

Display Screen Equipment (DSE) at a Glance

2. SCOPE



- 2.1 In accordance with legislation, the RNLI is required to identify users of display screen equipment; and to carry out an assessment of work stations, and, as far as reasonably practicable, introduce measures that will eliminate or minimise health effects such as upper limb disorders, eye and eyesight effects, fatigue and stress.

5. PROCEDURE

- 5.1.1 All staff who are considered to be 'users' must complete the Display Screen Equipment (DSE) self-assessment questionnaire (which can be found in the [Learning Zone](#)) every two years or when a significant change occurs.

5.1.2 **Hot desking**

For multi-occupancy workstations, each user must complete an assessment on one of the workstations they use and then apply the principles to all other workstations used, informing their line manager of any problems e.g. a broken chair.

5.2 – Assessment

- 5.2.1 We will ensure that a 'suitable and sufficient' assessment has been carried out for all workstations utilised by users.
- 5.2.2 The assessment will be reviewed in the light of changes in individual capability, their working environment, or where there has been some significant change to the workstation e.g. change to workstation furniture.
- 5.2.3 Should a user identify that they have an issue with their workstation due to for example repetitive strain injuries or back conditions they will bring this to the attention of their line manager. Depending on the nature of the issue a re-assessment will be organised with either an internal or external trained assessor as soon as is reasonably practicable.
- 5.2.5 Where is it not possible to reduce the level of risk and there remains a significant risk of injury and/or ill health, a referral by the line manager in consultation with People Services should be made to the Occupational Health Team, in order that a further detailed assessment can be carried out.
- 5.2.6 Based on an assessment by the trained assessor or the Occupational Health Team we will look to provide (via Information Services (IS) Department's Procurement Team) specialist equipment including ergonomically designed keyboards, mouse, software (voice activated) etc., specialist chairs, standing desks, balance ball seats etc. will be provided by facilities.



5.2.7 **Working from home**

Where a person wishes to work from home as their permanent work location this must be agreed with their line manager through the completion of a flexible working request (refer to the RNLI's Working at Home Policy) and where we provide computers, desks etc. a DSE assessment will be carried out on their workstation as part of this process.

5.3 – Working practices

5.3.1 The three key steps for users working with display screen equipment are:

- Adjust furniture and equipment to suit your needs – DO NOT adjust your own posture to suit the workstation.
- Avoid adopting a static posture and avoid, where possible, prolonged DSE work without a change of activity.
- Always report problems with your furniture, equipment or health as soon as these arise.

5.3.4 We would suggest that exercise at your workstation can help you release muscle tension and reduce the risk of aches and pains: Appendix 2 (Do stretches gently, don't do any stretches that cause pain; hold each stretch for 15–20 seconds.)

5.4 – Equipment



5.4.3 General day to day maintenance of all DSE equipment will be the responsibility of the user i.e. cleaning screens.



Any defects or problems must be reported to your line manager, as soon as possible. We don't expect you to put yourself at risk by continuing to operate a defective piece of equipment.

5.6 – Eye care



5.6.1 We are required to provide appropriate eyesight test every two years to those Employees identified as users. The test is to be carried out by a registered ophthalmic optician. We have arranged a voucher scheme for the testing of eyesight and details can be found on porthole under the VDU (Visual Display Unit) Eye care Scheme.

5.6.2 Where a Volunteer is identified as a user, we will give consideration to offering an eyesight test and where required glasses.



5.6.3 If Employees are found to require glasses solely and specifically for VDU use they will then be entitled to a pair of glasses. Specific details can be found in the VDU (Visual Display Unit) Eye Care Scheme.

9. APPENDICES



9.1 Appendix 1 HSE INDG 36 "Working with display screen equipment"
Appendix 2 Suggested DSE Workstation exercises
Appendix 3 DSE Visual Best Practice Reminder