

## Display Screen Equipment

<b>Date:</b>	October 2016	<b>Review Date:</b>	October 2017
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We are aware that we have a responsibility under the Health and Safety at Work Act 1974, the Display Screen Equipment (DSE) Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 and the Management of Health and Safety Regulations (1999) for the health, safety and welfare of employees (school personnel) using DSE.

We acknowledge that the Regulations apply to all employees which require employers to minimise the risks in VDU work by ensuring that workplaces and jobs are well designed. However, the Regulations do not cover pupils but since we have a legal responsibility for pupils' general health and safety then the requirements of the Regulations applies to pupils as well.

Display equipment covers monitors, laptops and other graphic displays including CCTV. A workstation includes equipment peripheral to the DSE but within the immediate work environment such as desk, chair, keyboard, mouse etc.

A display screen user is an employee who normally uses a DSE for continuous or near continuous spells of an hour or more at a time.

### Aims

- To minimise the risk to employees when using DSE by ensuring that workplaces and jobs are well designed.

### Procedure

<b>Role of the Governing Body</b>	<ul style="list-style-type: none"><li>• The GB has a duty to ensure the health, safety and welfare of employees (school personnel) using DSE and, therefore, has delegated this responsibility to the Principal.</li></ul>
<b>Role of the Principal</b>	<ul style="list-style-type: none"><li>• The Principal will:<ul style="list-style-type: none"><li>▪ ensure that suitable risk assessments are carried out and sufficient resources are made available to manage the risks of DSE;</li><li>▪ ensure the risk assessments cover:<ul style="list-style-type: none"><li>▪ all the equipment and the environment of the workstation;</li></ul></li></ul></li></ul>

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	<ul style="list-style-type: none"><li>▪ the work patterns of the employee;</li><li>▪ the extent of use;</li><li>▪ training and information and any special needs for disabled people.</li></ul> <ul style="list-style-type: none"><li>• The Principal will:<ul style="list-style-type: none"><li>▪ consider the views of the user's;</li><li>▪ timetable display screen work so that there are breaks away from the display screen;</li><li>▪ provide health and safety information for users;</li><li>▪ organise eye tests for users on request;</li><li>▪ suggest to parents/carers to have their child's eyes tested.</li></ul></li></ul>
<b>Role of the Health and Safety Executive</b>	<ul style="list-style-type: none"><li>• The Health and Safety Executive will:<ul style="list-style-type: none"><li>▪ want to see evidence that the Principal has risk assessed DSE and put the necessary precautions in place;</li><li>▪ not expect to see bureaucratic, complex, time consuming risk assessments for DSE as the risk is low in comparison with other Occupational Health and Safety issues such as asbestos and working at heights.</li></ul></li></ul>
<b>Effectiveness</b>	<ul style="list-style-type: none"><li>• We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.</li></ul>

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