



Royal Wootton Bassett Academy Trust **Health and Safety VDU**

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RWBAT Responsibility: MAT LT

Date ratified: **Version Number:** 1 **Committee Reviewed:** Standards

Related Policies:

School Health and Safety Policy
Wellbeing and Attendance Policy
Working From Home Policy

Relevant Legislation:

1. Management of Health and Safety at Work Regulations 1999
2. Workplace (Health, Safety and welfare) Regulations 1992
3. Reporting of Injuries, Diseases and dangerous Occurrences Regulations 1995 (RIDDOR)

Appendices

Appendix 1- Display Screen Equipment Workstation Assessment Form

Appendix 2 – Eye Test Claim Form

It is the policy of Royal Wootton Bassett Academy Trust to ensure so far as is reasonably practical, no harm occurs to employees as result of their use of Display Screen Equipment (DSE)

Rationale

To outline and adopt a clear policy on the Health and Safety issues around all users of computer screens and VDUs as an essential part of their working life for periods of greater than one hour at a time or for longer than 3 hours a day.

Aim

To ensure that all staff understand that there are significant Health and Safety issues around the use of VDU screens, and that there is a need to understand what these are and to adjust the working environment according to the needs of the individual.

Responsibilities:

1. The Trust Board: The Trust Board is to participate in the review of this policy
2. Headteacher: The Headteacher is to approve this policy
3. User: User is to report any concerns in relation to this policy

The term 'display screen equipment' includes all conventional desk top computers plus lap top units and mobile equipment.

Responsibility

Where users of Display Screen equipment are identified managers and supervisors are to:

- Arrange for a suitable assessment to be conducted by a competent person.
- Ensure all personnel are properly supervised and arrange their working day appropriately.
- Ensure each individual is provided with necessary information, instruction and training regarding the hazards, risks and controls associated with DSE.
- Consider any special arrangements that may be necessary for those individuals with an existing /developing health condition or disability.
- Investigate any complaints of discomfort or ill health relating to DSE.

Employees must:

- Report any concerns they may have to their supervisor or manager.
- Arrange their working day to ensure regular breaks away from DSE (as a guideline 5 minutes per hour)
- Correctly use the equipment provided.
- Comply with instructions and training.

The guidance in this section is aimed at employees. There is no requirement to ensure equipment used by students meets legislative standards although schools should aspire to encouraging and providing good working conditions and practices for all.

In essence, then, this advice is particularly aimed at those involved in administrative functions, the teaching of computer skills and others who *regularly* use DSE for prolonged periods and a *significant part* of their day. Of these, schools must identify 'Users'.

A user is defined as someone who regularly uses DSE

- A) For Continuous periods of more than one hour and
- B) For more than 3 hours per day on most days,

And who also meets most of the following criteria:

- C) Has no discretion as to whether the DSE can be used to do the job.
- D) Requires particular skills in the use of DSE
- E) Has fast transfer of information between user and screen as an important requirement of the job.

F) A high level of attention and concentration is required by the user.

Anyone who is designated a '**User**' must have a workstation which meets certain standards and is entitled to a financial contribution from their employer towards the cost of a regular eyesight test and, if necessary, corrective lenses. Both of these requirements are explained later in this section.

Others who operate DSE but are not designated as 'Users' should have workstations which meet these standards as far as is practicable but are not entitled to the financial contributions.

Assessments

Assessments are to be conducted by a competent person. Where an assessment identifies risk to an individual or group remedial measures will be taken to:

- Eliminate those risks by organizational measures
- Where the elimination of risks is not possible suitable control measures will be adopted, reviewed and monitored to ensure there is no adverse effects to an individual's health.

