

# The Church of St. Patrick Drumbeg Display Screen Equipment (DSE) Policy

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## 1. **INTRODUCTION**

Specific regulations protect employees and workers who are required to regularly use display screen equipment (DSE) in order to do their work. This policy is non-contractual but sets out our procedures for managing this and ensuring compliance.

## 2. **SCOPE OF THIS POLICY**

This policy applies to employees and workers who regularly use a computer or other technology which would be classed as "display screen equipment" in order to do their jobs.

## 3. **AIMS OF THIS POLICY**

This policy aims to minimise the risks to DSE users by setting out clear procedures for assessment, training and the provision of eyesight tests and corrective appliances (where needed).

## 4. **LEGAL CONSIDERATIONS**

The following piece of legislation applies to this policy:

- Health and Safety (Display Screen Equipment) Regulations (Northern Ireland) 1992

## 5. **DEFINITIONS**

A "user" is defined as someone who uses a computer (or other display screen equipment) for "continuous spells of an hour or more at a time" on a "more or less daily" basis. Taking this into consideration, we have decided that the following job roles will automatically qualify as users under the Regulations: [Rector](#), [Hon. Treasurer](#) and [Secretary of the Select Vestry](#).

Other roles will be assessed to determine whether the potholders should be classified as a "user" for the purposes of the Regulations. This assessment will be carried out initially by [H&S Manager](#).

## 6. ACTIONS TO ENSURE COMPLIANCE

The Health and Safety (Display Screen Equipment) Regulations (Northern Ireland) 1992 set out a series of minimum standards for the workstations used by DSE users. This includes seating, lighting levels and workstation layout. In order to comply with the Regulations, the following procedures are to be followed:

- All new employees and workers who are required to use display screen equipment on a regular basis will be given a self-assessment DSE questionnaire to complete **one month** after starting work with us. The **H&S Manager** will provide this to all new starters.
- Should a current employee or worker change workstations, move his/her desk to a different position or become a DSE user for the first time, a new questionnaire should be completed. This should be done at the time of the change in location or job role. Whilst care has been taken to ensure that the questionnaire is self-explanatory, any queries should be referred to the **H&S Manager**.
- Where the questionnaire identifies problems, such as flicker or glare, it is the responsibility of the **Rector** to ensure that these are rectified.
- All employees and workers are encouraged to rotate their job tasks in order to spend at least ten minutes in every hour away from the computer screen. This time should be spent engaged in work duties such as telephone calls and general office administration. Anyone who feels that his/her workload does not permit adequate breaks should raise this with his/her manager.
- Where necessary, we will provide further training and information in order to help individuals to set up their workstations correctly.

## 7. USER'S DUTIES

DSE users are expected to complete the self-assessment DSE questionnaire in a timely manner. They are also required to ensure that their workstations are set up correctly. Any difficulties that are experienced with individual workstations should be brought to the attention of the **Rector** as soon as possible.

A DSE Self-Assessment Questionnaire is shown at **Annex A** to this policy.

## 8. EYE TESTS

Any employee who has been designated as a DSE user has the right to request an eye test. This will be paid for by Church of Ireland House.

The test should be organised through **the Rector using either** "an optician of the employee's choice" OR "our designated optician". However, it is the employee's responsibility to make arrangements to have the eye test carried out. The test may be taken in work time.

Following the initial eye test, the frequency of any follow-up tests will be advised by the optician.

A DSE Eye Test Form is shown at **Annex B** to this policy.

**9. SUPPLY OF GLASSES**

Where the optician confirms in writing that glasses are needed exclusively for DSE use, we will meet the cost of a basic pair of glasses. We expect our contribution to be no more than £100 - if the necessary glasses will cost more than this, this should be referred to [the Rector or Hon. Treasurer](#) prior to placing any orders. This figure is reviewed periodically and has been set to reflect the cost of a basic pair of glasses.

Should an employee wish to purchase a more expensive pair, this amount will be made available towards the cost, with the balance being funded by the individual.

**10. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY**

This policy will take effect from **1<sup>st</sup> December 2016**.

The [Rector and Health and Safety Officer](#) has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (**at least annually**) and additionally whenever there are relevant changes in legislation or to our working practices.

Employees will be consulted about any proposed changes, and adequate notice given of these.

Any queries or comments about this policy should be addressed to The [Rector or Health and Safety Officer](#).

