



# Display Screen Equipment (DSE) Policy



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## **Introduction**

Under the Health & Safety (Display Screen Equipment) Regulations, **sportscotland** is required to provide a healthy and safe environment which includes minimising the risks associated with the use of display screen equipment (DSE).

The use of DSE is not generally a high-risk activity, but failure to meet the minimum requirements set out in the regulations can lead to musculoskeletal problems, eye strain, fatigue or mental stress. These problems can be overcome by good ergonomic design of equipment and furniture, a good working environment and careful planning of the tasks performed.

Whilst the ultimate responsibility is vested in the Chief Executive Officer, the success of this policy will require the involvement and commitment of everybody within the organisation. **sportscotland** will ensure that adequate resources are made available to fulfil this policy and employees will, where appropriate, be consulted with and involved at every relevant stage.

## Scope

The following arrangements have been prepared for all **sportscotland** premises as detailed in the Health and Safety Policy.

This policy applies to all managers, employees, contractors, visitors, members of the public and any others who may be affected by the activities of **sportscotland**.

## Policy statement

**sportscotland** regard all of its employees as display screen equipment (DSE) users and seek to provide up-to-date and comprehensive guidance to all. All new employees are required to complete the organisation's DSE assessment, including any refresh activities. The DSE assessment must be re-taken every two years or in the event of a change to the work environment.

It is our intention to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. We will give information and training to enable a fuller understanding of these issues.

We will:

- Carry out an assessment, or provide information for self-assessment of each workstation, considering the DSE, the furniture, the working environment and the worker;
- Take all necessary measures to remedy any risks found because of the assessment;
- Take steps to incorporate changes of tasks within the working day, to prevent intensive periods of on-screen activity;
- Review software to ensure suitability for the task;
- Encourage employees to have their eyes tested every two years and/or when a visual problem is experienced;
- Contribute to any corrective appliances (glasses or contact lenses) where required specifically for working with DSE; and
- Advise you, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

Where a matter related to health and safety in the use of DSE is raised, we will:

- Take all necessary steps to investigate the circumstances;
- Take corrective measures where appropriate; and
- Advise employees of actions taken.

We will give sufficient information, instruction and training as is necessary to ensure the health and safety of employees who use DSE. This provision also applies to persons not in direct employment, such as temporary employees and contractors. A user is any employee who uses DSE daily, for an hour or more at a time.

Employees who are classified as a display screen 'user', are encouraged to get an eye and eyesight test at intervals recommended by the person who carried out the previous test. All tests are specifically for users of DSE.

Where employees experience visual difficulties and have reason to believe that these may be caused by working with DSE, they should have their eyesight re-tested by an optometrist.

Where corrective lenses are found to be necessary, specifically for the use of DSE, **sportscotland** will reimburse up to £50.00 of the cost of new glasses/contact lenses. See HR's Benefit's page on Sharepoint for more information.

The purpose of a break from DSE work is to prevent the onset of fatigue. To achieve this objective, we will seek to incorporate changes of activity into the working day. Whilst on a break from DSE, employees are recommended to avoid other screens and phones.

Employees are advised to take ten-minute breaks from DSE work every hour. Where possible, users will be given the discretion to decide the timing and extent of off-screen tasks. If employees know that their DSE workload does not permit adequate breaks they are to bring this to the attention of their line manager.

Employees are asked to undertake a self-assessment of their workplace using a simple-to-follow format. Most people do not have any issues using the equipment and so assessments are usually only repeated after two years, after office moves or other significant changes.

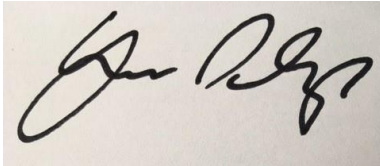
If employees require any specific assistance this will be considered in the assessment.

**sportscotland's** policies and procedures will adhere fully with all current UK legislation in relation to health, safety and welfare including (but not limited to) the Health & Safety at Work etc. Act 1974, Management of Health and Safety at Work regulations 1999, Work with Display Screen Equipment: Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

## Policy review

This policy and the arrangements contained within, will be reviewed at least annually by the Health and Safety Committee and will be updated as necessary. The Senior Management Team endorses this policy and is fully committed to its implementation.

Signed on behalf of **sportscotland**

A handwritten signature in black ink on a light-colored background. The signature is cursive and appears to read 'Forbes Dunlop'.

Name: Forbes Dunlop

Position: Chief Executive Officer

Dated: 26 September 2023



## **Roles and responsibilities**

### **Chief Executive Officer**

**sportscotland's** Chief Executive Officer is ultimately responsible for the health and safety of employees and others affected by our activities.

The Chief Executive Officer has delegated executive responsibility for health and safety to the Director of Operations. The delegated role is supported by the Head of Human Resources.

### **Director of Operations and the Head of Human Resources**

Together, they will:

- Be responsible for implementing the Display Screen Equipment (DSE) Policy;
- Ensuring adequate resource is available to provide safe working environments for DSE users;
- Ensure appointed persons are in place (DSE Assessors) and adequately trained;
- Ensure that arrangements are clearly communicated to all employees; and
- Regularly review the Display Screen Equipment (DSE) Policy and arrangements.

### **Line managers**

They will:

- Ensure an induction process is in place for employees;
- Ensure DSE Assessors are notified of all starters and leavers;
- Provide sufficient time for DSE Assessors to carry out their duties in line with policy;
- Ensure employees are trained in the use and adjustment of their workstation equipment;
- Ensure employees complete DSE assessment; and
- Issue employee's completed DSE assessments to the DSE Assessors.

### **DSE Assessors**

They will:

- Analysis of all questionnaires, including agreeing any remedial actions with each individual (involving line management where necessary); and
- Provide guidance to any employees who report adverse health effects from working with display screen equipment.

## **ICT Department**

They will:

- Ensure equipment specification and software packages are suitable and meet the criteria outlined in the DSE regulations.

## **All employees (DSE users)**

They will:

- Familiarise themselves with this policy and the procedures it contains, and co-operate in implementing its contents;
- Complete DSE questionnaires within timeframe provided and follow up with appointed DSE Assessor where necessary;
- Adopt best practice when using equipment, and make full and correct use of any additional DSE support equipment provided;
- Immediately inform line manager and/or DSE Assessor of any changes to circumstances which might affect the DSE assessment;
- Plan their activities so that their daily work on equipment is periodically interrupted by breaks or changes of work activity to reduce their workload at that equipment;
- Undertake eye-tests at regular periods, and/or if they experience eye strain due to working with DSE; and
- Comply with this policy and report any issues to the appointed DSE Assessor or line manager.

