

TRAINING PACKAGE



DISPLAY SCREEN EQUIPMENT (DSE)

**Any alphanumeric or graphic display screen,
regardless of the display process involved**

Why? To Avoid...

ACHES AND PAINS - NECK, ARMS, WRISTS, LEGS & BACK (there is almost twice as much pressure on your back when you are sitting incorrectly than there is if you stand up)

VISUAL DISORDERS- EYE FATIGUE, HEADACHES

STRESS- MENTAL & PHYSICAL

And

Some of these symptoms could develop into longer term problems.

As part of the new Safety Management System if you habitually use DSE as a significant part of your normal work (i.e. under the regulations you are classed as a 'User') you need to carry out a DSE self assessment.

What will it achieve?

This assessment package will show you how to:

- Work safely with computers to minimise risks to your health
- Correctly set up your workstation
- Recognise things in your working environment that may affect your well being and what to do if you find them
- Assist you in completing your DSE assessment form

The Self Assessment Form

Print off the DSE assessment form (Ebor/HS/F9A)–so you can fill it in as you work through the package

You may find it useful to work through the package with a colleague so you can help each other set up your workstations correctly



EBOR ACADEMY TRUST

DISPLAY SCREEN EQUIPMENT ASSESSMENT FORM
This form is to be used in conjunction with the PowerPoint self-assessment training package (CYC/HS/SAP1) – available on CouncilNet & Webstore.

'User' (Employee's name)			
Directorate			
Site			
Workstation location			
Telephone no. and extension			
Name of Assessor (if appropriate)			
Name of Manager			
Date of initial assessment			

Insert a tick ✓ in the relevant box

INITIAL CONSIDERATIONS	YES	NO	COMMENTS
Has a risk assessment (e.g. Office Basic Risk Assessment) been carried out to identify other hazards in the work area?			
Has the DSE been electrically tested within the last two years?			

HEALTH	YES	NO	COMMENTS
Whilst or after using DSE does the "User" experience the following symptoms (also consider previous problems):			
• pain, swelling, cramps, tightness, numbness, stiffness in the back, upper and lower legs, feet or ankles?			
• pain, swelling, cramps, tightness, numbness, stiffness in the wrists, hands, fingers, elbows, arms, shoulders or neck?			
• Eye discomfort e.g. dry or itchy eyes, excessive blinking?			
• Headaches?			

PAGE 1 OF 8

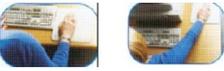
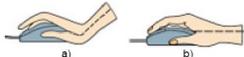
Testing your knowledge

At the end of the DSE self assessment there is a quiz to test you have understood all the information

To work through this assessment package and fill in the DSE assessment form should take approximately 30 minutes

 EBOR ACADEMY TRUST

QUIZ FOR USERS TO COMPLETE

1) Which is the correct sitting position?	 a) b) c)
2) Which is the correct wrist position?	 a) b)
3) Which is the correct wrist position?	 a) b)
4) Which is the correct working position?	 a) b) c)
5) The top of the computer monitor should be positioned	a) Just below eye level b) Above eye level
6) To fund an eye-test	a) Form CYC/HS/FSB should be filled in, signed by the manager, taken to the opticians where an invoice should be requested b) A receipt should be handed to the manager on return from the optician and form CYC/HS/FSB filled in retrospectively

PAGE 5 OF 8

What does Ebor have to do?

- Provide furniture that meets the standard in the DSE regulations
- Provide equipment if identified from the DSE assessment, eg monitor stands, footrests, headsets etc

Also...

- Provide specialist ergonomic advice if necessary
- Pay for eyesight tests on request up to the cost of £20; and contribute £60 towards spectacles (if required for DSE use only).

What does my manager need to do?

- Discuss your completed DSE Workstation Assessment Checklist form and take action to resolve any problems identified
- Record any decisions on action needed to resolve these issues and give details of any action taken.

