



This Policy Standard details the requirements placed on the University and its Colleges, Departments and Computer Users for the Safe Use of Computers (Display Screen Equipment).

The document applies to:

- *Each College, School and Department 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 Departments for staff and student use.*

The document does not apply to:

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

Approved by Health & Safety Committee:	12 th November 2014
Date of Implementation:	12 th November 2014

1. POLICY STATEMENT

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

2. INTRODUCTION

In addition to those general duties in law, the University and its constituent Colleges and Departments, 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 / Department.

The following definitions will apply:

<i>Display Screen Equipment (DSE)</i>	<ul style="list-style-type: none"> • <i>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</i>
<i>Use</i>	<ul style="list-style-type: none"> • <i>Use of DSE for, or in connection with, work</i>
<i>User</i>	<ul style="list-style-type: none"> • <i>Any member of Staff or employed Postgraduate Student who uses DSE as part of their work</i>
<i>Workstation</i>	<ul style="list-style-type: none"> • <i>The workstation includes: the screen, desk, chair, keyboard, telephone, disk drive etc. and the immediate environment around the DSE</i>

3. BACKGROUND AND INFORMATION

The Health and Safety (Display Screen Equipment) Regulations set out the minimum health and safety requirements for work with Display Screen Equipment (DSE) and the objectives are to:

- Improve working conditions at DSE by providing ergonomic solutions.
- Enable all persons using DSE to obtain adequate information about the hazards associated with their workstations.
- Inform persons of the control measures associated with their workstations.
- Provide those persons using DSE with the means of obtaining an eye and eyesight test.

4. DUTIES OF THE UNIVERSITY

In accordance with the University's Health and Safety Policy, day to day managerial responsibility for health and safety has been delegated to each College and Department. It is the responsibility of these to implement this Policy Standard and follow the procedures detailed in the associated Information Sheets.

5. COLLEGE / DEPARTMENT RESPONSIBILITIES

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

- a) Ensure any existing workstations, or purchases of computers and associated workplace equipment and furniture meets the minimum standards of the DSE Regulations and/or are suitable to meet the needs of the individual and the task at hand.

- b) Ensure all staff have completed appropriate Safe Use of Display Screen Equipment (Computers) Training.
- c) Ensure 'Users' including 'Users' who work from home as a contractual requirement of their role complete the DSE Online Assessment Form, or alternative self-assessment. Note: These should be updated and re submitted if any significant changes in workstation provision / location / nature of work or health problems thought to be connected with DSE occur.
- d) Provide a contribution towards the cost of eye and eyesight tests and towards the cost of special corrective appliances (glasses) in accordance with the University procedure. Note: The University has no legal obligation to provide eyesight tests or corrective appliances for Undergraduate and Postgraduate students (non-employees) or staff of other employers based at the University.
- e) Appoint a person to undertake the role of DSE Assessor.

6. DUTIES OF THE DSE ASSESSOR

The DSE Assessor must:

- a) Attend DSE Assessor training.
- b) Ensure DSE Online, or alternative system, Assessment Form submissions for all members of the College / Department are received.
- c) Review the Assessment Forms, confirming suitability for the task in hand or, where required, making sure any necessary adjustments to ensure the workstation are undertaken, meeting the specified minimum requirements, with items identified for further action as appropriate.
- d) If there are further actions beyond adjustments e.g. purchase of a new chair, follow their College / Department authorising, requisition and purchasing procedures.
- e) Monitor actions identified by the Assessment Form submission until they are completed, arranging subsequent reviews with the 'User' as necessary.
- f) Keep records of DSE Assessment Form submissions and the actions taken.

7. DUTIES OF STAFF

Every member of staff using Computers must:

- a) Complete appropriate Safe Use of Display Screen Equipment (Computers) Training.
- b) Adjust their own workstation and work practices in accordance with the guidance given to ensure their own health and safety.
- c) After completing the Safe Use of Display Screen Equipment (Computers) Training, complete and submit a DSE Assessment Form.
- d) If required from the assessment, liaise and co-operate with the College / Department DSE Assessor or Health and Safety Services (as appropriate).
- e) Comply with the requirements of the Eyesight Test and Purchase of Corrective Appliances (Glasses) procedure.
- f) Review and resubmit the Assessment Form if any changes in workstation provision / location / nature of work or health problems thought to be connected with DSE occur.

8. FURTHER GUIDANCE

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

9. REVIEW AND AUDIT PROCEDURES

Health and Safety Services will carry out general and periodic audits to ensure compliance against this Policy Standard and legislation in general.

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

In addition, the University's Health and Safety Committee may from time to time review the effectiveness of this Policy Standard.

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