



From mountain to sea

Health & Safety

Display Screen Equipment (DSE)

Management and Control Policy

Statement and Guidance

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POLICY STATEMENT

Aberdeenshire council will demonstrate that, in regard of managing the risks associated with Display Screen Equipment it will:

- Identify and assess sources of risk
- Prepare a control system for preventing, reducing or controlling the risk
- Implement, manage and monitor precautions
- Maintain suitable and sufficient records of the precautions implemented and will carry this out for each Aberdeenshire Council premises within the Council's control.
- Appoint a person to be responsible for the management and maintenance of the control system and measures adopted.

The Manager of the establishment has the day to day responsibility for the implementation of these procedures to ensure, so far as is reasonably practicable, the safety of employees and others at council premises

Management has a statutory duty to ensure that compliance is active, continuous and effectively policed.

The Council must be able to demonstrate it has:

- Identified all the relevant factors
- Instituted the appropriate corrective or preventive actions and
- Is monitoring the effective implementation of the required solutions.

GUIDANCE - DSE USERS

A DSE user is someone, who, during their work for Aberdeenshire Council:

- Normally use DSE for continuous or near-continuous spells of an hour or more at a time
- Use DSE in this way daily

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- Have to transfer information quickly to or from the DSE
- Need to apply high levels of attention and concentration
- Are highly dependent on DSE or have little choice about using it
- Need special training or skills to use the DSE

GUIDANCE – WORKSTATIONS

Aberdeenshire Council supports a flexible approach to where employees carry out their work. As a result, an employee's workstation may be located in different places which may include, but is not limited to:

- The employee's own home
- A hot desk in an office
- A fixed location
- A combination of any of the above

The location of an employees workstation should be agreed between the employee and their line manager and will be influenced by the nature of the service delivery.

All users will be provided with the basic equipment required to set up a suitable and sufficient workstation (laptop, monitor, keyboard, mouse). These items remain the property of Aberdeenshire Council and should be returned on exit from the organisation.

Where workstations are shared, this equipment may also be shared with other employees and will remain at the workstation, with the exception of the employee's laptop.

Any requirements for additional or specialist equipment should be identified via a DSE Assessment. It is the responsibility of the employee's line manager to purchase any additional or specialist equipment from either Aberdeenshire Council's Customer and Digital Services or through an approved supplier.

GUIDANCE – WORKSTATION ASSESSMENT

All DSE users should complete an online [DSE Assessment via ALDO](#) using the information videos provided to set up their workstations appropriately for them as an individual. If an issue remains once this process has been completed, employees should make their line manager aware of this.

It is the responsibility of the line manager to ensure employees are aware of the DSE information available on ALDO and that they need to undertake the DSE self assessment. It is the responsibility of the employee to then do this.

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If an employee experiences any problems connected with the use of display screen equipment, they should inform their Line Manager immediately.

The assessment should be repeated or reviewed if major changes are made to equipment or furniture, if workstations are relocated, if the nature of the work changes or if the health of the user changes.

Where an employee requires further support than the self assessment, an assessment can be arranged with a DSE assessor. This can be arranged via the service Health and Safety Advisor or Occupational Health Nurse Advisor:

- Business Services
 - Maxine Hanson 01467 538112
 - Atholl Buchan 01467 537185
- Infrastructure Services
 - Brian Sutherland 01467 537364
 - Steven Thompson 01467 532932
- Education & Children's Services
 - Steven Thompson 01467 532932
 - Maxine Hanson 01467 538112
 - Yvonne McGregor (LLA) 01467 538369
- Health and Social Care Partnership
 - Atholl Buchan 01467 537185
 - Yvonne McGregor 01467 538369
- Occupational Health Nurse Advisor
 - Derrick Strong 01467 533223

Laptop computers should not be used solely as permanent workstations as they are unsuitable to use in this way. A separate mouse and keyboard are required and either a laptop riser or separate monitor are required so the screen can be placed at an appropriate height.

Support is also available for Aberdeenshire Council employees for musculoskeletal problems via physiotherapy through the council's Occupational Health Provider. To access this, a [referral](#) is required to be made by the line manager to the Occupational Health provider.

GUIDANCE – TAKING BREAKS

The computer may be an essential part of your job, but it's just one of the tools you use to perform your role. Any stress or fatigue you feel may not solely be related to your



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equipment. The following guidance should be followed to eliminate the risks associated with prolonged DSE use.

- Take regular breaks from the computer. For every hour you operate a keyboard, take at least five minutes break to fit in with your work pattern.
- Stand up, go for a walk around the space you are working in or try some exercises. This will help to relax your mind as well as your body.
- Change the work you're doing for a short period so you have some variety. Typing for prolonged, concentrated periods can lead to mental fatigue and tiredness.
- No matter how correct your posture is, sitting for long periods in the same position will eventually lead to muscle fatigue. Our bodies are built to be mobile and flexible. Variety is as important to your health as comfort and support.

GUIDANCE – EYESIGHT TESTING

Under Health and Safety legislation, Aberdeenshire Council is required to provide employees who are users of display screen equipment with an eye examination. Users of DSE should receive ongoing regular eye testing every 2 years, when experiencing visual difficulties or sooner when recommended by an Optician.

Where corrective lenses are required for using DSE, Aberdeenshire Council shall reimburse the cost of basic corrective lenses up to the value of £50. A [DSE eye test form](#) should be completed by the Optician. All claims must be supported by a receipt and a signed DSE eye test form which should be attached to a Travel and Subsistence Expenses Claim.

Revision Date	Previous Revision Date	Summary of Changes
24/08/2021	-	Put into corporate format Overall review of document