Also...

- Make sure you re-assess your workstation annually, or sooner if there is any significant change, eg new software, new work routine, changes to the layout or position of the workstation etc
- Allow you to take time off work to attend the opticians for an eye test and ensure there is a system in place to reimburse relevant costs.

And...

- Contact the local/service DSE Assessor if there are any problems with your assessment
- Contact the H&S Team for advice if your problems are not easily resolved
- Refer you to Occupational Health if the issues may be related to an underlying medical condition

And finally...

- Ensure workplaces are adequately planned with regards to space and equipment that reaches legal standards
- Encourage you to report any problems not covered in the assessment that are related to your workstation.

Health

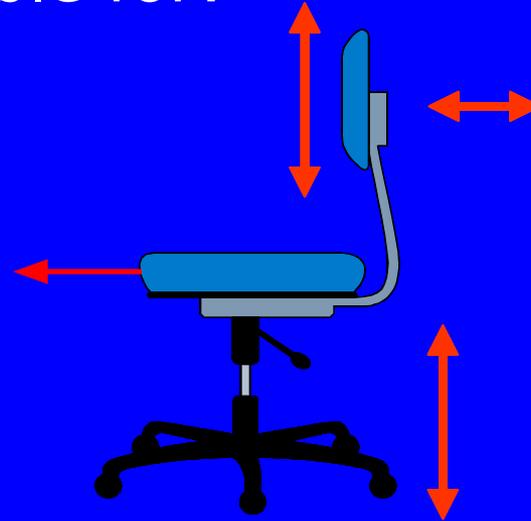
This section requires you to note whether or not you experience any of the symptoms identified. If 'Yes' provide further details in the comments box e.g

- When you experience them; during or after DSE use, at home or work
- Severity and duration
- Left or right side

Firstly the chair

- Your chair must be stable (5-point base), be able to swivel round, and move (castors or glides)
- Your chair should be capable of giving you adequate lower back support, keeping your spine in the correct, neutral position. To do this, it needs to be adjustable for:

- Seat height
- Backrest height
- Backrest tilt
- (Seat depth if required)



Chair – adjust the backrest

- Adjust the back rest so that it fits comfortably into and supports the lower curve of the back
- Adopt a relaxed upright posture or leaning slightly back



Chair – adjust the height



Chair – all shapes and sizes

NB: you may need other things to get comfortable on your chair e.g. if you are:

- On the short side you may need a height adjustable footrest to minimise pressure on the back of the knees
- On the tall side you may need a higher backed chair or a chair with a sliding seat to give the thighs support
- Over 16 stone you may need a reinforced chair

Desk – Height

As a general rule standard desks are usually of a suitable height for most people, however there may be problems when other furniture is used as a desk e.g. tables, fixed worktop or where the individual is particularly tall.

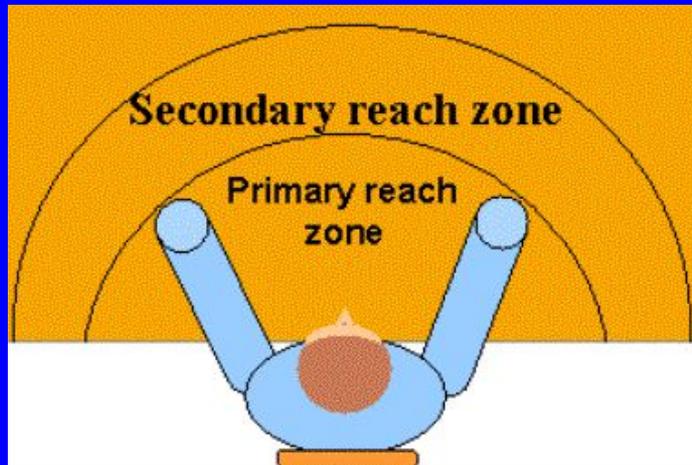
In these instances the desk may require raising. Ask your manager to raise this with the building manager.

