

Safety Management Code 11

Use of Display Screen Equipment

1 Introduction

Purpose

- 1.1 This code sets out the arrangements and standards expected across UKRI for managing, so far as is reasonably practicable, the risks to the health and safety of its employees from the use of Display Screen Equipment (DSE).

Nature of risk

- 1.2 Prolonged or incorrect use of DSE can be associated with a risk of short-term headaches and fatigue or of long-term and debilitating musculo-skeletal injuries which in severe cases can leave individuals unable to continue work.

Legislation

- 1.3 Work with display screen equipment is subject to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

Guidance

- 1.4 Work with display screen equipment. Guidance on Regulations. HSE Publications, L26, 2e, 2003.
- 1.5 Working with display screen equipment (DSE). A brief guide. HSE, INDG36(rev4), 2013.
- 1.6 BS EN ISO 9241 - Ergonomics of human-system interaction. Multiple parts.
- 1.7 Research Council Homeworking Guidance, Jan 2015.

2 Scope

- 2.1 This code applies to:

- the use of personal computers (desktop, laptop, notebook or tablet), and any other equipment containing display screens, for example in laboratory or workshop equipment;
- all employees, temporary workers, students or others where UKRI is the host employer;
- contractors or tenants where UKRI provide DSE;
- DSE used by UKRI staff while working at non-UKRI sites or overseas, or while travelling on UKRI business;
- the use of DSE by employees at home when regular or frequent home working has been agreed by line management; such working would normally be formal and contractual.

- 2.2 It does not apply to:

- occasional, ad hoc use of DSE at home outside of contractual agreements for home working, although it is recommended that the principles of DSE management are applied at home in the same way as at work;

- contractors or tenants on UKRI sites who provide their own DSE.

2.3 Requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 concerning provision of eye-care are applied only to UKRI employees.

3 UKRI definitions

3.1 **DSE User** – In the regulations a DSE user is someone who habitually uses DSE for a significant part of their work. Given the ubiquitous use of DSE this is likely to include the vast majority of UKRI staff, so for simplicity, for UKRI purposes **all** employees, temporary workers, students or other persons are considered to be DSE users unless specifically identified otherwise in local arrangements (e.g. some mariners).

3.2 **DSE Advisors** – Competent staff, possibly health and safety advisors or others, appointed locally to assist with completion and implementation of DSE self-assessments, including advice to staff and management on DSE working practice, working arrangements and suitability of equipment.

4 Implementation

Specific responsibilities

4.1 Executive Chairs, Corporate Directors or other senior managers shall:

- ensure that resources are available to enable the research centre to comply with the requirements of this code;
- review performance and check that action is being taken to address any DSE-related risks or ill health.

Training requirements

4.2 The following training related to DSE use and management are the minimum UKRI mandatory requirements. Individual research centres may exceed this where considered appropriate.

Role	Scope of training	Typical nature	Frequency
DSE Users	DSE use and self-assessment	20-30 min, on-line	5-yearly
DSE Advisors	Suitable DSE assessor training agreed by Centre H&S advisors.	1-day, usually external	5-yearly
Managers	Management of DSE users	Integral to generic H&S management training	5-yearly

Records and document retention

4.3 The following records and documentation relating to management of DSE shall be maintained:

Type of records	Retention period	Comments/ justification
DSE assessments	5 years	
Evidence of remedial actions	5 years	
Evidence of training completion	Employment of individual + 3 years	
OH advice	Employment of individual + 3 years	

Document Control Sheet

Document ownership and approval

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Review history

Review date	Reviewed by	Outcome

Revision history

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0.1	Draft	10 Jan 2019	First draft in new format
0.2	Draft	24 Jan 2019	Restructured following working group discussion
0.3	Draft	21 Feb 2019	Amend definition of user to allow exemption
0.4	Draft	7 Mar 2019	Inclusion of feedback from UKRI H&S Advisors Group
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