

Display Screen Equipment Policy

Version number:	Version 1	Document owner:	HND Children's Care Ltd.
Version Date: Review Date:	January 2026 January 2027	Document ID number:	7.11 Display Screen Equipment Policy
Version expiry:	January 2027	Document classification:	Final
Version status:	Live document		

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1. General:

All reasonable steps will be taken by HND Children's Care Ltd to ensure the health and safety of all employees. This will be achieved through information, instruction, training, and supervision by line managers.

This policy details specific Health and Safety issues, and the responsibilities of both HND Children's Care Ltd and employees to minimise any risks. Every employee is expected to act responsibly and to co-operate with the guidelines in this policy to ensure that safe working practices are adopted and that any problems are reported immediately to their Line Manager. All staff must complete a DSE Workstation Checklist, and this must be stored at their regular place of work. This can be downloaded from -

<http://www.hse.gov.uk/pubns/ck1.pdf>

This policy will be monitored, reviewed, and updated as necessary.

It is important that display screen equipment (DSE) is set up and used correctly to minimise health and safety risks, in particular Work-Related Upper Limb Disorder (WRULD). Workstation seating and posture play an important role, and the following should be noted:

2. The Screen:

Adjust the screen distance and angle to permit this posture:

- Sit in, not on your chair.
- Sit up straight; support your back well.
- Ensure your neck and shoulder muscles are relaxed.
- Avoid working with your neck bent forward or angled to the side.

3. Your Seat:

Adjust your seat height to accommodate this posture:

- Keep your arms close to your body.
- Keep your elbows bent at approximately right angles.
- Allow your fingers to rest on the keyboard without bending / cocking your wrist.

In addition:

- Support your feet firmly on the floor or on a footrest to prevent pressure on your thighs.
- Make sure there is space to move your legs freely under your desk: move any obstacles such as boxes or equipment.
- Adjust the brightness and contrast controls on your screen to suit.
- For every hour you spend looking at the screen, ensure you have a break of 5 minutes away from the screen. Get up from your seat and move around or adjust your posture.
- Arrange your workstation components to ensure good posture, prevent overreaching and avoid glare and reflections on the screen. Use a document holder if this helps.
- Clean your screen regularly.

The above applies to users of laptops as well as desktop computers. Wherever possible, laptops should be placed on a firm surface at the right height for keying.

Any employee experiencing problems in their hands, arms, neck, shoulders or back should report this to their line manager who will advise of the appropriate action.

4. Eyes and Eyesight Testing:

Although there is no evidence that working with display screen equipment (DSE) can cause damage or permanent damage to eyes, long spells of DSE work can lead to tired eyes and discomfort. Anyone experiencing discomfort should report this to their line manager. Monitors should be correctly positioned and properly adjusted to avoid glare and reflection.

HND Children's Care Ltd acknowledges that users of Display Screen Equipment are entitled to free ear and eyesight testing every two years.

HND Children's Care Ltd is entitled to know the results of this test as it affects display screen use. Therefore, the Optometrist will be required to make a report to the manager

copied to the employee detailing this information. The full cost of the eyesight test will be reimbursed if the employee uses a monitor regularly and provides an Optometrist report. If you require HND Children's Care Ltd to pay for the eyesight test directly, you must notify the manager of your intention to visit an Optometrist and complete a Display Screen Equipment Eyesight Test form. This must be authorised by the manager in advance of your visit.

Employees will have to meet the full cost of glasses or contact lenses, should they be required.

Although an eye test is recommended every 2 years, anyone experiencing headaches or eyestrain should visit their Optometrist immediately.

5. Stress:

Although users of DSE sometimes complain of stress, this is usually due to an increase in the pace of work or pressure to meet deadlines, not the DSE itself. Anyone experiencing stress should discuss this with their line manager.

6. Pregnancy:

Past concerns about reports of miscarriages and birth defects among some groups of DSE users have not been borne out by more recent research. However, anyone anxious about working with DSE during pregnancy should talk to their doctor about their concerns.

If you become pregnant you should notify your line manager. It is imperative that you adhere to the guidelines in this Health and Safety Policy and a Risk Assessment must be completed immediately.

End.