

Display Screen Equipment & Laptop/Tablet Procedures

Version and Date		Action/Notes: To be reviewed every 3 years. 18.11.2022
V.1	18.11.2019	

Introduction:

It is the policy of Elevate Multi Academy Trust (Elevate) and its Academies all computer (display screen) users will be assessed once they commence employment with the Trust. This will help Elevate determine whether or not they can be classified as users” for the purposes of current legal requirements.

This assessment will be carried out by completing a Display Screen Equipment (DSE) risk assessment. This will then determine whether or not any further action is required. Further advice can be obtained from NYCC HandS adviser.

Statutory Legislation and Government Guidance:

The Health and Safety (Display Screen Equipment) Regulations 1992 (the DSE Regulations) (including 2002 amendments):

The Regulations set down a series of minimum standards for the workstations used by DSE users. This includes seating, lighting levels and workstation layout.

Definition of User:

The Guidance to the DSE Regulations defines a ‘user’ as someone who uses a computer for ‘continuous spells of an hour or more at a time’ on a ‘more or less daily’ basis.

Procedures:

In order to comply with the DSE Regulations, the following procedures have been introduced which are to be followed by all staff:

- All new employees who are required to use computers as part of their job role will be given a self-assessment DSE risk assessment to complete within 2 weeks of starting work with Elevate. It is the duty of the Academy to provide this to all new starters;
- All existing employees should have completed a risk assessment. However, should a member of staff change workstations or become a DSE user for the first time, then another one should be completed. This should be done shortly after the change in location or job role. Whilst care has been taken to ensure that the risk assessment is self-explanatory, any queries can be referred to the line manager;
- Where the risk assessment identifies problems, such as glare, it is the responsibility of the individual’s line manager to ensure that these are rectified;

- Staff are actively encouraged to try and rotate their job tasks in order to spend a few minutes an hour away from the computer screen. This time should be spent engaged in work duties such as telephone calls and general office administration. If any employee feels that their workload does not permit adequate breaks, this should be brought to the attention of the individual's line manager. Where possible, this situation will be rectified;
- Where necessary, staff will be provided with training and information in order to help them set up their workstation correctly.

Employees Duties:

- Employees are expected to complete the self-assessment DSE risk assessment in a timely manner.
- They are also required to set up and operate their workstations correctly.
- In the unlikely event that any difficulties are experienced with workstations, employees should bring this to the attention of their line manager as soon as possible.
- Each employee is also expected to abide by the procedures laid down in this policy.

Laptop/Tablet Users

Some of Elevate's staff may use laptops/tablets instead of, or in addition to desktop computers. This is most likely to apply to those who spend much of the day outside the office.

The smaller size and design of laptop computers/tablet devices mean that, if used wrongly, users can experience discomfort. This is because the smaller screen and keyboard encourages users to bend over, causing shoulder and neck problems.

Laptops and tablets will be used according to the following guidelines:

- Laptops and tablets are only to be used where no desktop computer or docking station is available;
- Wherever possible, keep the use of laptops and tablets in stationary cars to a minimum. This is to prevent the additional stress on the spine and the increased likelihood of injury that could arise from unsuitable seating and limited space;
- Don't overload your laptop bag. Distribute weight as evenly as possible;
- Wherever possible the laptop/tablet should be positioned on a firm surface, which is the right height for its use;
- You are advised to angle the laptop/tablet screen to minimise reflections;
- Ensure that you have enough space in front of the laptop/tablet device to rest your wrists and forearms whilst working;
- Take regular breaks, at least ten minutes in every hour;
- If any discomfort is experienced whilst using a laptop or tablet device, it must be reported immediately;
- Ensure that the laptop/tablet device is stored out of public gaze at all times.