

## **DISPLAY SCREEN EQUIPMENT ASSESSMENT POLICY**

### **INTRODUCTION**

Tayside Contracts has a duty under the Health and Safety at Work Act 1974 to ensure, as far as reasonably practicable, the health, safety and welfare whilst at work of all our employees.

The Health and Safety (Display Screen Equipment) Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, place a duty on Tayside Contracts to ensure that all employees who regularly use Display Screen Equipment have a workstation assessment.

### **SCOPE OF POLICY**

The purpose of this policy is to ensure that Tayside Contracts' employees have a workstation that allows them to carry out their work efficiently and effectively without being exposed to unnecessary risks. This policy applies to all individuals working at all levels and grades within Tayside Contracts who use Display Screen Equipment (DSE) such as a PC, Laptop or Tablet daily, for a continuous period of one hour or more.

### **PROCEDURE**

All individuals should carry out a self assessment of their workstation and display screen equipment by completing a DSE Self Assessment Form, available on the Intranet. This should be submitted to your line manager who will check that all sections have been completed and thereafter passed to the Safety and Training Team for review by a trained DSE Assessor. If there are any issues or risks highlighted these will be controlled and/or resolved as soon as practicable through consultation between you and your line manager. Where issues cannot be resolved by you and your line manager, your line manager will arrange through Safety and Training for a DSE Assessor to review your work station. This may involve small modifications, for example, to the order you carry out tasks, use of equipment such as a document holder, checks by the IT Section, training on how to sit properly or a referral to Occupational Health for advice on a specialist chair.

If you have a disability or health condition that has a long term substantial adverse effect on your ability to carry out your job then you may be eligible for practical advice, support and an Access to Work Grant from Jobcentre Plus. An Access to Work Grant can help reimburse the purchase of special aids, equipment or adaptations needed at work, for contact details please refer to Appendix A.

Your line manager is responsible for prompting you to complete your DSE self assessment however you are responsible for approaching your line manager with any concerns regarding your workstation or equipment.

The Safety & Training Admin Team will maintain a record of your DSE self assessment on Snowdrop including details of any specialist equipment provided and a copy of the completed DSE self assessment will be retained within your HR file.

### **HOW OFTEN SHOULD A DSE ASSESSMENT BE CARRIED OUT**

All new employees should carry out a DSE self assessment as part of their induction when they commence work with Tayside Contracts. Thereafter you should carry out a DSE self assessment every

two years or when your workstation is adapted, if you move to a new workstation, if you experience health problems, if there is a significant change to your duties or when there are any other concerns.

## **WORKING IN A DIFFERENT LOCATION**

If you are working at a different location from your normal base on a regular basis and are using display screen equipment for a continuous period of one hour or more, then you should carry out an additional DSE assessment for that location.

## **MONITORING**

The Safety & Training Team are responsible for carrying out audits to check that DSE self assessments are being carried out and will report non compliance to the HR Manager.

## **POLICY VIOLATIONS**

Failure to comply with this policy may result in individuals being investigated and disciplinary action taken against them in accordance with Tayside Contracts' Disciplinary Policy.

## **RELATED POLICIES**

The Display Screen Equipment Assessment Policy links to the following policies which can be accessed on the Intranet, or requested from your line manager or the HR Admin Team:

- Internet and Email Use Policy
- Occupational Health and Safety Policy
- Sickness Absence Management Policy

## **POLICY REVIEW**

The Display Screen Equipment Assessment Policy will be reviewed at three yearly intervals, or as required by legislative changes.

## **GENERAL DATA PROTECTION REGULATION**

Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

**Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or [employment.policies@tayside-contracts.co.uk](mailto:employment.policies@tayside-contracts.co.uk)**

**If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or [angie.thompson@tayside-contracts.co.uk](mailto:angie.thompson@tayside-contracts.co.uk)**

## Appendix A

### USEFUL CONTACTS

Organisation	Website	Telephone Number	Email
GOV.UK - Access to Work	<a href="http://www.gov.uk/access-to-work/overview">www.gov.uk/access-to-work/overview</a>	Telephone: 0345 268 8489 Textphone: 0345 608 8753  The 0845 code can be used as an alternative to the 0345 code.	<a href="mailto:atwosu.london@dwp.gsi.gov.uk">atwosu.london@dwp.gsi.gov.uk</a>