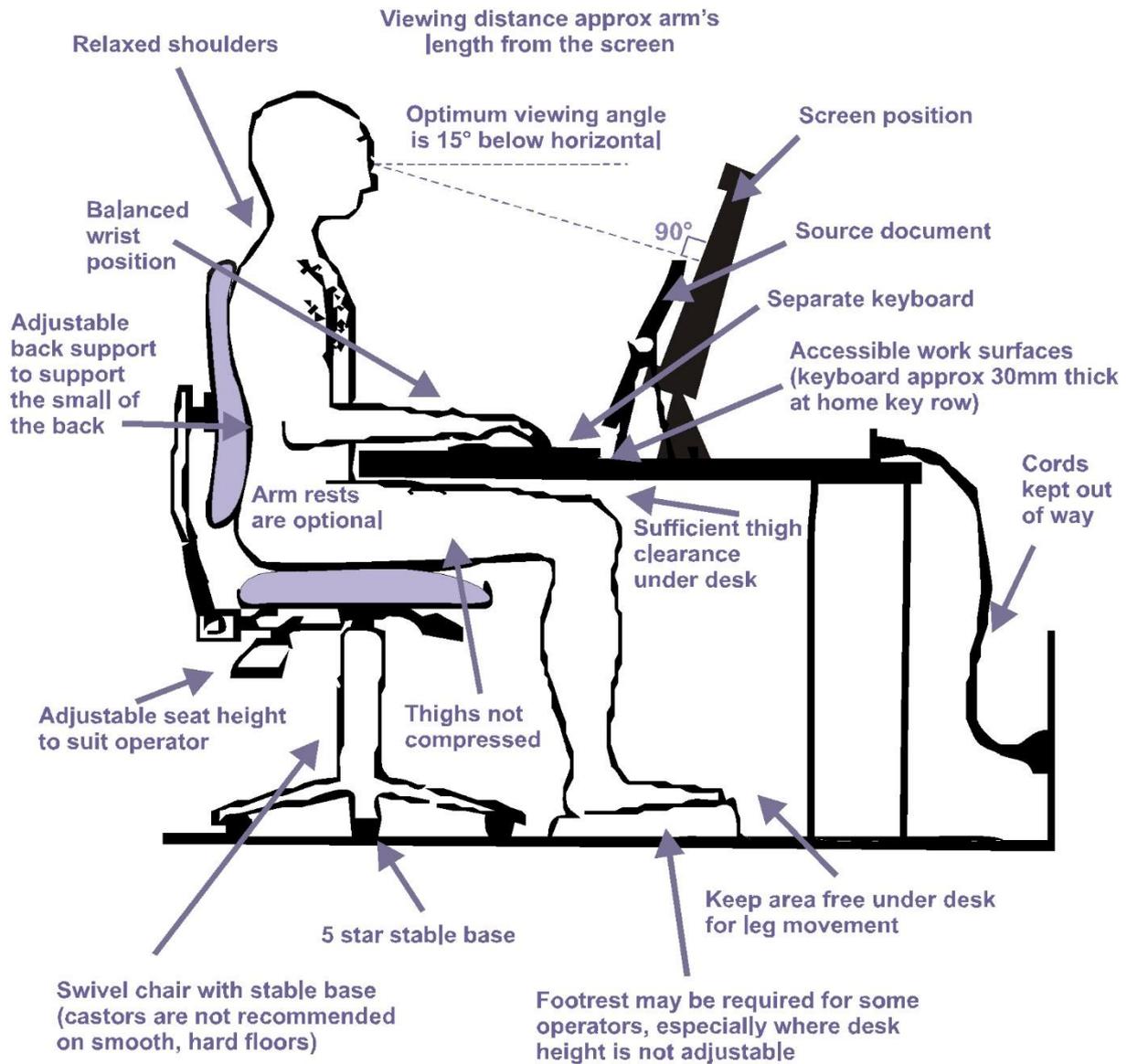
Users must be encouraged to take a 5 - 10 minute break from intensive keyboard work every 50 - 60 minutes. In practice, the normal day to day school environment is likely to produce regular breaks - answering the telephone, dealing with enquiries etc.

Pictorial guidance is also given later in the section. Assessments should be reviewed if circumstances alter significantly.

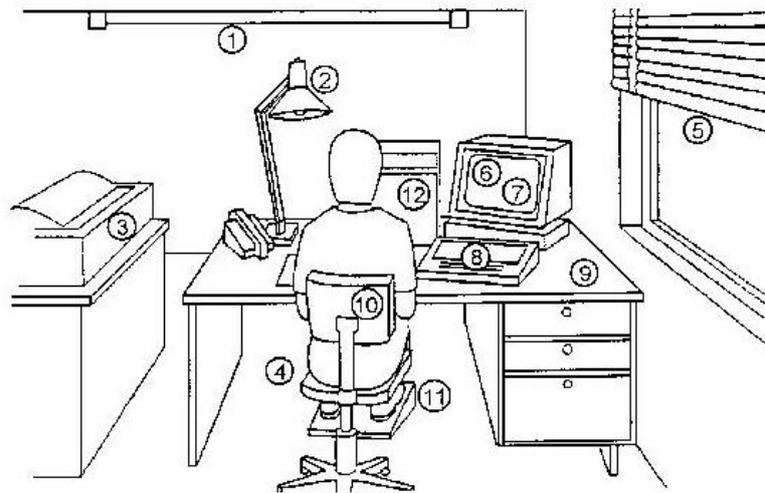
Please see Appendix 1 – Display Screen Equipment Workstation Assessment

Display Screen Equipment

DSE Workstation Set-Up



Display



- 1 Adequate lighting
- 2 Adequate contrast, no glare or distracting reflections
- 3 Distracting noise minimised
- 4 Leg room and clearances to allow postural changes
- 5 Window covering to adjust natural light
- 6 Software: appropriate to task, adapted to user, provides feedback on system status, no undisclosed monitoring
- 7 Screen: stable image, adjustable, easily readable, glare and reflection free
- 8 Keyboard: easily usable, adjustable, detachable, legible, glare free
- 9 Work surface: allow flexible arrangements, spacious, glare free, comfortable height
- 10 Work chair: adjustable, stable - 5 or more castors on base, swivelling seat
- 11 Footrest
- 12 Document holder: stable, adjustable and positioned to avoid change of head movement and re-focusing
- 13 Heat and humidity to be maintained at appropriate levels

Eye Tests

Designated DSE User Criteria

The Health and Safety (Display Screen Equipment) Regulations 1992, outlines the minimum Health and Safety requirements for work with Display Screen Equipment.