Desk – surface



Desk – organisation

To minimise the strain on your arms and shoulders, the things you use a lot should be placed in your “primary reach zone”. This is the area on your desk that you can easily and comfortably reach without having to lean forwards in your chair. For example, you would put your keyboard, mouse and telephone all in your primary reach zone.



Your “secondary reach zone” is the area of your desk that you have to stretch to reach. Things that you do not use as often or do not need to move should be placed there, eg monitor, processor unit, speakers etc.

Now the screen

Your computer monitor should:

- Have a clear, stable, flicker free picture (report any defects to your IT team)
- Be adjustable for tilt
- Be adjustable for brightness and contrast
- Be free from glare
- Be clean

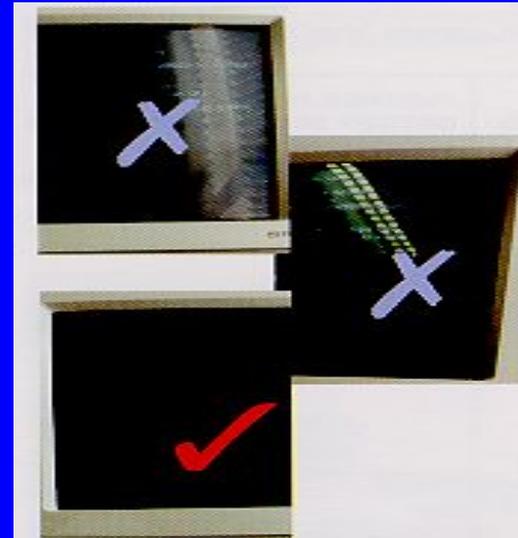
The screen should be sited...

- In front of the user (NOT like this!)
- At the correct height with the top of the monitor level with eye line or just below
- Roughly at arm's length away
- Preferably at right angles to any windows (to prevent glare from windows)



Screen glare

- Where is the light source?
- Adjust blinds, curtains – don't work with a window directly behind you
- If you tilt the screen away from the light source, does it then create a postural problem?

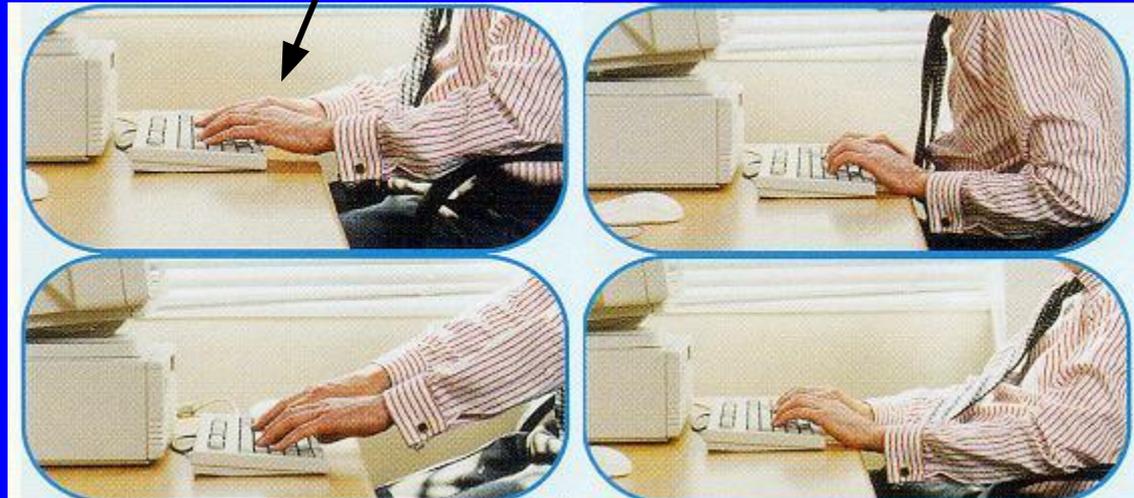


Keyboard

- Should be separate from the screen
- Should be tiltable
- Hands shouldn't be bent at the wrist or user reaching forwards
- The keys should only be touched softly, do not over stretch the fingers
- Easy to read keys

Keyboard

This is the correct wrist position



Mouse

The mouse should have a long enough lead to be able to be positioned close to the user's body to avoid overuse of the shoulder by stretching to operate the mouse.

