

CSC Compliance Guidance

Display Screen Equipment (DSE)

As an employer, you must protect your workers from the health risks of working with display screen equipment. DSE are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, tablets, smart phones, touch screens and other similar devices.

The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for an hour or more at a time. We describe these workers as 'DSE users'. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.



How to protect the health of workers

In law, employers must:

- Complete a DSE workstation assessment
- Reduce risks, including making sure workers take breaks from DSE work or do something different
- Provide an eye test if a worker asks for one
- Provide training and information for workers

Some workers may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a combination of factors.

The law applies if users are, for example:

- At a fixed workstation
- Mobile workers
- Home workers
- Hot-desking (workers should carry out a basic risk assessment if they change desks regularly)

Consulting your employees on DSE

Workplaces where employees are involved in taking decisions about health and safety are safer and healthier. Collaboration with your employees helps you to manage the potential health problems associated with DSE in a practical way by:

- Helping spot the risks
- Making sure health and safety controls are practical
- Increasing the level of commitment to working in a healthy way

Consultation involves employers not only giving information to employees, but also listening to them and taking account of what they say before making health and safety decisions.

Who is a user? DSE risk assessment

Help to decide if an employee is a user by completing the form 'Who is a User?' from the health and safety policy.

If a person is a user, then the display screen assessment form must be used. The 'conclusions and recommendations' box must always be filled in with details of any improvements needed to workstations or the way people work at them. General information on safe working practices and advice should also be included.

The HSE DSE and work station checklist is a useful tool that can also be utilised from the HSE website:

<https://www.hse.gov.uk/pubns/ck1.pdf>

If users are suitably trained, they can fill in the checklist themselves.

A lack of DSE assessments would be a **CRITICAL ISSUE**.

How to control the risk

As an employer, you need to assess the risks associated with using DSE equipment and any special needs of individual staff.

You should use your assessment to decide what needs to be done and check that action is taken. Make a record of your significant findings. Any record you produce should be simple and focused on controls.

Few workplaces stay the same, so it makes sense to review what you are doing on an ongoing basis. The risks from DSE can be controlled by following straightforward, low-cost controls. A useful HSE guide working with DSE can be found at <https://www.hse.gov.uk/pubns/indg36.pdf>. This guide includes straightforward control measures that can be added to the risk assessment and put into practice.

The guide covers:

- Getting comfortable
- Well designed workstations:
 1. Keyboards and keying in (typing)
 2. Using a mouse
 3. Reading the screen
- Changes in activity
- Portable computers

Training

You must provide information, instruction and health and safety training to users to help them identify risks and safe work practices. When training users, consider explaining:

The risks from DSE work and the controls you have put in place

- How to adjust chairs and other furniture
- How to clean the screen and mouse
- Good posture
- Arranging desk space
- Adjusting screens and lighting to avoid reflections and glare
- Breaks and changes of activity
- Who to contact for help and to report problems or symptoms
- How to use the display screen equipment (DSE) workstation checklist

You may need to retrain users if you make significant changes to workstations. A lack of training would be a **CRITICAL ISSUE**.