1. In meeting the 1992 regulations, Schools are required to bear the cost of eyesight tests and appropriate corrective lenses for their 'designated users' of Display Screen Equipment. Trust DSE users will be able to claim back the cost of an eye test up to £50 towards the cost of purchasing of spectacles, (should complete the form Appendix 2 and submitting receipts)
2. All 'designated users' are entitled to further tests as recommended by the medical practitioner.
3. A 'designated user' is described as an employee who regularly uses DSE equipment as part of their normal work, when most or all of the following criteria apply:
 - The individual depends on the use of the DSE to do the job, where alternative means are not readily available for achieving the same results
 - The individual has no discretion as to the use of non-use DSE.
 - The individual needs significant training and/or particular skills in the use of DSE to do the job.
 - The individual uses DSE in this way more or yes daily.
 - The fast transfer of information between the user and screen is an important requirement of the job.
 - The performance requirements of the system demand high levels of attention and concentration by the user, where the consequences of error may be critical.
 - The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for an hour or more at a time.

Training

All new starters will be advised through training of the risks associated with DSE use, current policy and procedures.

Appendix 1

DISPLAY SCREEN EQUIPMENT REGULATIONS SELF WORKSTATION ASSESMENT

Main User of Workstation: _____

Department: _____

Location of Workstation: _____

Name of Assessor: _____
(if not self-assessed)

In all questions marked * please check if the user knows how to adjust and use the equipment provided. User must be able to make these adjustments easily.

Furniture and Equipment		Action Necessary
Does the chair have adjustment for seat height and backrest height and angle?*	Yes/No	
Can the chair swivel and move freely?	Yes/No	
Can the user's feet rest comfortably?	Yes/No	
Is a document holder provided if required?*	Yes/No	
Is there adequate leg room to allow a range of comfortable positions to be adopted?	Yes/No	
Is the work surface large enough to allow free positioning of any DSE equipment/paperwork?	Yes/No	
Is there adequate space in front of the keyboard to rest wrists?	Yes/No	
Does the screen have adjustments for contrast and brightness?*	Yes/No	
Can the screen and keyboard be moved independently?	Yes/No	
Can the angle of the screen and the keyboard be adjusted?*	Yes/No	
Does the screen tilt and swivel?*	Yes/No	
Is the screen placed at an appropriate viewing distance?	Yes/No	
Visual Environment		Action Necessary
Is the screen free from reflections?*	Yes/No	
Is the workstation free from glare?*	Yes/No	
Is the screen clean?	Yes/No	
Is the image on the screen clearly defined, stable & flicker-free?	Yes/No	
General working environment		Action Necessary

Is it generally quiet enough to concentrate on work?	
Is the heat output of equipment at acceptable levels?	
Is the level of humidity acceptable?	
Is the lighting adequate for all tasks?	
Is the temperature comfortable?	
Work Organisation	Action Necessary
Are there other tasks to break up DSE work	
Are there any breaks away from DSE work?	
Is the software easy to use?	
If the work involves fast data input, has the user been informed of any software used to check performance?	
The User	Action Necessary
Has the user received training and information about organising the workstation?	
Has training been received on the use of software?	
Is the user's general posture correct?	
Does the user have any special needs or disabilities?	
Does the user claim to have problems with vision? (e.g. difficulty focusing, eye discomfort or headaches)	
Does the user claim to suffer from fatigue or stress?	
Does the user claim to get aches or pains in the neck, Back or shoulder or in the arms, elbows, wrists or fingers?	
Other Action taken:	
Signature of user	Date
Signature of Assessor	Date

Appendix 2

Provision of Spectacles for Designated DSE users in Schools

This form is for use by school staff who are designated DSE users only

1. To be completed by the Employee:

Name.....Post held.....

Payroll Number.....

Location.....

I have been operating a DSE since.....

Do you currently wear spectacles? YES / NO

Home Address:.....

.....

.....

2. To be completed by the Headteacher

In my opinion the above named member of staff fulfils the criteria laid down by the Health and Safety Executive and is designated a DSE user. (See over for criteria). I confirm that the School meet the cost of an eye test and/or the purchase of prescription.

Signed..... Name.....

FOR OFFICE USE ONLY

Eye test cost	Date issued
Spectacles cost	Date issued

Please note: You must obtain the Headteacher’s signature prior to booking your eye test. Trust DSE users will be able to claim back the cost of an eye test and up to £50 towards the cost of purchasing of spectacles, (using the Trust expenses claim form and submitting receipts).