There should be sufficient room around the mouse to ensure free movement. A mouse mat with a wrist rest may improve comfort for a user who spends a significant time using a mouse.

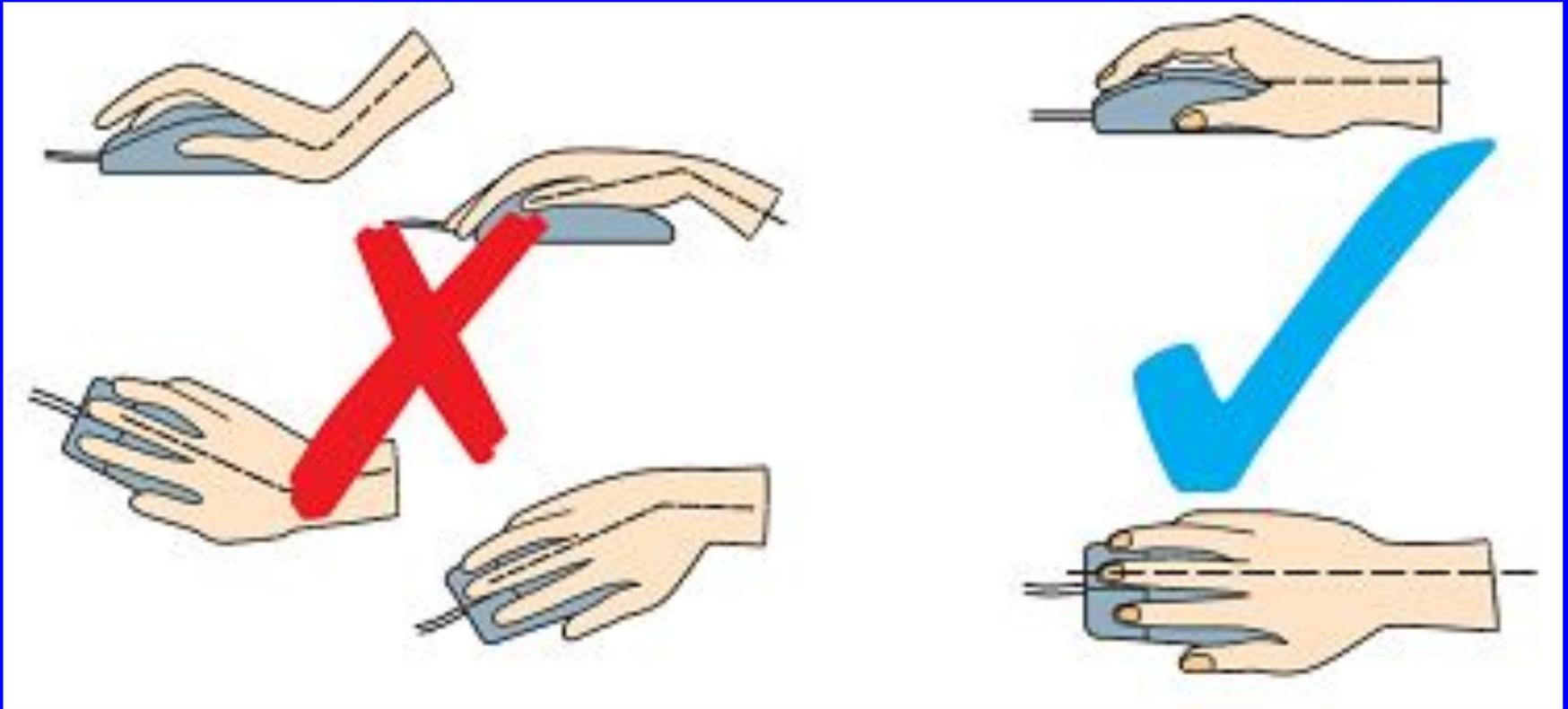


Mouse



If you do experience pain in your wrists, fingers or arms there are alternative mice available for trial from the Health and Safety Team.

