



Display Screen Equipment Procedure

This procedure is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Police, Fire and Crime Commissioner are required to adhere.

Procedure Statement

This procedure has been developed to ensure that North Yorkshire Police (NYP) comply with the requirements of the Health and Safety at Work act 1974, the Management of Health and Safety at Work Regulations 1999 and the Display Screen Equipment Regulations 1992 (DSE). This document sets out the specific procedures to be followed to enable NYP to comply with its statutory obligations.

Scope & Purpose

The purpose of this procedure is to enable NYP to comply with statutory obligations.

This procedure encompasses all workers employed by the organisation, including permanent, temporary, agency and home workers. It applies to all workstations used for NYP work activities, regardless of who has provided them.

Self-employed persons working for the organisation are not covered by the procedure.

This procedure is applicable to:

- Microfiche,
- CCTV,
- Television editing,
- Both cathode ray and liquid crystal or plasma displays.

This procedure is not applicable to:

- Display equipment on board a means of transport,
- Portable systems not in prolonged use,
- Calculators, or any equipment having a small data or measurement display required for the direct use of the equipment.

Legal Requirements

The Health and Safety (Display Screen Equipment (DSE)) Regulations 1992 Require NYP as an employer to:

- analyse workstations to assess and reduce risks,
- ensure that workstations meet minimum specified requirements,
- plan work activities so that they include breaks or changes of activity,
- provide eye and eyesight tests on request, and special spectacles if needed,
- provide information and training,

In addition, the Health and Safety at Work Act 1974 requires:

- Employers to provide any required information, instruction, training and supervision,
- Employers to provide a safe working environment.
- Employees to have a duty of care to themselves and therefore as a result of this all employees should bring to the attention of their line manager any problems whilst working on DSE. The Act also states that employees have a duty to co-operate with the employer to enable them to fulfil their legal obligation.

Overarching Policies:

[Health and Safety Policy](#)

Process

The [DSE ordering flow chart July 2020.doc](#) gives Departmental Line Managers an outline of their responsibilities for staff who spend a significant part of their working day using Display Screen Equipment (DSE)

Eye Care Procedure

Those termed as “Users” are eligible for eyesight tests in accordance with the DSE regulations. North Yorkshire Police will provide an eyesight test to its personnel (Police Staff, Police Officers, Specials and Volunteers). The procedure applies to all workstations used for NYP work activities, regardless of who has provided them

The cost of the test and, where identified by the optometrist the cost of a single pair of basic prescription lenses will be covered by NYP, on a biennial basis (every two years). For information on the process, please refer to [Eye-Care-Provision](#)

Responsibilities

Health & Safety Department – To provide training, information, support and advice to managers and staff in respect of the fulfilment of the obligations set out in (legal requirements).

Occupational Health Department - To provide specialist support to managers and staff who have specific conditions as highlighted in the DSE assessment.

User – To complete the online DSE Assessment form and to use corrective equipment where they have been specifically provided. Report concerns to their line manager relating to the use of DSE.

Manager – Each manager has a responsibility to ensure that all workstations under their control have been assessed to identify risks. Managers must ensure that copies of the online DSE assessment are held locally, by the individual the assessment involves, and that a copy is made available to the health and safety inbox.

Managers must also ensure that assessments are reviewed annually or sooner if any significant changes have been made, this includes but is not limited to:

- A major change or replacement of software or hardware,
- A substantial increase in the amount of time spent on the display screen equipment,
- A substantial change in the task requirements,
- If the user/workstation is moved,
- Recruitment of a new user,
- Where concerns have been highlighted.

Definition of Special Terms

Display Screen Equipment” or *“DSE”*- Means any alphanumeric or graphic display screen, regardless of the display process involved.

“User” – Means an employee who habitually uses a display screen as a significant part of their normal work. This term is applicable to those who:

- Normally use DSE for continuous or near continuous spells of an hour or more at a time; and
- Have to use it in this way more or less daily,
- Have to transfer information quickly to or from the display screen equipment.
- And also, need to apply high levels of attention and concentration, have little choice about using DSE or need special skills or training to use the equipment.

“Workstation” – Means an assembly comprising:

- display screen equipment,
- any optional accessories to the display screen equipment,
- Any disk drive, telephone, printer, document holder, work chair, work desk, work surface, or other item peripheral to the display screen equipment.
- The immediate work environment around the display screen equipment