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## Display Screen Users (DSU) Policy

Moulton Parish Council must protect its workers from the health risks of working with display screen equipment (DSE), such as PCs, laptops, tablets, and smartphones.

### 1. Purpose and Scope

This policy is for:

- Staff using display screens continuously for their role regardless of if they are office or home based.

This policy outlines the processes to be followed by employees when working with display screens.

### 2. Legal Responsibility & Policy Support

Moulton Parish Council recognises its duty of care to its employees and its legal obligation to support employee wellbeing at work under the terms of:

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#) which applies to workers who use DSE daily, for continuous periods of an hour or more. The regulations do not apply to workers who use DSE infrequently or only use it for a short time.

[Health and Safety at Work etc. Act 1974 \(legislation.gov.uk\)](#)

In law, employers must:

- Do a DSE workstation assessment.
- Reduce risks, including making sure workers take breaks from DSE work or do something different.
- Provide an eye test if a worker asks for one.
- Provide training and information for workers.
- Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain. The causes may not always be obvious.

The law applies if users are:

- At a fixed workstation.
- Mobile workers.
- Home workers.
- Hot-desking (workers should carry out a basic risk assessment if they change desks regularly).

## Display Screen Equipment (DSE)

DSE means any alphanumeric or graphic display screen, regardless of the display process involved. This definition covers both conventional display screens, Laptops and other types such as touch screens and other emerging technologies.

However, it does not include the following:

- DSE mainly intended for public operation.
- Portable systems not in prolonged use.
- Calculators, cash registers or any equipment having a small data or measurement display required for the direct use of the equipment.

## Notebooks, Palmtops and Similar Devices

Users of notebooks, iPads or similar devices will not normally have to carry out workstation assessments as such equipment should only be used on a casual basis.

### 3. Health and Safety

Moulton Parish Council has a duty to protect its staff's health and safety at work in accordance with the provisions of the [The Health and Safety at Work Act \(1974\)](#) ([legislation.gov.uk](#)) and [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#) any regulations made under it.

Employees are required to comply with Moulton Parish Council's Health and Safety Policy while they are at work and to take reasonable care of their own health and safety and that of any third party with whom they come into contact during the course of their employment.

## Workstation Assessments

Employers and employees must undertake an assessment when:

- A new workstation is set up.
- A new user starts work.
- A change is made to an existing workstation or the way it's used.
- Users complain of pain or discomfort.

Please see Appendix B for the checklist.

## Work routine and breaks

The law says employers must plan work so there are breaks or changes of activity for employees who are display screen equipment (DSE) users.

There is no legal guidance about how long and how often breaks should be for DSE work. It depends on the kind of work you are doing. Take short breaks often, rather than longer ones less often. For example 5 to 10 minutes every hour is better than 20 minutes every 2 hours. Ideally, users should be able to choose when to take breaks.

In most jobs it is possible to stop DSE work to do other tasks. If there are no natural changes of activity in a job, employers should plan rest breaks.

Breaks or changes of activity should allow users to get up from their workstations and move around, or at least stretch and change posture.

## Free Eye Tests

An employer must provide an eyesight test for a DSE user if they request one. The employer must also pay for the test.

This should be a full eye and eyesight test by an optometrist or doctor, including a vision test and an eye examination.

If you require an eye test, please inform the Executive Officer then arrange the test. Once completed complete the expenses form and provide us with a receipt so that we can reimburse you for the cost.

#### **Glasses for DSE work**

Employers only must pay for glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed. If this is the case please include the cost of basic glasses and lenses within the expense claim. Please note the cost for unprescribed upgrades (e.g. tints or treatments) or specialty frames will need to be met by the employee.

#### **Risk Assessment**

Staff working in the office or from home are responsible for completing a risk assessment prior to working from home and each time anything changes in their home working environment. See Appendix A.

#### **Display Screen Users Checklist**

Staff working in the office or from home are responsible for completing a DSU Checklist prior to working from home and each time anything changes in their home working environment. See Appendix B.

#### **4. Compliance**

Failure to comply with any aspect of this policy or related policies such as Health and Safety, Working from Home and the Social Media, Digital and Electronic Communications Policies may constitute a disciplinary offence.

**This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.**

**Last Reviewed: January 2024**

**Review Due: January 2025**