Mouse



Environment – lighting

- Lighting, either too bright or too dim can lead to headaches, fatigue and eye strain.
- Individual lighting requirements may vary, over time eg seasonal and age-related.
- Additional desk lighting may help.

Environment – air movement, temperature & noise

- Due to the variety of the buildings across the authority it is not always possible to maintain ideal conditions which will suit all. Things which may help – use of fans, opening windows, cool water, regular breaks, flexible working
- Usually noise is not a problem in offices, however workstations should not be adjacent to noisy equipment

Job design

- It is essential that regular breaks are taken from the workstation to remove pressure from limbs, improve circulation, alter the body's posture, change the eye's focus and refresh the mind's concentration.
- Breaks should be short and frequent and can be a change of task e.g. filing

IF YOU DO NOT USE LAPTOPS GO TO SLIDE 36

Laptops

Laptops are a challenge in terms of health and safety because

- They are used for long periods of time in appropriate places e.g. on a sofa or a coffee table
- The keyboard and screen are attached therefore cannot be set up ergonomically without additional equipment



Laptops – continued

If a laptop is used for a significant amount of time then alternative solutions must be sought...

either a laptop that can be set up safely away from the office



Available from
Posturite

Laptops - continued

... or if the main use of the laptop is back in the office then a docking station must be set up



Laptops - continued

All other control measures outlined in this package e.g. chair, breaks etc are still applicable when using a laptop.

Laptops can be heavy. Use an appropriate carry case with a padded shoulder strap or luggage that has wheels



