



Display Screen Equipment Standards

Contents

TITLE	SECTION
Introduction	1
What is DSE	2
Who needs DSE assessing and who should assess?	3
Office staff	3.1
Sales staff	3.2
Site staff	3.3
Working from home	4
When should a formal DSE assessment be carried out	5
Steps DSE users can take with regards to DSE comfort	6
Eyes and eyesight testing	7
Information and training	8
Guidance for the DSE Assessor	9
Monitoring	10
Further reading	11

1. Introduction

The purpose of these display screen equipment standards is to ensure that employees that use display screen equipment (DSE) regularly for more than an hour at a time are working safely.

2. What is DSE?

DSE is equipment with a screen such as laptop computers, PCs, tablets or smart phones.

3. Who needs assessing and who should assess?

3.1 Office staff

All office staff will generally use DSE for more than an hour at a time, therefore each individual must have a DSE assessment of their workstation. The Managing Directors Personal Assistant as Office Manager is normally the appointed person for the office as a DSE Assessor and responsible for carrying out the assessments. The DSE Assessor must complete a suitable DSE assessment course and keep records of the assessments.

3.2 Sales staff

All sales staff will generally use DSE for more than an hour at a time, therefore each individual must have a DSE assessment of their workstation. The Sales Director/ Head of Sales must appoint a DSE Assessor. The DSE Assessor must complete a suitable DSE assessment course and keep records of the assessments. If the Sales Advisor works at different sales offices / marketing suites then an additional assessment must be carried out unless the same set up of the DSE can be mirrored between the locations.

3.3 Site staff

Generally, site roles are not constantly using DSE for over an hour at a time and therefore will not normally require a DSE assessment. However, if a site worker is regularly working with DSE for more than an hour at a time then arrangements should be made for a DSE assessment to be carried out, by a DSE Assessor. Individuals in site based roles are responsible for informing their Line Manager that they are using DSE for over an hour at a time and require a DSE assessment.

4. Working from home

Homeworkers are employees with a formalised agreement to work from home. They are categorised as:

Permanent homeworkers

Full time or part time employees who spend all of their contracted hours working from home. Arrangements must be made when approval for permanent homeworking given for a DSE assessment to be carried out by the office DSE Assessor, this may be done remotely.

Regular homeworkers

Full time or part time employees who spend at least one day of every working week working from home. Regular homeworkers do not require a formal DSE assessment, individuals need to assess their own DSE arrangements and discuss any issues with their Line Manager. All regular homeworkers must complete their own basic homeworking assessment following training given via an e-learning course.

Refer to form [21a](#) – DSE awareness checklist.

Occasional homeworkers

An employee may occasionally work from home with the agreement of their Line Manager on each occasion this is required. Occasional homeworkers do not require a formal DSE assessment, individuals need to assess their own DSE arrangements and discuss any issues with their Line Manager.

5. When should a formal DSE assessment be carried out?

- A new DSE user starts work;
- A new DSE work station is set up;
- A change is made to the work station or the way it is used;
- A DSE user complains of pain or discomfort;
- Approval has been given for permanent homeworking by a DSE user.

6. Steps DSE users can take with regards to DSE comfort

Prior to commencing work DSE users should ensure that their work station is set up correctly and carry out simple checks, for example:

- Ensure that their chair is set correctly, supporting their back and is in a comfortable position. Adopt a good posture when sitting;
- Check that the top of the screen is level with the eyes;
- Locate their desk phone to the opposite side of the mouse and have it close by;
- Position the mouse so it is close by;
- Ensure that the key board is central to the body, keys GHB line up with the torso.
- Ensure that regular breaks are taken away from the DSE, at least every hour for 5-10mins.

7. Eyes and eyesight testing

DSE work does not cause permanent damage to eyes, however long spells of DSE work can lead to:

- Tired eyes
- Discomfort
- Temporary short-sightedness

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- Headaches

A DSE user will be refunded the cost of an eye test and a contribution towards corrective glasses if required for DSE use.

8. Information and training

As part of the HS&E induction process all employees will receive basic DSE information and training.

The DSE Assessor carrying out a DSE assessment will also provide DSE training to a DSE user covering the following:

- Good posture;
- Adjusting chairs and other furniture;
- Arranging desk space;
- Adjusting screens and lighting to avoid reflections and glare;
- Breaks and changes of activity;
- Risk assessments;
- How to report problems.

Homeworkers will receive DSE training through either a formal DSE assessment if a permanent homeworker or e-learning if a regular homeworker.

9. Guidance for the DSE Assessor

The DSE Assessor must be trained to carry out an assessment, through an approved course. Information on approved courses can be obtained from the local HS&E Advisor on request.

The Assessor must use the DSE workstation assessment form to complete the assessment and this must be retained for three years. Any identified actions must be completed as soon as reasonably possible.

Refer to form [21](#) – DSE workstation assessment

10. Monitoring

The Office Manager and Sales Director/ Head of Sales will undertake regular monitoring of DSE assessments. The Group HS&E Department monitors compliance with this policy via bi annually office and sales inspections.

11. Further reading

<https://www.hse.gov.uk/msd/dse/>
<https://www.hse.gov.uk/pubns/indg36.pdf>
<https://www.hse.gov.uk/pubns/ck1.pdf>

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