

## DISPLAY SCREEN EQUIPMENT

*Rooted in Christ and Catholic tradition and under the guidance of its patrons St Edmund and St Hugh, the College aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.*

*Avita Pro Fide*

*St Edmund's is committed to ensuring the welfare and protection of children in their care and this commitment is a fundamental part of the role of every employee employed by St Edmund's.*

### Purpose

It is the policy of St Edmund's College to provide a safe and healthy working environment for employees which includes particular measures to protect their health and safety when using Display Screen Equipment (DSE) in accordance with the Health and Safety (Display Screen Equipment) regulations 1992.

**Display Screen Equipment (DSE) are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.**

Some staff may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a combination of factors.

### Scope

This policy applies to all staff and students who are identified as a main user (someone who regularly uses DSE as a significant part of their normal work and on a daily basis for continuous periods of an hour or more).

### Main User Guidance

The following guidance is provided by St Edmund's College for all main users of Display Screen Equipment (DSE)

- Forearms should be approximately horizontal, and the user's eyes should be the same height as the top of the screen.
- Make sure there is enough workspace to accommodate all documents or other equipment.
- Arrange the desk and screen to avoid glare or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights.
- Adjust curtains or blinds to prevent intrusive light.
- Make sure there is space under the desk to move legs.
- Avoid excess pressure from the edge of seats on the backs of legs and knees. Smaller users may find a footrest helpful.
- Look away from the DSE from time to time and blink often.
- Regularly stretch and change position.

- Avoid regular prolonged use (an hour or more) of a laptop or mobile device where possible.

### **Adjusting a chair**

- Main users should have access to and use an adjustable chair.
- The seat height should be adjusted so that a user's arms and back are kept straight.
- Feet should be able to rest flat on the floor.

### **Keyboards and keying in (typing)**

- A space in front of the keyboard can help you rest your hands and wrists when not keying.
- Try to keep wrists straight when keying.
- Good keyboard technique is important and you can do this by keeping a soft touch on the keys and not overstretching the fingers.

### **Using a mouse**

- Position the mouse within easy reach, so it can be used by the user with a straight wrist.
- Sit upright and close to the desk to reduce working with the mouse arm stretched.
- Move the keyboard out of the way if it is not being used.
- Support the forearm on the desk, and don't grip the mouse too tightly.
- Rest fingers lightly on the buttons and do not press them hard.

### **Reading the screen**

- Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position.
- Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).

### **Portable Devices**

- Avoid prolonged use of laptops and other portable computer equipment. These devices are not particularly ergonomic and make it difficult to achieve a comfortable working position.
- If laptops and other portable computer equipment are used regularly for prolonged use of an hour or more a docking station, or firm surface and a full-sized keyboard and mouse should be used.
- The height and position of the portable equipment's screen should be angled so that the user is sitting comfortably, and reflection is minimised (monitor stands are commonly used to help with screen height if required)

### **Changes in activity**

Breaking up long spells of DSE work helps prevent fatigue, eye strain, upper limb problems and backache.

The following may help users:

- Stretch and change position.
- Look into the distance from time to time, and blink often.

- Change activity before the user gets tired, rather than to recover.
- Short, frequent breaks are better than longer, infrequent ones. Timing and length of changes in activity or breaks for DSE use is not set down in law and arrangements will vary depending on a particular situation.
- More changes in activity may be needed if the user cannot minimise the risks of prolonged use and awkward postures to suitable levels.

### **Workstation Assessment**

Computer equipment is installed by the IT Department in accordance with the recommendations above. A main user can request a formal workstation assessment at any time by contacting either the Health and Safety officer or the IT Department.

### **Providing Eye Tests and Necessary Glasses for DSE Work**

At the request of a main user St Edmund's College will cover the reasonable cost of an employee's eye test every 2 years or sooner if recommended by their optician when an underlying medical condition requires it. If an optician identifies that a main user needs glasses specifically for DSE work St Edmund's will pay for a basic pair of frames and lenses.

Owner of policy:	Technical Projects Director		
Reviewed by:	Technical Services Manager		
Frequency of review:	Every 3 Years		
Policy last reviewed:	Lent	2023	
Next review date:	Lent	2026	
Sub-Committee reviewed at:	Finance Sub-Committee		