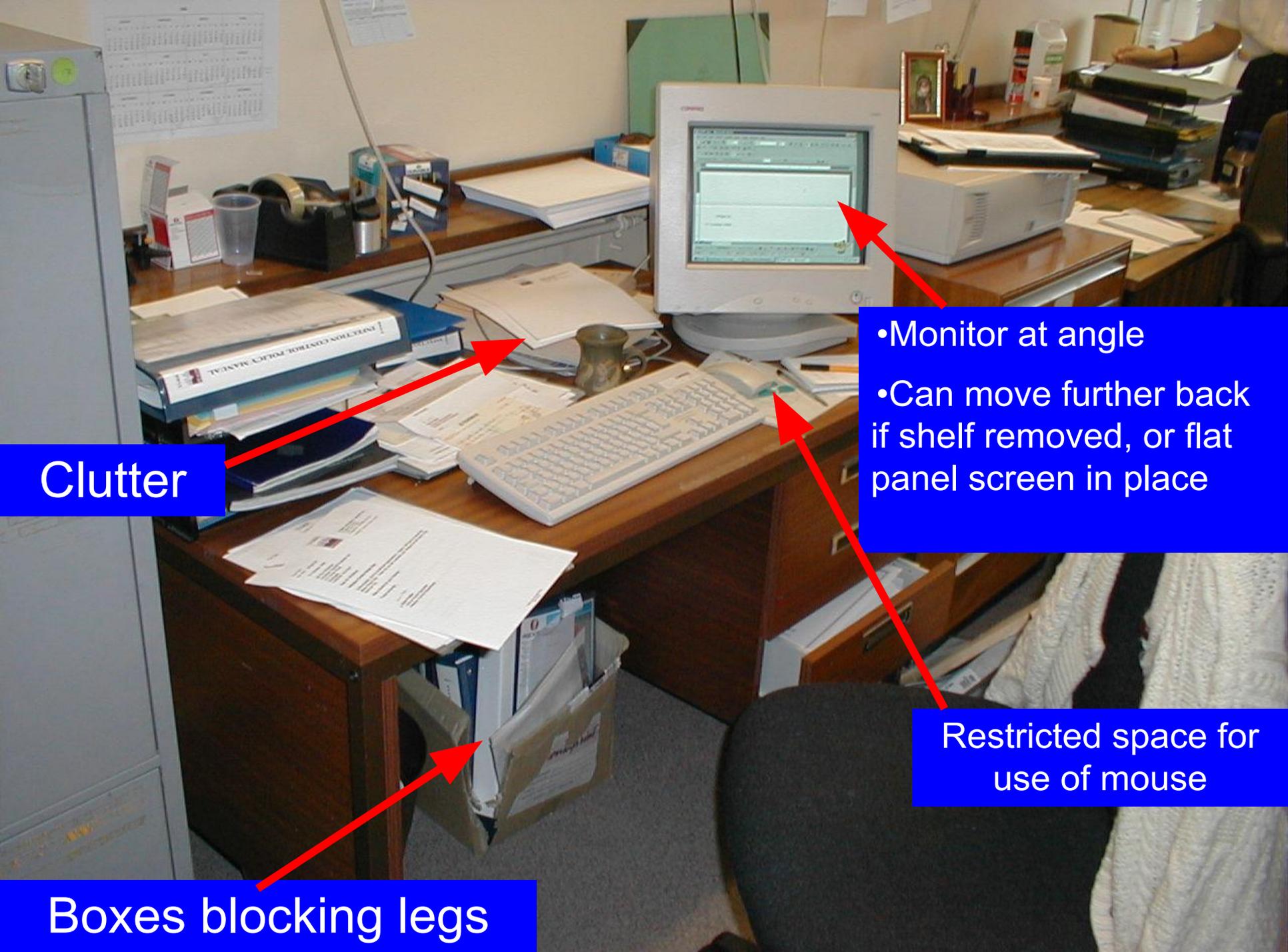
Bad practice

The following pictures show examples of poor practice





Where do your
legs & feet go?!



