



SAFE USE OF COMPUTERS (DSE) POLICY

Date	Purpose of Issue / Description of Change	Equality Impact Assessment Completed
12 th Nov 2014	Initial Issue	
16 th March 2023	Reviewed and approved by the Health, Safety and Emergency Management Task Group	1 st April 2014. Reviewed 16 th March 2023

Policy Officer	Senior Responsible Officer	Approved By	Date
Head of Health & Safety	Chief Operating Officer	Health & Safety Committee	12 th Nov 2014

This Policy will be reviewed in 2026

1. INTRODUCTION

The Health and Safety (Display Screen Equipment) Regulations set out the minimum health and safety requirements for work with Display Screen Equipment (DSE). The Regulation's objectives are to improve working conditions at DSE by providing ergonomic solutions, to provide DSE Users with adequate information about the hazards and control measures associated with their workstations and to provide those persons using DSE with the means of obtaining an eyesight test.

2. POLICY STATEMENT AND SCOPE

It is the policy of Bangor University, so far as is reasonably practicable, but in accordance with the relevant statutory requirements and good practice, to ensure the health and safety of staff, students and visitors to the University.

This Policy details the requirements placed on the University and its Colleges, Professional Services and Computer Users for the Safe Use of Display Screen Equipment.

The Policy applies to:

- Each College, School and Professional Service who has members of staff using Display Screen Equipment through the course of their work.
- Staff who use Display Screen Equipment either at work or at home as part of their work.
- Workstations provided by Colleges and Professional Services for staff and student use.

The Policy does not apply to:

- Visitors who request to use Display Screen Equipment whilst on University Premises.

3. RELATED POLICIES AND LEGISLATION

In addition to those general duties in law, the University and its constituent Colleges and Professional Services, have a specific obligation under the Display Screen Equipment (DSE) Regulations to ensure the health and safety of staff using DSE as part of their work routine. This also includes staff using DSE at home on behalf of their College / Professional Service.

4. DEFINITIONS / TERMINOLOGY

For the purposes of this Policy the following definitions apply:

- **Computers:** Includes all Display Screen Equipment (DSE) which are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices. e.g., Computers, Tablets, Smartphones and other handheld computerised devices.
- **Use:** Use of DSE for, or in connection with, work.
- **User:** Any member of Staff who uses DSE daily, for continuous periods of an hour or more as part of their normal work. This could include a User at a fixed workstation, a mobile worker, working from home or hot-desking.
- **Workstation:** The workstation includes: the screen, desk, chair, keyboard, telephone, headset, disk drive etc. and the immediate environment around the DSE.
- **Campus Workstation:** A workstation consisting of a University issued desktop or laptop computer in a dedicated area or an on-site hot-desking location.
- **Home Working (Dynamic Working):** A framework allowing staff to work more flexibly where their job allows it.

- Home Working (Contractual): The University-issued contract states the place of work is at home.

5. DUTIES OF THE UNIVERSITY

The University will:

- a. Establish, through this Policy, procedures that seek to comply with legislation to safeguard the health and safety of DSE Users as defined above.
- b. Provide adequate resources to support the implementation of this Policy.
- c. Delegate, in line with the University's management system, the duty to implement this Policy to Deans of College and Directors of Professional Services.

6. COLLEGE / PROFESSIONAL SERVICE RESPONSIBILITIES

Each Dean of College / Director of Professional Service has a duty to ensure the health and safety of all DSE Users. As such each College and Professional Service must:

