

ROYAL HOLLOWAY, UNIVERSITY OF LONDON

HEALTH AND SAFETY DISPLAY SCREEN EQUIPMENT REGULATIONS

POLICY AND PROCEDURE

(Version 2)

This document sets out the commitment of the Council of Royal Holloway, University of London to ensuring that the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992, as amended, are met. It requires that the potential for harm to staff as a result of undertaking work with display screen equipment is either prevented, or where that is not reasonably practicable, is adequately controlled.

To achieve compliance with the requirements of this Policy and Procedure, the Council recognises the importance of its role in placing day-to-day responsibility with each head of department/school/director (hereafter referred to as 'managers'), assisted by their Health and Safety Co-ordinator or other designated member of departmental staff.

Section 1 – Defining Who Is A Display Screen User

The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended), together with this document apply to those who habitually use display screen equipment for a significant part of their normal work. For the purposes of this Policy and Procedure, a user is defined as a person spending one hour or more at continuous display screen work during a normal working day. Where there may be any doubt as to who may be classified as such a user, clarification should be sought from the College Health and Safety Office.

Staff are covered by the Regulations if they use display screen equipment:

- (a) at a College workstation;
- (b) at a workstation at home on College business;
- (c) at another employers workstation while on College business.

Section 2 – Display Screen Equipment Workstation Assessment and User Training

During their first week of employment, new employees shall receive instruction in the safe use of display screen equipment. Their workstation shall also be assessed for the purpose of establishing any risks to which that person may be exposed from the use of such equipment and identifying and taking any appropriate remedial action.

The assessment shall be conducted by a member of staff trained to the prescribed College standard and using the College's Workstation Assessment Checklist, which is based on the Health and Safety Executive's guidelines to the Regulations. The assessment is intended to identify any aspects of the work equipment requiring attention in order to ensure correct and safe workstation layout. It is also to provide the equipment user with training in the safe use of

equipment. A copy of the record of the assessment shall be forwarded to the Human Resources Department for retention.

A review of the existing assessment should be conducted when new equipment (e.g. display screen equipment and/or furniture/chair) is introduced or the user experiences discomfort. In the case of the latter, the Health & Safety Adviser must be consulted without delay.

Section 3 – Daily Work Routine of Users

The work of display screen equipment users shall be planned in order that short breaks or changes of activity periodically interrupt their work. In most cases, natural breaks or pauses occur as a consequence of the way in which work is organised and little, if any, further action will be necessary. Where such breaks do need to be organised, they should be of 5-10 minutes duration after 50 – 60 minutes of continuous screen/keyboard work.

Such breaks shall be undertaken to permit users to vary posture and undertake tasks for which there is not a need to view the screen or operate a keyboard (or similar tasks). User training will include the reasons for, and most appropriate way to utilise such time.

Section 4 – Eye and Eyesight Testing

During the first week of their employment for new staff, and wherever possible before undertaking display screen work for the first time for existing College employees, such personnel shall be advised of their entitlement to an eye and eyesight test. Where they wish to have such a test, this shall be conducted by a competent person (i.e. a registered ophthalmic optician or a registered medical practitioner with suitable qualifications).

The costs of eye and eyesight testing and, where appropriate, those for the provision of ‘special corrective appliances’ (basic appliances only, any additional costs being met by the employee) shall be met from the departmental budget to the total sum established by the College, from time to time.

Further information on the procedures for the provision of eye and eye sight tests can be found on the College Health and Safety Office website.

Section 5 – Frequency of Eyesight Tests

Repeat tests will be carried out at such intervals (usually every 2 years) as are recommended by the Optometrist or Medical Practitioner who carried out the previous test.

Outside of the normal cycle of eye tests, where users experience visual difficulties that may reasonably be considered to be related to display screen work, these should, in the first instance, be referred to the Health & Safety Adviser.

Section 6 – Existing or Transferred Staff: Workstation Assessments, Training and Eye Tests

While the above sections refer specifically to newly appointed staff, the same requirements in respect of workstation assessments and eye tests apply to existing staff.

Staff receiving new equipment or transferring to a new department should have a review of their workstation assessment conducted during the first week of new equipment being installed or their transfer having taken place.

The overriding principle is that any significant changes to the workstation, work location and possibly methods of working etc., may require a revision to be made to the original workstation assessment. In such cases, a review of the original assessment shall be conducted without delay and the Health & Safety Adviser consulted if it is unclear of the action to be taken.

Section 7 - Action Checklist for Managers

Each manager shall:

- 1) Bring this Policy and Procedure to the attention of all their staff.
- 2) Identify which member(s) of their staff require to be trained to undertake workstation assessments and arrange for this to take place. This training is provided by the College Health and Safety Office.
- 3) Identify those members of staff who are covered by the requirements of this document (i.e. those requiring a workstation assessment, training and who are entitled to an eye test).
- 4) Initiate a programme of workstation assessments, training and eye tests for those identified under 3) above.
- 5) Ensure that departmental records are held of the assessments undertaken (including reviews) and that copies are sent to the Human Resources Department, that eye tests are offered and that any corrective action identified to be necessary, is taken.
- 6) Ensure that the above arrangements are applied to new or transferred staff.
- 7) Ensure that the review of any workstation is conducted at least every 18 months to 2 years, and repeat eye tests are undertaken every 2 years.

Section 8 – The Role of the Health & Safety Adviser

Members of the Health & Safety Office will provide such help, advice, training and interpretation of the Regulations as may be necessary to enable the safe use of display screen and its associated equipment. Each department's compliance with the requirements of this Policy will be reviewed by members of the College Health and Safety Office during the health and safety audit process.

This Policy and Procedure forms part of the College's Health and Safety Policy.

Dr Richard Fisk
Health & Safety Adviser
Version 2
26/10/2009

'In accordance with the College's commitment to equality and diversity, this Policy has been written and screened to avoid discrimination and promote a positive approach to race, disability and gender issues. Comments on the content of this document should be directed to Mrs Leanie DuToit in the College Health and Safety Office.'