## RAMSEY MANOR LOWER SCHOOL
## DISPLAY SCREEN POLICY

Ramsey Manor Lower School is committed to safeguarding children and providing a safe, secure and healthy environment for them.
Ramsey Manor Lower School is a Values Education School. Our Values underpin everything we do.

**STATUS:  STATUTORY**

**DATE ADOPTED:**  December 2016

Policy agreed by staff:  RS                date: 1.12.16

Policy agreed by Governors:   JS        date: 1.12.16

Date of next review:  Dec 2017

## DSE QUESTIONNAIRE AND ASSESSMENT PROCEDURE

Staffs have a duty to work in accordance with the training and instruction given by the Headteacher.  All staff who are deemed to be 'DSE Users' should complete a DSE questionnaire.  See Appendix 1.

## RESPONSIBILITIES

**Head Teacher's Responsibilities:**

- To ensure permanent and temporary staff working in their school complete a DSE questionnaire on the spreadsheet on day 1 of **induction** and thereafter on an **annual basis.**

- To review users' answers to the questionnaire and complete the assessment report.

- To ensure the assessment report is followed.

- If user questionnaire risk ranking is above 80% LOW RISK record any actions if appropriate.

- If user questionnaire risk ranking is below 80% MEDIUM to HIGHER risk then the concerns need to be addressed.

- If user answers yes to Section 9 pains in arms, neck or shoulder then further investigation is needed to ensure the employee does not suffer DSE related ill health.

- Ensure employees are aware of the entitlement to a free eye sight test using the voucher scheme in accordance with the school's policy.

- To provide budget for equipment identified by assessment report.

- Where a staff member 'user' raises a matter related to health and safety in the use of DSE, the responsible Headteacher will investigate the circumstances, attempt to resolve the issue locally and advise the employee of actions taken.

- Ensure employees are provided with training.

- Identify hazards and complete section 2 of the DSE questionnaire.

***Employee's Responsibilities:***

- To complete the DSE questionnaire.

- To keep work stations tidy.

- To report problems with their workstation to their Headteacher.

- To work in accordance with the training and instruction given by the school on their workstation.

***CBC Health and Safety Team responsibilities:***
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- To provide advice and support on all aspects of DSE and Health and Safety to users and Headteachers. The CBC health and safety team do not provide health and safety training for schools.

- To liaise with Occupational Health where required.

- To monitor compliance with this guidance as part of school health and safety audits.

## DEFINITION OF A USER

Employees who use DSE and meet all or most of the following criteria are deemed to be 'users':-

- The individual depends on the use of display screen equipment to do the job.

- The individual has no discretion as to use or non-use of the display screen equipment to do the job.

- The individual needs significant training, and/or particular skills in the use of display screen equipment.

- The individual normally uses display screen equipment for continuous spells of 1 hour or more at a time.

- The individual uses display screen equipment in this way more or less daily.

- Fast transfer of information between 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, for example, where the consequences of error may be critical.


## LAPTOPS

When laptops are positioned on a desk the user has to lean forward to read the screen. Using a laptop in this position for long periods of time e.g. over three hours a day could lead to neck, back and shoulder pains.

For areas where short duration work is carried out or where laptops will be used for significant periods then laptop packs should be provided. A laptop pack consists of a separate laptop stand, a separate keyboard and mouse. The laptop pack allows the user to plug in their laptop and raise up the screen to use as an normal workstation.

Those staff that work at home on a laptop should be supplied with a lap pack depending on the amount of time that they spend at home on their computer and the findings of the DSE questionnaire.

The school should also provide a double strapped backpack or trolley bag.


**Employees should adopt the following advice when using laptops***:*

- **Do not** use the laptop whilst travelling on trains or other forms of transport if the only resting place for the machine is on your lap. In this position the neck and back will be stooped posture which can lead to chronic back or neck pain.

- **Do** report any eyestrain, upper limb disorders or other symptoms which are connected to your work with the laptop.

