

DISPLAY SCREEN EQUIPMENT (DSE) POLICY

Introduction

LSHTM recognises its responsibilities towards users of display screen equipment under the Health and Safety (Display Screen Equipment) Regulation 1992 (as amended 2002) and aims to fulfil these obligations by application of this policy.

The Health and Safety Executive states that there is no scientific evidence that use of a computer, or other Display Screen Equipment (DSE / Visual Display Unit [VDU]), if used sensibly, will be injurious to health. Nor is there any evidence that computing equipment emits harmful radiation.

The use of DSE may, however, exacerbate any pre-existing medical conditions and can lead

Guidance for the Use of Display Screen Equipment (DSE)

DSE Workstation Assessments:

All staff can request a workstation assessment at any time by completing a Display Screen Equipment (DSE) [self-assessment form](#) and emailing it their Faculty Safety Supervisor who will be able to help identify any hazards in relation to:

- Poor working posture
- Ease/ability to read the screen
- Organisation of the workstation
- The working conditions
- Any other health concerns

Where applicable, funding will generally be from Faculty/Departmental or research project accounts. There is no central safety budget for such equipment.

Where the disability provisions of the Equality Act (2010) apply, staff may be entitled to funding through Access to Work (please contact Human Resources for further details).

The DSE Workstation Assessment should take into account, and be based upon, the following guidelines:

Good Posture

- Adjust the chair height so that the upper arms are relaxed and the forearms are approximately horizontal.
- Adjust the height and angle of the chair back rest to give lower back support.
- Keep shoulders and arms relaxed and close to the body.
- When typing, the wrists should be straight (not resting on the desk) and the fingers

The Safety Office will send the staff member a voucher that **MUST** be taken to University Vision at the time of the appointment. If the voucher is not taken the staff member will be required to pay for the eye test (University Vision will reimburse once the voucher has been produced). If the member of staff fails to attend the department will be recharged the cost of the appointment without further notification.

If staff prefer to use their own opticians then LSHTM will reimburse up to £18 towards the cost of the eye test. The original receipt must be provided and a petty cash form completed and taken to the Safety Office for approval.

STAFF BASED OVERSEAS

Procedure is as above. Staff are encouraged to use University Vision while visiting London.

PhD STUDENTS

All PhD students registered at LSHTM are entitled to eye tests as above.

MSc STUDENTS / DISTANCE LEARNING STUDENTS

LSHTM does not contribute towards the costs of eye tests for taught course or distance learning students.

Training and Information

<https://awaken.am.lshtm.ac.uk>

Further Information

Is available on the

www.hse.gov.uk in ETBT1 0 0 1 481.18005740 (e)13(t)-7(a)13fi