used at the university.