



POLICY ON DISPLAY SCREEN EQUIPMENT

Policy Statement

1. The City of London Corporation [Health and Safety Policy](#) demonstrates commitment to the health and safety of our employees. This includes reducing the risks relating to Display Screen Equipment (DSE) to the lowest extent possible.

The principal types of risk relate to:

- Physical problems – musculo-skeletal
- Visual fatigue
- Mental fatigue

The principal areas to be assessed are:

- Equipment/ Furniture
- Interface between user and equipment
- Environment
- Software and task design

What is Display Screen Equipment?

2. DSE is used for displaying text, numbers, graphics, line drawings and charts and also applies to broadcast, close circuit TV and other types of video screens if used as a significant part of someone's work.

Who is a DSE user?

3. An employee who normally uses a display screen for spells exceeding one hour at a time, including spells broken by short breaks or change of activity; and uses it in this way more or less daily and is highly dependent on display screens or has little choice about using them.

Management Responsibility

- Identify users and provide them with information and training
- Offer a means of self assessment and ensure completion
- Reduce any risks identified to the lowest extent reasonably practicable
- Ensure actions from users' self-assessments are addressed
- Record the assessments and action plans
- Review
- Structure work to allow for periodic breaks
- Offer appropriate eye and eyesight testing



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- Refer those with health related symptoms to OHS on being made aware.

Your responsibilities

- Complete a DSE AssessRite Package
- Where possible take action to reduce risk to self and colleagues
- Report any concerns or ill health symptoms to your manager
- Report any changes made to your workstation to your DSE Assessor
- Ensure you take appropriate work breaks

Information, Training, self testing and assessment

4. These are all provided by a corporate-wide computer based package called AssessRite and managed departmentally. Your line manager or Departmental DSE Assessor will give you details of how to access this package.

Reducing Risk

5. Your Departmental DSE Assessors are responsible for monitoring training and self assessment. It is their responsibility to raise actions with the appropriate manager following an assessment. That manager is responsible for authorising and ensuring completion of those actions.

Reviews

6. If there has been a major change in software/ hardware or workstation furniture/ location; or a substantial increase in time spent using DSE or a change in tasks or lighting a DSE review should take place. Otherwise, reviews should take place annually.
7. It is your responsibility to inform the DSE Assessor or your manager of any changes you make to your workstation or any ill health symptoms you become aware of.

Work Breaks

8. The City Corporation is responsible for ensuring that work is structured to allow for periodic breaks to allow users to vary posture



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and prevent the onset of fatigue. The timing of the break is more important than the length and it is your responsibility to ensure these breaks are taken.

Eye and Eyesight Tests

9. There is no reliable evidence that work with DSE causes permanent damage to eyes or eyesight. However, it may make pre-existing defects more noticeable.
10. DSE users are entitled to eye and eyesight testing when first becoming a user and at intervals during employment, either on request due to visual difficulties being experienced or as recommended by the optician.
11. You may choose which optician you see but the City Corporation will only reimburse you up to £18 for eye and eyesight tests. Any costs incurred above that level must be met by you.
12. Where tests identify that the employee needs special corrective lenses for DSE distance only, the City Corporation must ensure this is provided and will pay £50 towards standard lenses or £60 for bifocals solely for DSE work. Costing for designer frames and tinted coatings are not covered.
NB. The provision of glasses excludes self-employed and agency staff.
13. For City based departments Hodd, Barnes & Dickens continues to offer employees a discounted rate. However, there is no obligation to purchase spectacles from the optician where the test is performed.