- a. Ensure campus workstations, including staff hot-desking facilities, or purchases of computers and associated workstation equipment and furniture meets the minimum standards of the Regulations and are suitable to meet the needs of the individual and the task at hand.
- b. Ensure an equality provision, where extra (specialist) equipment is provided at the campus workstation this should also be replicated for the home workstation. In relation to home working under the Dynamic Working framework, you are not required to provide standard workstation furniture. Equipment may be provided in accordance with the University's Employee Travel and expenses Policy. If reasonably practicable measures cannot be taken and the home is not a suitable work environment, then alternative arrangements such as campus working should be arranged.
- c. For staff who are contractually required to work from home, provide equipment, as appropriate.
- d. For staff who are embedded or work at other employer premises, including research partners, confirm suitable arrangements are in place to provide a safe working environment.
- e. Ensure all DSE Users complete appropriate Safe Use of Display Screen Equipment (Computers) online Training and a DSE Online Assessment for each workstation, as appropriate. DSE Assessments should be completed as soon as possible upon commencement of a new role and be updated if any significant changes in workstation provision / location / nature of work occurs.
- f. Promote regular breaks away from screen work for all Users.
- g. Reimburse or provide a contribution (to a maximum value set by the University) towards the cost of eyesight tests, and towards the cost of special corrective appliances (glasses) specifically for DSE work. Note: The University has no legal obligation to provide eyesight tests or corrective appliances for Undergraduate and Postgraduate students (non-employees) or other non-employees based at the University.
- h. Appoint and support a person(s) to undertake the role of DSE Assessor.

7. DUTIES OF THE DSE ASSESSOR

The DSE Assessor will support the Dean / Director on the implementation of this Policy through:

- a. Receiving DSE Assessor training, as appropriate.

- b. Ensuring periodic (at least every 3 years) DSE Online Assessment Form submissions for all members of their College / Service are received for each workstation location, as appropriate.
- c. Reviewing the Assessment Forms, confirming any necessary adjustments to the workstation will be undertaken, as appropriate.
- d. Monitoring actions identified and confirming their completion, and arranging subsequent reviews with the User, as necessary.
- e. If adjustments to the workstation do not resolve health concerns, asking the line manager to refer the User to the Occupational Health Practitioner for further evaluation.
- f. Keeping records of DSE Assessment Form submissions and the actions taken.
- g. Regularly promoting DSE Training and Assessment to staff and seeking to continually improve completion rates.

8. STAFF RESPONSIBILITIES

Members of Staff who use DSE daily, for continuous periods of an hour or more as part of their normal work are considered to be Users, in accordance with this Policy. This could include the use of a fixed computer workstation, computer work from home, use of hot-desking facilities, and use of hand-held computerised devices.

All Users must:

- a. Complete appropriate Safe Use of Display Screen Equipment (Computers) Training, and complete and submit a DSE Assessment for their campus workstation, and where applicable their home workstation.
- b. Adjust their own workstation and work practices in accordance with the training and guidance to ensure their own health and safety. Please note in relation to home working under the Dynamic Working framework, the University is not required to provide standard workstation furniture. Equipment may be provided in accordance with the University's Employee Travel and expenses Policy. To ensure an equality provision, where extra (specialist) equipment is provided at the campus workstation this should also be replicated for the home workstation. If reasonably practicable measures cannot be taken and the home is not a suitable and safe work environment, then alternative arrangements such as campus working will be facilitated.
- c. Where using hot-desking facilities and a DSE Assessment is impracticable, adjust the workstation in accordance with their ergonomic needs, ensuring their safety.
- d. If the assessment identifies issues that cannot be rectified, discuss these with the College / Service DSE Assessor to achieve a suitable resolution. Where health risks are a concern, a referral to the Occupational Health Practitioner may be required.
- e. Where their workstation significantly changes, and at least every 3 years, or where they have concerns, undertake a new DSE Assessment.
- f. If an underlying health condition develops or exists, discuss this with their DSE Assessor in the first instance.

The University encourages all DSE Users to receive an eyesight test (normally every 2 years) and the College / Service will reimburse or provide a contribution for this. In addition, they will contribute towards the cost of special corrective appliances (glasses) specifically for DSE work.

9. FURTHER GUIDANCE

In addition to the information found in this Policy more practical and procedural guidance can be found in associated Information Sheets and on the Health and Safety Website.

10. REVIEW AND AUDIT PROCEDURES

Health and Safety, Campus Services may undertake periodic audits or reviews to assess the effectiveness of and compliance with, this Policy.

Colleges / Professional Services must periodically review their own procedures to ensure the requirements of this Policy are implemented, suitable and effective.

The Health, Safety and Emergency Management Task Group will review this Policy in accordance with the agreed Review Schedule, with any significant changes considered by the University Executive.

End.