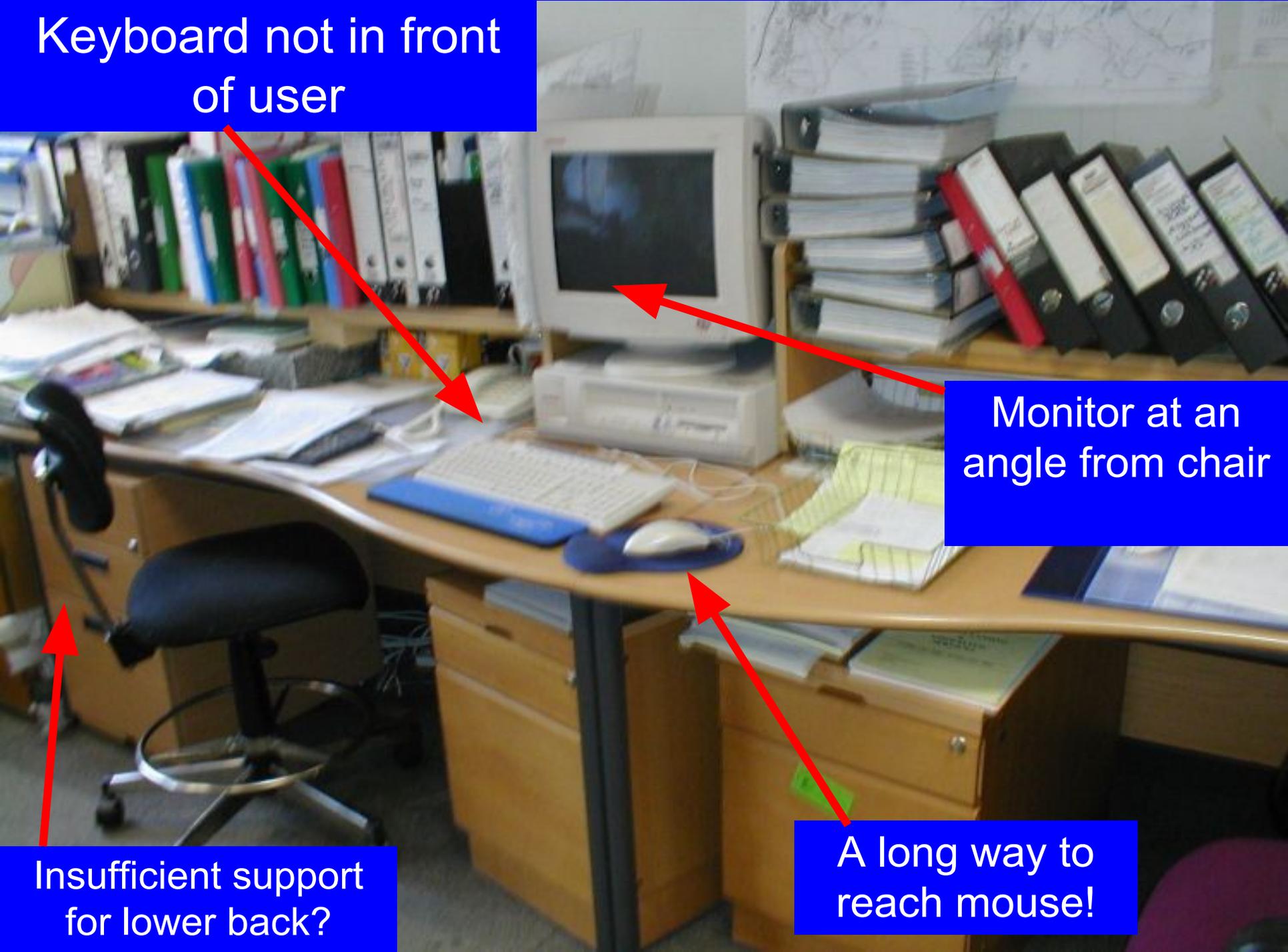
Clutter

- Monitor at angle
- Can move further back if shelf removed, or flat panel screen in place

Restricted space for use of mouse

Boxes blocking legs

Keyboard not in front of user



Monitor at an angle from chair

Insufficient support for lower back?

A long way to reach mouse!

Plenty of trip hazards!!