**POLICY REVIEW DATES**

<b>9<sup>th</sup> February 2018</b>			

# DISPLAY SCREEN EQUIPMENT SELF-ASSESSMENT QUESTIONNAIRE

*Note: A copy of this questionnaire should be kept for at least three years.*

<b>Name of Employee/Volunteer:</b>	<b>Job title:</b>
<b>Department:</b>	<b>Location of workstation:</b>
<b>Manager:</b>	<b>Date:</b>

*Under the **Health and Safety (Display Screen Equipment) Regulations 1992**, we are required to perform a suitable and sufficient assessment of all workstations used by regular computer users. For the purposes of the Regulations, this is someone who uses computers continuously for an hour or more each day.*

*Please read each question fully and answer by ticking the appropriate box. 'Yes' answers require no further action; 'no' answers will require investigation or remedial action. The action to be taken should be detailed in the action section at the end of the form.*

1	Training and Information	YES	NO	N/A
	Do you know how to adjust your workstation?			
	Have you received adequate training in how to use the software? <i>This should help you carry out the task, minimise stress and be user-friendly. It should respond quickly and clearly to user input, with adequate feedback (eg clear help messages).</i>			
2	Posture	YES	NO	N/A
	Can you sit comfortably and easily change your posture?			
	Do you have sufficient leg room?			
	Can you place your feet firmly on the floor? <i>Ensure that you have sufficient room under your desk, and move any obstacles from this area.</i>			
	If you need a footrest, is one available? <i>Your feet should be flat on the floor without too much pressure on the backs of your legs.</i>			
3	Workstation/Work Surface	YES	NO	N/A
	Have you arranged your workstation to meet your specific needs?			
	Is there space in front of the keyboard to support your hands and forearms? <i>Try pushing the screen further back to create more room for the keyboard, hands and wrists. A wrist rest may help to achieve a comfortable keying position.</i>			
	Is the desk the right height for you?			
	Is your workstation and surrounding area free from obstructions and hazards?			
	Are all cables and wires secure? <i>Cables should be tidy and not create a slip or trip hazard.</i>			
	Have you enough storage space? <i>Rearrange equipment, papers etc to bring frequently used items within easy reach. Reduce clutter on your desk by moving things into storage areas.</i>			
	Have you enough desk space? <i>Create more room by moving printers, reference materials etc elsewhere.</i>			
	Is the surface matt? <i>Consider mats or blotters to reduce reflection and glare.</i>			
	If most of your work requires you to read from hard copy documents, do you use a document holder to ease vision? <i>This may minimise uncomfortable head and eye movements.</i>			

<b>4</b>	<b>Display Screen</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
	Is the information displayed on your screen clear, in focus and easy to read? <i>Make sure the screen is clean and cleaning materials are available. Check that text and background colours work well together. Check the text size as software settings may need adjusting.</i>			
	Can the brightness and contrast be adjusted easily? <i>Separate controls are not essential provided the screen can be read easily at all times.</i>			
	Is the image on the screen stable and free from flicker? <i>Try using different screen colours (eg a darker background) to reduce flicker.</i>			
	Is the screen free from glare and reflection? <i>Use a mirror placed in front of the screen to check where any reflection is coming from. If necessary, move the screen or your desk, or shield the screen from the source of reflections. Dark characters on a light background are less prone to glare and reflection.</i>			
	Does the screen swivel and tilt adequately in each direction? <i>Swivel and tilt need not be built in; a mechanism can be added for this.</i>			
	Are your eyes at a comfortable distance from the screen?			
	Is the screen placed at a comfortable height for you? <i>You may need a stand to raise your screen to a comfortable head position. Your screen should be directly in front of you when you are seated; your eyes should be in line with a point on the screen about 2-3" below the top of the screen.</i>			
	Is the screen suitable for its use? <i>Intensive graphic work or work requiring fine attention to detail may require a larger screen.</i>			
<b>5</b>	<b>Keyboard</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
	Is the keyboard separate from the screen? <i>This is a requirement, unless the task makes it impracticable (eg where there is a need to use portable equipment).</i>			
	Can the tilt of the keyboard be altered/adjusted? <i>Most keyboards have a built in adjuster underneath. Try using pads to adjust the tilt further if this is more comfortable. Avoid bending your hand up at the wrists - you may wish to tilt the keyboard away from you (negative tilt) to keep your wrists in a neutral position.</i>			
	Are the key symbols easy to read? <i>Keyboards should be kept clean and the characters should be clear.</i>			
	Does the keyboard have a matt surface to avoid reflected glare?			
	Can you alter the height of the keyboard?			
	Do you have a good keyboard technique? <i>Try not to bend your hands up at the wrists, not to hit the keys too hard and not to overstretch the fingers.</i>			
<b>6</b>	<b>Mouse</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
	If a mouse is necessary, do you have one?			
	Is a mouse mat available?			
	Are the mouse and mat positioned to prevent over-reaching? <i>Most devices are best placed as close as possible, eg right beside the keyboard. Try to prevent your arm overreaching. Do not leave your hand on the device when it is not being used. Keep your arm relaxed and your wrist straight.</i>			
	Is there support for your wrist and forearm? <i>This can be gained from, for example, the desk surface or arm of a chair.</i>			
<b>7</b>	<b>Work Chair</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
	Is the chair comfortable?			
	Can the height and backrest angle be adjusted?			
	If it has arms, do they restrict movement of the chair? <i>The arms should not prevent you from getting close enough to use the equipment comfortably.</i>			

