



## Display Screen Equipment Policy

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## 1. Purpose & Scope

This policy sets out our organisation's approach to managing the health and safety risks associated with the use of display screen equipment (DSE), in compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) and current HSE guidance.

It covers:

- Permanent and temporary staff, whether working on-site or from home (hybrid / remote working)
- All workstations (desktop PCs, laptops, tablets, docking stations, etc.)
- Risk assessment, training, eyes & eyesight testing, and workstation standards

## 2. Policy Statement

We recognise that prolonged use of DSE carries potential risks (e.g., musculoskeletal disorders, visual fatigue). We are committed to:

- Identifying and assessing DSE workstations used by employees
- Controlling risks via suitable arrangements, equipment, and breaks
- Providing training, information, and eyesight testing
- Reviewing assessments and control measures regularly
- Ensuring responsibility for DSE health and safety is clearly allocated

## 3. Definitions

- **DSE (Display Screen Equipment):** Any alphanumeric or graphic display screen (e.g., monitor, laptop screen, tablet) used for work.
- **User / DSE User:** An employee who habitually uses DSE for a significant part of their normal work (e.g., daily for one hour or more).
- **Workstation:** The DSE, together with accessories (keyboard, mouse), furniture (desk, chair), and carrying case, plus the immediate working environment.

## 4. Roles & Responsibilities

### 4.1 Senior Management

- Ensure adequate resource and support for DSE risk management
- Endorse this policy and ensure it is communicated to all relevant staff

### 4.2 Line Managers / Supervisors

- Identify DSE users in their teams
- Ensure DSE assessments are carried out, reviewed, and any actions taken
- Monitor control measures, including breaks, adjusted equipment, and improvements
- Escalate any health concerns (e.g., staff reporting discomfort) to Occupational Health

### 4.3 DSE Assessors / Health & Safety Team

- Conduct or coordinate DSE workstation assessments using a recognised checklist
- Provide feedback to users and recommend improvements or adjustments
- Record assessment outcomes, improvement actions, target dates, and responsible persons
- Review assessments periodically and after significant changes (e.g., new equipment, change in user, reports of discomfort)

### 4.4 Employees / DSE Users

- Take part in workstation assessments
- Use the equipment safely, follow training, and apply agreed adjustments
- Report any discomfort, pain, or vision problems promptly
- Take rest breaks or vary tasks to reduce risk (see Section 6)

## 5. Risk Assessment

### 5.1 Identifying DSE Users

- Line managers must identify those whose work entails regular use of DSE (e.g., daily or for continuous periods of an hour or more)
- Maintain a register of DSE users for monitoring and follow-up

### 5.2 Assessment Process

- Perform a full workstation assessment for each identified DSE user
- Use a standard DSE checklist (paper or software-based), but ensure a **trained assessor** reviews the responses. HSE guidance notes that software alone is not sufficient.
- Assessments should consider:
  - Physical layout: desk, chair, screen, keyboard, mouse
  - Environmental factors: lighting, glare, ventilation, temperature, humidity, noise
  - Work patterns: tasks, frequency, duration of screen use
  - Individual needs: any disabilities, pregnancy, or health changes

### 5.3 Actions & Controls

- Where risks are identified, put in place appropriate control measures e.g., change equipment, reorganise work, provide breaks
- Record all actions in a health & safety work plan, with target dates and accountable persons
- Monitor the implementation and effectiveness of those measures in consultation with users

### 5.4 Review of Assessments

- Re-assess when:
  - A new workstation or user is introduced

- There is a significant change (e.g., new software, hardware, or working practice)
- The user reports discomfort, pain, or vision problems
- On a periodic schedule, based on residual risk

## 6. Work Routine, Breaks, and Posture

- Users should avoid continuous DSE work without breaks
- Short, frequent breaks are recommended; vary tasks to reduce monotony of screen work
- Encourage micro-breaks (e.g., 5 minutes every 40-50 minutes) or task variation
- Provide guidance on good posture:
  - Feet flat on the floor or on a footrest
  - Back supported by the chair
  - Forearms approximately horizontal, elbows at around right angles
  - Screen positioned to avoid glare, at a comfortable height and viewing distance

## 7. Eyes & Eyesight Testing

### ● Eligibility for Eyesight Tests

The organisation will reimburse up to £25 for an eye and eyesight test, carried out by a competent optometrist, for:

- Any employee who is already a DSE User, upon request.
- Any existing employee who is *about to become* a DSE User, before they start work that meets the definition of a DSE User.

### ● Timing of Tests

- For existing DSE Users, the test will be arranged as soon as reasonably practicable after the user requests it.
- For employees who are due to become DSE Users, the test will take place before they start regular DSE work.

### ● Repeat Eyesight Tests

- Users are entitled to regular repeat eyesight tests, at intervals appropriate to their individual needs, as advised by the optometrist.
- Repeat tests will be arranged only with the user's consent.

### ● Tests Following Visual Difficulties

- If a user reports visual difficulties that may reasonably be linked to DSE use, the organisation will provide an additional eye and eyesight test as soon as practicable after the request is made.

### ● Corrective Appliances (DSE Spectacles)

The organisation will provide special corrective appliances (DSE-specific spectacles) when:

- Normal corrective lenses (e.g., personal reading glasses) are not suitable for DSE work; and

- An eye test carried out under this regulation confirms they are required for safe and comfortable screen use.
- **Voluntary Participation**
  - No employee is required to undergo an eyesight test if they do not wish to.

## **8. Information, Instruction & Training**

- Provide training for all DSE users covering:
  - Risks arising from DSE use and how to mitigate them
  - Correct posture, equipment adjustment, chair, desk, screen, keyboard, mouse
  - Use of any assessment tools (checklists, software)
  - The importance of breaks and ways to manage work routine
  - How to report problems, such as discomfort or pain, and request assessment changes
  - DSE-related policies (including eye tests)
- Record who has been trained; users should acknowledge training (e.g., via signature or online record)

## **9. Remote Working (Home / Hybrid)**

- Where DSE users work from home, carry out DSE risk assessments covering the home setup. Self-assessment is acceptable if users are trained.
- Ensure that any equipment provided is safe, suitable, and ergonomically appropriate
- Do not charge employees for equipment or accessories needed to meet the assessment's recommendations
- Review remote working setups if the user's environment or working practice changes

## **10. Monitoring & Review**

- Line managers and health and safety representatives should monitor:
  - The use of agreed control measures
  - Compliance with rest breaks / task variation
  - Reports of discomfort or health issues
- Regular audits or workplace inspections should include DSE workstations
- The policy, risk assessments, and control measures should be reviewed:
  - Annually (or at a suitable interval)
  - After any significant change (new equipment, software, user, or work pattern)
  - Following any health incidents or user reports

## **11. Reporting Health Concerns**

- If a user reports symptom (e.g., tingling, pain, visual discomfort):
  - They should raise this with their line manager immediately
  - The manager should refer them to Occupational Health, if available

- Record any incidents or concerns through the organisation's reporting / incident system

## **12. Equality & Special Considerations**

- Consider individual needs (e.g., disability, pregnancy, ergonomic requirements) during assessment and implementation
- Provide reasonable adjustments to equipment or work patterns
- For new or expectant mothers with concerns, consider modifying DSE exposure or tasks in line with current organisational policy and risk assessments

## **13. Review of This Policy**

- This policy will be reviewed annually, or more frequently if there are regulatory, organisational, or practice changes.
- Amendments will be approved by the Trust Board.