

Display Screen Equipment Policy

Introduction

The Regulations require us as an employer, to carry out a risk assessment of all workstations used by our employees. If the workstation is modified or changed in any way, the risk assessment must be reviewed. In all circumstances, the risk identified by the assessment, or by a review, must be reduced to the lowest extent reasonably practicable.

A workstation comprises the display screen, keyboard or other inputting device such as a mouse, optical accessories to the screen equipment, disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface and the immediate work environment.

To achieve this objective A Bright Solution will;

- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply of a basic pair of frames and lenses for any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

Employees must;

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their responsible manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their responsible manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)

Risk Assessments should draw on the experience of 'users' and an ergonomic checklist based on the schedule to the regulations can be useful for this purpose. In complex situations, task analysis may be required. In most cases, health and safety personnel or line managers with sufficient training should be able to carry out the assessments.

All risk assessments and reviews should be recorded, as a basis for acting on risks identified and for future reference. Such records provide valuable evidence in the event of upper limb disorders or any other health problems arising.

The health and safety representative will ensure that all actions arising from the assessments are implemented.

HEALTH AND SAFETY IN OFFICES

General duties of employers;

As an employer, we have a general duty under section 2 of the Health and Safety at Work etc Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while at work.

People in control of non-domestic premises also have a duty (under section 4 of the Act) towards people who are not their employees but use their premises. The Regulations expand on these duties and are intended to protect the health and safety of everyone in the workplace, and ensure that adequate welfare facilities are provided for people at work.

These Regulations aim to ensure that workplaces meet the health, safety and welfare needs of all members of a workforce, including people with disabilities, and to ensure we comply with these requirements we implement procedures to ensure that;

- offices are kept in a clean and tidy state. When planning office accommodation, consideration must be given to the problem of overcrowding. Each person working in a room must have 3.7m sq. of floor space or, where the ceiling height is less than 3m, 11m cu. of air space. When calculating the volume of air space in a particular room, deduct from the total volume of the room, the volume of items of equipment such as plan chests, filing cabinets and free standing cupboards in order to arrive at the volume available for people
- a reasonable temperature of a least 16°C must be maintained in all offices where a substantial proportion of the work does not involve severe physical effort. This requirement does not apply to offices erected for the purpose of construction operations, if conveniently accessible and effective means are provided which will enable people to warm themselves. Providing a reasonable temperature may mean keeping the temperature down in summer, as well as up in winter. It may therefore be necessary to provide insulation or sun-blinds, so that offices do not become unbearably hot in the summer months
- offices, including passages, stairs, entrances, exits etc., must be adequately lit, either naturally or artificially. Glazed windows/ skylights providing natural lighting must be kept clean
- offices must be adequately ventilated, either by natural circulation or by artificial means
- conveniently accessible, suitable and sufficient washing facilities must be provided for people employed in offices. The facilities must normal include clean, hot and cold or warm running water, soap and clean towels or other suitable means of cleaning and drying. See Regulations with regards to the scale of facilities required
- conveniently accessible, suitable and sufficient sanitary conveniences must also be provided for the use of all people employed in offices. There must be a separate ventilated area between toilets and offices. See Regulations with regards to the scale of the accommodation to be provided in relation to the number of persons employed
- a sufficient supply of potable drinking water and drinking vessels, together with means of washing-up, must be provided
- suitable and sufficient seating facilities must be provided
- suitable and sufficient eating facilities must be provided. Canteens are subjected to the Food Safety Act
- dangerous parts of any machinery must be securely fenced or guarded
- fire fighting equipment and means of escape must be provided and maintained

DISPLAY SCREEN EQUIPMENT (DSE) SAFETY PROCEDURE

Identify all 'Users' of DSE



Check DSE furniture and associated equipment to ensure that components meet required standard



Carry out specific risk assessments



Decide on control measures and implement actions at individual workstations



Plan and organise users' and operators' activities and breaks to periodically interrupt daily work on DSE