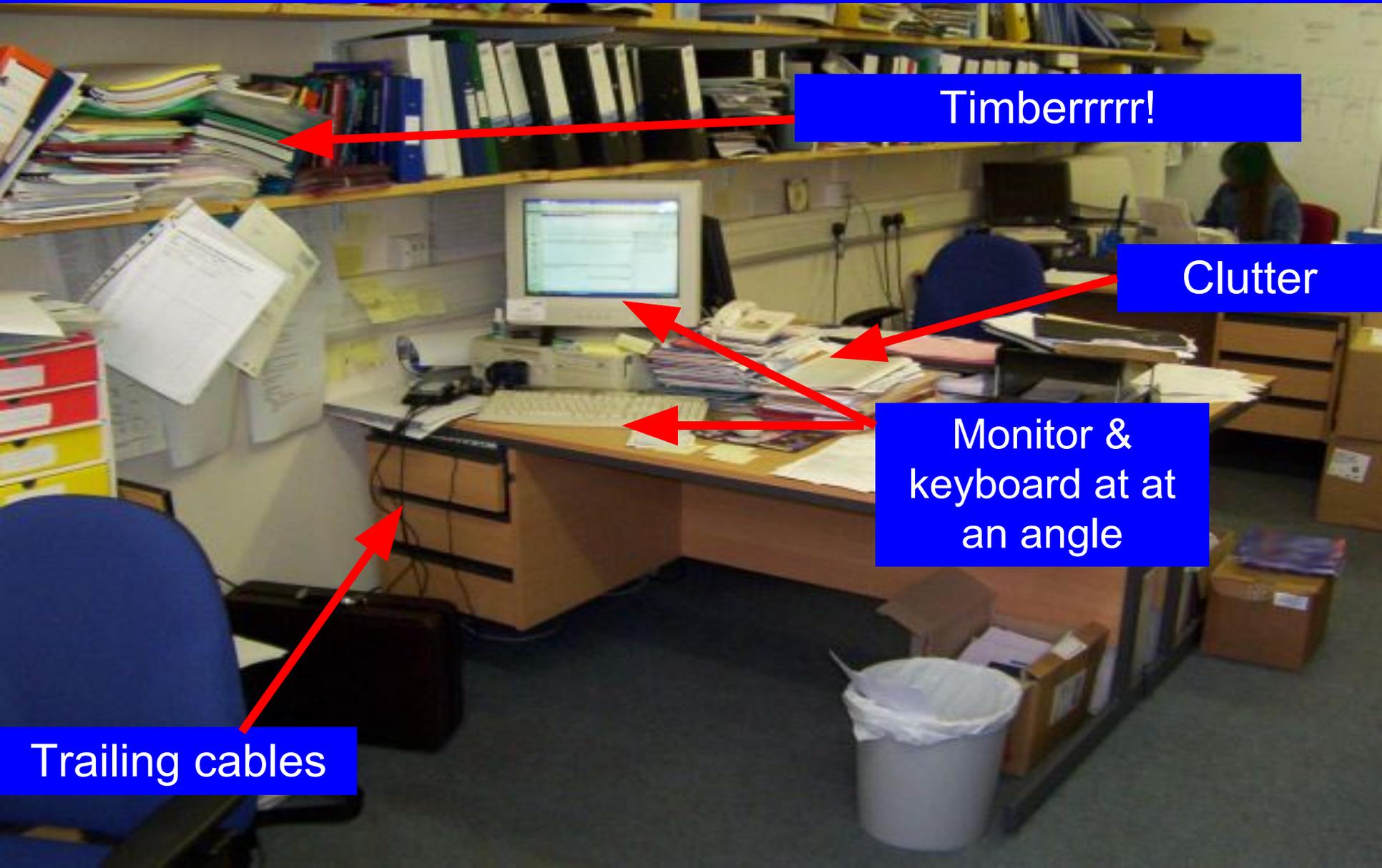
Keyboard & mouse on different levels

Chair arms prevent user getting close to desk

Chair back rest not fully adjustable in height or tilt



Before...



Timberrrrr!

Clutter

Monitor &
keyboard at
an angle

Trailing cables

After



Still no chair! But a
much safer and
healthier workstation
set up

Don't let this be in your area!



What next?

Now carry out your DSE assessment, and the quiz at the end, and pass to your DSE Assessor / line manager.

Agree with your line manager implementation of the relevant control measures identified.

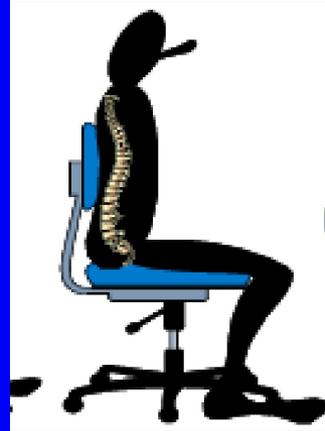
Review your assessment annually or if there is a change e.g. new furniture

What next?

If you have any physical symptoms arising from your workstation after it has been set up correctly tell you manager and complete a Ebor incident report form

If you require an eye test, fill in Form Ebor/HS/F9B, get it signed by your manager and take it to the opticians

Your assessment should be placed on
your local personal file kept by your
manager



THE END