- **Do** use a wrist rest if you have any difficulty in positioning hands, wrists and forearms straight when keying in as the laptop keyboard is usually thicker than a PC keyboard.

- **Do** remember that the guidance with regard to display screen equipment is applicable to laptop use i.e. taking breaks, using fully adjustable chairs adopting good posture etc.  It is appreciated that staff using this equipment outside the office environment might not have access to a proper desk or chair but under such conditions should limit their use to the shortest time possible.

## REST BREAKS

The purpose of a break from DSE is to prevent the onset of fatigue.  To achieve this objective the 'User' should incorporate changes of activity into the working day.  There is no prescribed frequency or duration of breaks from DSE work.  Where possible, users will be given discretion to decide the timing and extent of off-screen tasks.  Any staff member, who believes that their DSE workload does not permit adequate breaks, should bring this to the attention of Headteacher.

Users of DSE are encouraged and will be expected, to take opportunities for breaks.  General guidance on breaks:

- Breaks should be taken before the onset of fatigue, not in order to recuperate and when performance is at a maximum before productivity reduces.

- Breaks or changes of activity should be included in working time.  They should reduce the workload at the screen, i.e. should not result in a higher pace or intensity of work on account of their introduction.

- Short, frequent breaks are more satisfactory than occasional, longer breaks; e.g. a 5 – 10 min break after 50 – 60 minutes continuous screen and/or keyboard work is likely to be better than a 15 minute break every 2 hours.

- If possible, breaks should be taken away from the screen.

- Informal breaks, that is time spent not viewing the screen (e.g. on other tasks), appear from study evidence to be more effective in relieving visual fatigue than formal rest breaks.

- Wherever practical, users should be allowed some discretion as to how they carry out tasks, individual control over the nature and pace of work allows optimal distribution of effort over the working day.

## INFORMATION AND TRAINING

All employees should receive training on the use of DSE on day 1 of their Induction and before they use the DSE for work.

Training should be provided on:

- Recognition of the hazards and risks for example screen reflections and glare, together with information on the health risks and what to look out for as early warning of problems.

- Explanation of the health risks and causes for example poor posture and lack of breaks.

- Describing what users can do to minimise these risk for example changing position adjusting furniture and equipment, regular cleaning of screens, taking breaks and changing activity.

- Reporting of problems or short comings in work pattern of workstations.

- Giving information on eyesight tests rest pauses and standards of workstations.

- How and when to complete a DSE questionnaire and the process of the assessment of risk and measures taken to reduce the risk.

- Training when workstations are altered.

- Use of laptops.

**APPENDIX 1**

**Please read before completing this questionnaire**

**To be completed on induction, and thereafter annually or following purchase of new equipment. Employees should have received DSE training from the school before completing this questionnaire. .**
**This DSE self assessment questionnaire should be completed by both office and home based staff. Hot desk users should keep their answers in mind when setting up their chair / desk. There is no need to complete a DSE self assessment each time you hot desk!**
**Guidance on posture and exercises can be obtained from website www.ergoergo.info. Information on VDU Health and Safety can be obtained from HSE guide - working with VDU's http://www.hse.gov.uk/pubns/indg36.pdf. Training on use of display screen equipment (DSE) can be accessed via the CBC E-learning portal.**

1. Please answer the following questions as **honestly** as you can.
2. If **further guidance** is required then **hold the cursor over the question** and a help box will appear.