7 - Work Chair- Continued		YES	NO	N/A
Is the chair stable and in good condition?				
Can the chair swivel freely?				
Can all adjustments be made easily and safely?				
Is your chair adjusted correctly? <i>The small of your back should be supported by the chair's backrest. Your forearms should be horizontal, and your eyes should be roughly level with the top of the screen.</i>				
8	Lighting/Windows/Ventilation	YES	NO	N/A
Does the lighting allow you to work comfortably? <i>Adjust light levels by closing/opening blinds or light switches. Local lighting, eg desk lamps, may be provided but ensure these don't cause glare by reflecting off walls or other surfaces.</i>				
Is your equipment situated to avoid direct glare? <i>If you sit near a window, are adjustable window coverings provided? Check that blinds work. Blinds with vertical slats may be more appropriate than horizontal ones. If this does not work, consider anti-glare screen filters.</i>				
Does the air feel comfortable? <i>VDUs and other electrical equipment may make the air dry. Circulate fresh air if possible, plants may help. A humidifier may be considered if necessary.</i>				
Is the temperature comfortable? <i>Electrical equipment can give off a lot of heat. Can the temperature be controlled?</i>				
Is the level of noise comfortable? <i>Consider whether sources of noise, such as printers, should be moved further away.</i>				
9	Eyesight	YES	NO	N/A
Do you require an eyesight test?				
When was your last eyesight test? <span style="float: right;">DATE&gt;&gt;</span>				
10	Personal	YES	NO	N/A
Are your workstation settings changed for other users in your absence?				
Are you able to take regular breaks from your workstation? <i>Frequent short breaks are more beneficial than infrequent long ones. Consider how to organise your work to vary activities, eg taking breaks from the screen to carry out filing. Try to reduce repetitive tasks such as continual data entry.</i>				
11	Other Comments	YES	NO	N/A
Do you know who to contact if you experience problems with your workstation?				
Are there any other issues you wish to raise? <i>If yes, please give further details below:</i>				

<b>Signed by Employee/Volunteer:</b>	<b>Date:</b>
<b>Signed by H&amp;S Manager/Co-Ordinator:</b>	<b>Date:</b>
<b>To be completed by H&amp;S Manager/Co-Ordinator</b> <b>Comments/Further action to be taken:</b> <i>(please include details of any necessary action and dates – continue on a separate sheet if necessary)</i>	
<b>NEXT REVIEW DUE:</b>	

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## DISPLAY SCREEN EQUIPMENT EYE TEST FORM

<b>Name:</b>	<b>Date:</b>
<b>Job title:</b>	<b>Location:</b>

As a qualifying display screen equipment (DSE) user, you are entitled to undergo an eye and eyesight test with an optician. The purpose of this is to determine whether or not you require glasses solely for use with DSE. The cost of the test will be met by us.

You may attend:

- an optician of your choice
- the following optician (*specify*): .....

This test may be done during working hours. However, where possible, we would expect you to arrange an appointment for the beginning or the end of your working day.

Please take this form to the optician and ask them to complete and stamp it, retain the receipt, attach it to the completed form and pass onto the following for reimbursement:

Note: we cannot refund the cost of your eye test unless we receive this documentation.

### For optician's use only

*In order to assist us in complying fully with the DSE Regulations, we would appreciate your completing this form and returning it to our employee.*

Are glasses to be supplied exclusively for DSE use?

Yes  No  Comment: .....

When should the eye test be repeated for DSE purposes?

3 years  2 years  1 year  Other  (*please specify*) .....

I confirm that the above named employee has received a full eye and eyesight test in compliance with the Health and Safety (Display Screen Equipment) Regulations 1992.

**Name:**

**Date:**

**Branch stamp/address:**