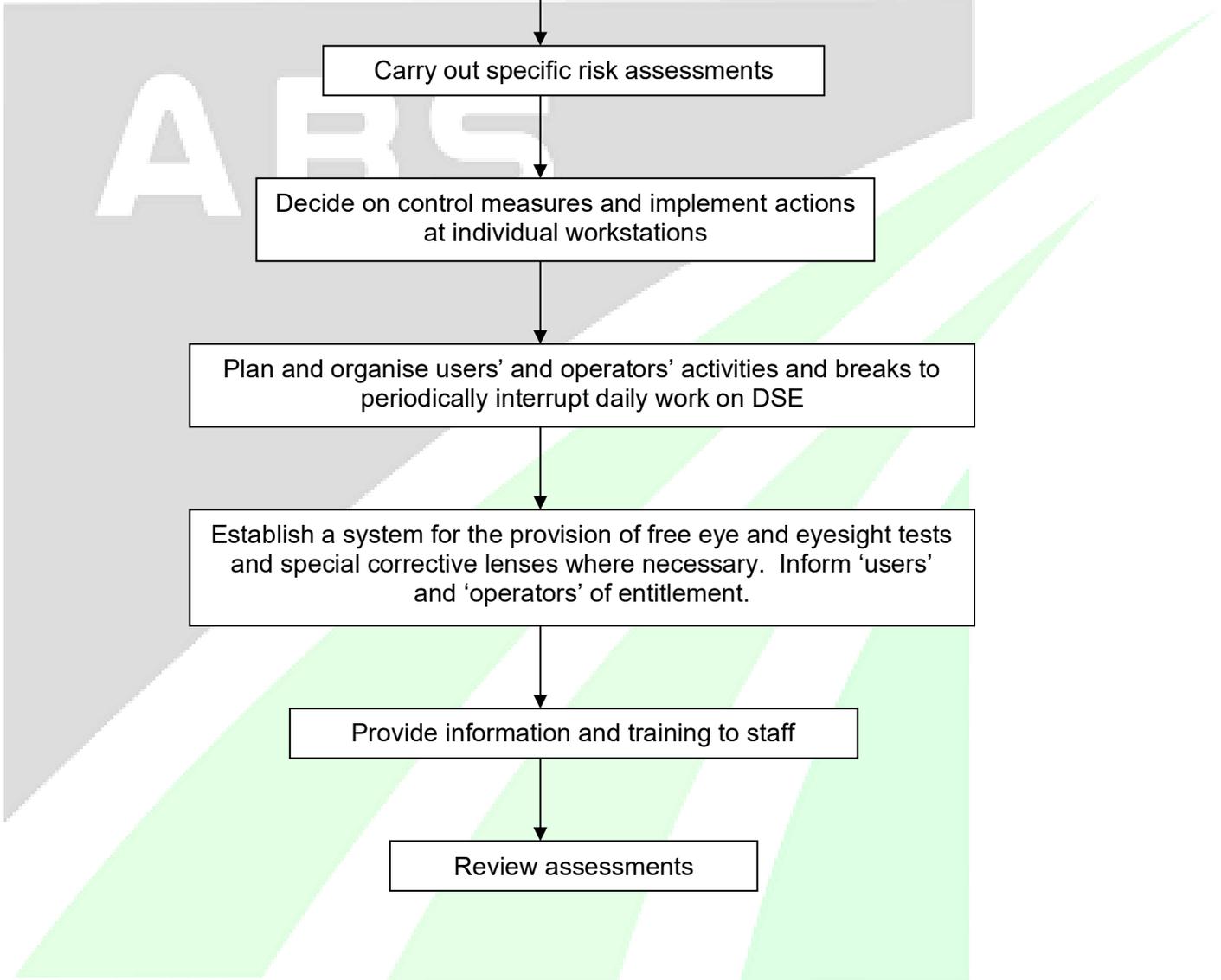
Establish a system for the provision of free eye and eyesight tests and special corrective lenses where necessary. Inform 'users' and 'operators' of entitlement.



Provide information and training to staff



Review assessments



APPENDIX A

GUIDANCE DOCUMENT FOR VDU WORKSTATION ASSESSMENT

The workstation includes:

- the chair
- a footrest, if required
- the keyboard, mouse or other input devices
- the display screen equipment
- The worktop layout.

A properly set up and adjusted workstation is important to general health and long-term well-being. There is no single, perfect workstation arrangement that suits every user or any one job. Each individual will need to adjust it to their own specific needs and the work that they are doing. This should be done with the advice of competent personnel who have been involved in the workstation assessment. The full range of adjustments and subject issues to consider should be discussed with each DSE operator.

A properly and correctly adjusted workstation is one that:

- is comfortable and pleasant to use
- prevents ill-health
- Increases productivity.

Adjusting the chair to the correct position

A suitably adjusted chair is important to short-term comfort and long-term well being. Poor posture can cause backache and pain in the neck and shoulders. Working for long periods in an awkward position can cause fatigue in the short-term and the strain on joints and muscles can cause harm in the long-term. Many people sit badly and it can take time and effort to learn how to sit properly.