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Please complete **all** the yellow boxes and then go on to complete the Questionnaire

| **Type of computer** | | **Date questionnaire completed:** | |
|---|---|---|---|
| Desktop Computer | ◉ | **Date returned:** | |
| Docking Station+Laptop | ○ | | |
| Laptop | ○ | | |

| **Your Name** | |
|---|---|

| Telephone Number | |
|---|---|
| Employee Number | |
| Department | |
| School | |
| Usual location in building (leave blank if hot desk) | |

| Name of your line manager | |
|---|---|

| | **Average number of hours** spent working on your computer per day **(numbers only, no text)** |
|---|---|
| | |

| | **Maximum hours** spent working on your computer per day |
|---|---|
| | |

**Questionnaire - Please select one of the three options for each question. If further guidance is required then hold the cursor over the question and a help box will appear.**

| | | N/A | Yes | No |
|---|---|---|---|---|
| | **Have you received adequate information, instruction and training to allow you to set your workstation up safety?** | | | |

| **1** | **THE SCREEN** | N/A | YES | NO |
|---|---|---|---|---|
| 1.1 | Can you read the text and characters easily? | ○ | ◉ | ○ |
| 1.2 | Can you adjust the brightness and contrast of your screen? | ○ | ◉ | ○ |
| 1.3 | Can you easily adjust your screen to a comfortable angle? | ○ | ○ | ◉ |
| 1.4 | Is the screen at such a height that you don't have to move your head and neck more than necessary? | ○ | ◉ | ○ |
| 1.5 | Is the screen free from glare? | ○ | ◉ | ○ |
| 1.6 | Is your screen free from flickering? | ◉ ○ ◉ ○ | | |
| 1.7 | Do you know how to clean your screen properly? | | | |

| **2** | **THE KEYBOARD AND MOUSE** | N/A | YES | NO |
|---|---|---|---|---|
| 2.1 | Is the keyboard moveable and able to tilt? | ○ | ◉ | ○ |
| 2.2 | Are the symbols on the keys clear? | ○ | ◉ | ○ |
| 2.3 | Does the keyboard currently have a matt finish? | ○ | ◉ | ○ |
| 2.4 | Is the bottom row of keys at | ○ | ◉ | ○ |
| | | ○ | ◉ | ○ |
| | | ○ | ◉ | ○ |
| | | ○ | ◉ | ○ |

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elbow height?

| | | |
|---|---|---|
| 2.5 | Are wrists straight when using the keyboard? | |
| 2.6 | Do all the keys work properly? | |
| 2.7 | Is the keyboard position comfortable to use? | |
| 2.8 | Does your mouse work smoothly at a speed that suits the user? | |
| 2.9 | Is your mouse comfortable to use? | |

| **3** | **THE DESK** | N/A | YES | NO |
|---|---|---|---|---|
| 3.1 | Is there enough **desk area** to work comfortably? | ○ | ◉ | ○ |
| 3.2 | Is there enough area **in front of the keyboard** to support your hands/ wrists? | ○ | ◉ | ○ |
| 3.3 | Do you have sufficient leg room on the **underside** of your desk? | ○ | ◉ | ○ |
| 3.4 | Is the gap under your desk **wide** enough for your legs? | ○ | ◉ | ○ |
| 3.5 | Is the space under your desk **deep** enough for your legs? | ○ | ◉ | ○ |
| 3.6 | Is there sufficient room for your **feet** under the desk? | ○ | ◉ | ○ |
| 3.7 | Is the desk **top** at the right height for you to work comfortably? | ◉ | ○ | ○ |
| 3.8 | Is the desk free of sharp edges or splinters that dig into you? | | | |
| 3.9 | **If you do copy typing** do you have an adjustable document holder? | | | |
| 3.10 | Is the surface of the desk free from uncomfortable glare and reflection? | ○ | ◉ | ○ |
| 3.11 | Is the desk **strong enough** for its purpose, and is it free from undesirable movement (sagging, rocking etc.)? | | | |

| **4** | **STORAGE** | N/A | YES | NO |
|---|---|---|---|---|
| 4.1 | Do you have adequate storage space or shelving? | ○ | ◉ | ○ |

