

## DISPLAY SCREEN EQUIPMENT

*Rooted in Christ and Catholic tradition and under the guidance of its patrons St Edmund and St Hugh, the College aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.*

*Avita Pro Fide!*

*St Edmund's is committed to ensuring the welfare and protection of children in their care and this commitment is a fundamental part of the role of every employee employed by St Edmund's.*

### **Purpose**

It is the policy of St Edmund's College to provide a safe and healthy working environment for employees which includes particular measures to protect their health and safety when using Display Screen Equipment (DSE) in accordance with the Health and Safety (Display Screen Equipment) regulations 1992.

Display Screen Equipment (DSE) is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens and those used in emerging technologies such as laptops, touch-screens and other similar devices.

Computer workstations or equipment can be associated with neck, shoulder, back or arm pain, as well as with fatigue and eyestrain.

### **Scope**

This policy applies to all staff and students who are identified as a main user (someone who regularly use DSE as a significant part of their normal work and on a daily basis for continuous periods of an hour or more).

### **Main User Guidance**

The following guidance is provided for all main users:

- Forearms should be approximately horizontal and the user's eyes should be the same height as the top of the screen.
- Make sure there is enough work space to accommodate all documents or other equipment.
- Arrange the desk and screen to avoid glare or bright reflections.
- Adjust curtains or blinds to prevent intrusive light.
- Make sure there is space under the desk to move legs.
- Avoid excess pressure from the edge of seats on the backs of legs and knees. Smaller users may find a footrest helpful.
- Look away from the DSE from time to time and blink often.
- Regularly stretch and change position.

## **Keyboards**

- A space of at least 4 inches (10cm) should be available in front of the keyboard so you can rest your hands and wrists when not keying.
- Try to keep wrists straight when keying.
- Good keyboard technique is important and you can do this by keeping a soft touch on the keys and not overstretching the fingers.

## **Using a mouse**

- Position the mouse within easy reach, so it can be used with a straight wrist.
- Sit upright and close to the desk to reduce working with the mouse arm stretched.
- Move the keyboard out of the way if it is not being used.
- Support the forearm on the desk, and don't grip the mouse too tightly.
- Rest fingers lightly on the buttons and do not press them hard.

## **Reading the screen**

- Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment.
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position.
- Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).

## **Work Station Assessment**

Computer equipment is installed by the IT Department in accordance with the recommendations above. A main user can request a formal workstation assessment at any time by contacting either the Health and Safety officer or IT Department.

## **Providing Eye Tests and Necessary Glasses for DSE Work**

At the request of a main user St Edmund's will cover the reasonable cost of an employee's eye test every 2 years or sooner if recommended by their optician when an underlying medical condition requires it. If an optician identifies that a main user needs glasses specifically for DSE work St Edmund's will pay for a basic pair of frames and lenses.

Frequency of review: 3 years

Policy last reviewed: February 2017

Next review due: February 2020