1. **Seat height and tilt.** Adjust the height of the chair's seat so that the forearms are about horizontal with the keyboard. Adjust the tilt (if the seat has this feature) so that the thighs are horizontal and the feet are flat on the floor or the footrest. The aim is to rest the weight on the buttocks, not on the thighs.
2. **Back pad or seat back support.** The back pad should be independently adjustable (both in angle of back support and its position) — adjust it to support the lower back so it fits the natural inward curve of the spine. Adopt an upright posture with an erect head and relaxed shoulders, but avoiding a rigid posture. Frequently varying position helps avoid stiffness, but always return to a healthy upright posture regularly.
3. **Arm rests.** If present on the chair, these should not interfere with keying and should allow the chair under the desk. If possible, adjust them to suit you. If they cause problems, report this to your manager. Try to avoid using arm rests during keying — use them between tasks.
4. **Chair position.** When positioning the chair it is important to allow enough room under the desk for changes of position. You may want to stretch or cross your legs during the day, or move your chair to work on another part of the desk. Allowing sufficient space will allow for changes of position and prevent stiffness. Do not store items under the desk and avoid sitting too near to drawer units. Remember, that the chair height may have to be adjusted to make the keyboard height correct. In this case, a footrest may help to reduce pressure on the back of the thighs and enables one to sit back properly in the chair, supporting the back. The chair should always have five points of contact with the floor.

Re-adjust the chair during the day to suit different tasks. Correct posture is very important. Leaning over the desk, slouching or leaning back will cause back or shoulder ache. It will also make it impossible to use the keyboard or mouse properly.

ENSURING GOOD POSTURE

1. Adopt a relaxed but not rigid position — change position regularly.
2. Do not remain fixed. Regular changes of position are important — move about and change position, but always return to the upright posture.
3. Practice good posture. It can take a while to learn or change bad habits. It may cause some back or shoulder ache to start with as muscles get used to new positions.

ENVIRONMENT

Maintaining a good work environment is equally important. Keep the temperature, ventilation and, where possible, the humidity at natural levels. If other people have different needs, these should be discussed with local management if a suitable compromise cannot be found easily.

OTHER ADJUSTMENTS

As well as the seat, back and wrist supports and the screen, the keyboard and devices such as the mouse need to be adjusted to suit individuals and their work. Different people have different needs, just as different jobs need different working methods. Workstations should be adjusted as often as required — the following is a useful checklist.

1. Adjust the seat so that the forearms are level with the desk and at about keyboard height. If this makes the sitting position uncomfortable, a footrest may help.
2. Make sure the wrists are in a relaxed position.
3. Put the feet flat on the floor or on the footrest.
4. Make sure there is enough room in front of the keyboard to rest hands and wrists between keying. Ensure that if you use the mouse more than the keyboard, that it is more in front of you. Move the keyboard to the side until it is needed for longer periods of typing.
5. Adjust or move the screen to prevent glare or reflections either from daylight or artificial light.
6. Adjust the screen brightness and contrast to suit each job and time of day.
7. Keep the screen clean.
8. Face the screen with the head in a natural position. Adjust the screen so that the top is just below the eyeline. Touch typists may prefer to face a document holder and have the screen to one side. Either way is suitable providing it means there are reduced head movements.
9. Keep everything required for the job close at hand to avoid twisting, stretching, reaching or leaning.
10. Report any concerns or problems to your manager or supervisor.

Once the workstation is set up properly it must be used correctly. The aim should be to spread display screen work over the day, completing other work to break it up. Try to get up and move about after an hour by filing, planning the work to fit around the lunch break, making phone calls throughout the day rather than all at once, even going to the toilet.

Some users cannot choose when to take a break because the pace of the work cannot be controlled. If display screen work cannot be mixed with alternative work, it becomes even more important to change position regularly and do some form of exercise throughout the day to prevent stiffness and fatigue. Short breaks of around 5–10 minutes should be introduced after every hour or so to ensure position change and change of pace of work. Where portable computers are concerned, many of these issues cannot be properly addressed. This will not cause a serious problem if it is only used for short intermittent periods. However, for longer periods of work, a larger “desk top” computer that can be properly set up should be used.

Signed.....
Mick Barrett
Director
8th August 2025

Signed.....
Sam Pailor
Director
8th August 2025

APPENDIX B

**DSE WORKSTATION RISK ASSESSMENT
FOR A BRIGHT SOLUTION LTD. STAFF**

Location:
Workstation operator:
Workstation number:
Assessor:
Position:
Date:
Re- assessment date:

Risk Factors	Yes	No	Action required to be taken to reduce or eliminate risk factor	Date when corrective action Has been completed
Is there adequate lighting				
Is the display screen image clear				
Is the image free from flicker or movement				
Are the brightness and/or contrast adjustable				
Does the screen swivel and tilt				
Is the screen free from glare and reflection				
Is the keyboard comfortable to the operator				
Is there adequate space to rest the hands in front of the keyboard				
Is the keyboard free from glare and reflection				
Is the workstation large enough to accommodate a document holder				
Is the workstation surface free from glare and reflection				
Is the chair stable and in contact with the ground at 5 points.				
Is the back of the chair adjustable				
Does the chair give good lumbar support				
Is the chair adjustable for height and weight?				
Is a foot rest required by the operator?				
Does the operator require an eyesight test?				