| | | N/A | YES | NO |
|---|---|---|---|---|
| **5** | **THE CHAIR** | | | |
| 5.1 | Does the chair swivel freely from side to side? | ○ | ◉ | ○ |
| 5.2 | Does the chair have a minimum of 5 castors? | ○ | ◉ | ○ |
| 5.3 | Is the chair comfortable in use? | ○ | ◉ | ○ |
| 5.4 | Do you know how to adjust your chair properly? | ○ | ◉ | ○ |
| 5.5 | Is the chair adjustable to the correct **height** for your work? | ○ | ◉ | ○ |
| 5.6 | Is the chair's backrest adjustable in height and tilt? | ○ | ◉ | ○ |
| 5.7 | When your chair is adjusted properly, can you place your feet flat on the floor or on a footrest? | ○ | ◉ | ○ |
| 5.8 | Does the arrangement of your work station allow you to sit up straight to use the computer? | | | |

| | | N/A | YES | NO |
|---|---|---|---|---|
| **6** | **WORKSTATION ENVIRONMENT** | | | |
| 6.1 | Do you have enough space to change position/vary movement? | ○ | ◉ | ○ |
| 6.2 | Is the office free from damaged electrical sockets or trailing cables that can be tripped over? | ○ | ◉ | ○ |
| 6.3 | Is the temperature and humidity generally comfortable? | ○ | ◉ | ○ |
| 6.4 | Is your workspace free from regular uncomfortable draughts? | ○ | ◉ | ○ |
| 6.5 | Noise levels - Under normal conditions is your work area free from noisy printers, ringing telephones or loud conversations? | ○ | ◉ | ○ |

| | | N/A | YES | NO |
|---|---|---|---|---|
| **7** | **LIGHTING** | | | |
| 7.1 | Are the office lights suitable and free from excessive glare? | ○ | ◉ | ○ |
| | | ○ | ◉ | ○ |
| | | ○ | ◉ | ○ |

| 7.2 | Do the windows in your office have effective adjustable blinds? | | | |
|---|---|---|---|---|
| 7.3 | Ceilings should be a lighter colour than the walls or partitions, which should be lighter than the floor. Is this true for your office? | | | |
| 7.4 | Are walls/partitions moderately light in colour (i.e. pastel shade)? | ○ | ◉ | ○ |
| 7.5 | Is the lighting arranged so it does not cause dark corners or "gloom"? | ○ | ◉ | ○ |
| 7.6 | Is the lighting arranged so that it is not too bright, causing glare? | ○ | ◉ | ○ |
| 7.7 | If you require a personal desk lamp, do you have one? | ○ | ◉ | ○ |

| 8 | **WORK PRACTICES** | N/A | YES | NO |
|---|---|---|---|---|
| 8.1 | Do you generally take a 5 - 10 minute break from keyboard work at least once per hour of unbroken use? | ○ | ◉ | ○ |
| 8.2 | Do you think you have had adequate information, instruction and training to allow you to set your workstation up safely? | ○ | ○ | ◉ |
| 8.3 | Do you find your software reasonably easy to use? | ○ | ◉ | ○ |
| 8.4 | If you normally wear spectacles, or have any eye trouble, have you had an eye test within the last 2 years? | ○ | ◉ | ○ |

**-> please note change of order of YES / NO <-**

| 9 | **HEALTH** | N/A | NO | YES |
|---|---|---|---|---|
| 9.1 | Do you get sore/irritated/"pins-and-needles" hands, wrists or fingers whilst working, in the evenings or at weekends? | ○ | ○ | ◉ |
| | | ○ | ◉ | |
| 9.2 | Do you get neck/back/head ache regularly at work? | | | ○ |

| 10 | **OTHER COMMENTS OR PROBLEMS** |
|---|---|

| Please use this box to specify any other issues or concerns not covered in the above questionnaire, or to comment on your answers. |
| --- |
|  |

| Assuming you have answered all the questions correctly, the likelihood of you suffering from health affects arising from computer work is: | **Very Low** |
| --- | --- |

**THANK YOU.  NOW PLEASE SAVE AND EMAIL RETURN THIS FORM TO YOUR LINE MANAGER**

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