

## **Display Screen Equipment (DSE)**

There are various elements and requirements of The Health and Safety (Display Screen Equipment) Regulations 1992.

These include undertaking a workstation assessment, setting up your equipment and getting a DSE eye test.

All of these are designed to protect the health of people who work with Display Screen Equipment (DSE). That does not mean that DSE work is risky – it isn't, if the user follows good practice like setting up their workstation well and taking breaks during intensive work.

### **Who do these rules apply to?**

All Lincolnshire County Council (LCC) employees within scope of the Health and Safety (Display Screen Equipment Regulations) 1992, i.e. those employees (including temporary and casual employees) who habitually use DSE as a significant part of their normal work.

### **Why do we need to do this?**

The objective of this policy is to ensure that LCC identifies measures necessary to control the risks to health and safety from working with DSE through assessment, guidance, information and training.

### **Who is a 'DSE' User?**

The regulations define an employee to be a "DSE user" if they;

- normally use DSE for continuous or near-continuous spells of an hour or more at a time (this includes PPA time)
- use DSE in this way more or less daily
- have to transfer information quickly to or from DSE



## **How do we meet legislation?**

The first step is to complete a DSE Workstation Assessment to assess and reduce risks.

This involves looking at the whole workstation:

- The equipment
- The furniture
- The working environment

It also involves looking at factors specific to the individuals using the equipment, including their views.

The assessment will identify any issues or concerns, what actions are required, who is responsible for undertaking these actions and recording when these have been completed.

## **As a minimum (for an average , low risk employee) we should provide...**

- Suitable workstation, e.g. desk / workspace
- A laptop riser, a separate monitor would be 'gold' standard
- A suitable chair, adjustable height, castor feet, lumbar support
- Separate mouse and keyboard
- Provide an eye sight test – this can be done going and sourcing your eye test, you can then upload your receipt and claim this cost back through expenses on Business World.
- A desk lamp or blind if they have problems with lighting / glare

## **Examples of equipment you may need to provide:**

### **Different options of chairs, depending on the individual**



### **Mouse - Ergonomic mouse or a separate mouse**



### **Foot Rests**



**The link below will help you complete a DSE assessment for staff.**

[Workstation assessments - Display screen equipment - HSE](#)

DSE workstation assessment check list: [Display screen equipment \(DSE\) workstation checklist \(hse.gov.uk\)](#)

Once the assessment is complete any issues identified, need rectifying.

Once these are rectified, keep a note of what was done and how the problem was sorted.

DSE assessments can be done **every 3 years**, or when there have been changes, for example, the staff member becomes pregnant, moves desk or starts getting headaches / back ache.