

	<u>DISPLAY SCREEN EQUIPMENT POLICY</u>	Ref:	010
		Issue Date:	November 2017
		Issue:	9

Introduction

The regular use of computers has resulted in a more general recognition of such conditions as Repetitive Strain Injury (RSI) and Work Related Upper Limb Disorder (WRULD). It is no longer only manual handling activities that can cause these disorders. The law on display screen equipment sets out specific criteria to be observed by both employer and employee in the use of such equipment. This policy outlines those requirements.

Display screen assessment areas

The focal points for the assessment process are as follows:

- The display screen
- The keyboard
- The work station
- The work chair
- Lighting
- Noise
- Temperature
- Radiation
- Humidity
- Software compatibility
- Visual acuity of operator.

These areas are dealt with below, identifying the criteria to be assessed in the process.

The display screen

The display screen must:

- Be adjustable in azimuth and elevation
- Present a stable, unflickering image
- Show clear and easily-read defined characters
- Have brightness/contrast controls
- Be free from reflected glare
- Be separate from the keyboard.

The keyboard

The keyboard must:

- Be capable of being tilted, via an integral mechanism
- Have sufficient space in front to provide hand/arm support for the operator
- Have a non-reflective matt finish
- Have clearly legible key symbols/characters
- Have the keys arranged and spaced so as to be comfortably useable.

The work station

The work station must:

- Have a glare-free work surface of sufficient size to cater for all arrangements of equipment in use

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- Where necessary, include a document holder, which can be positioned to suit the user
- Include sufficient space to allow employees to find a comfortable working position for the task, to change that position, and to vary movements.

The work chair

The work chair must:

- Be stable, allow freedom of movement and cater for individual operator position
- Be adjustable in height
- Have the seat back adjustable for both height and tilt
- Where necessary, include a foot rest.

Lighting

- Room lighting must be adequate to ensure satisfactory illumination of the task and appropriate contrast between the screen, the type of work and the background environment.
- Glare on the screen must be eliminated, either by appropriate office lay-out, by adjusting the position of the light source or by use of blinds.

Noise

- Any noise emitted by the equipment, or emanating from any other source, is to be taken into account when assessing the work station and, in any case, must not be so loud as to disturb normal speech.

Temperature

- The equipment must be so ventilated such that any heat given off does not cause a rise in temperature which creates discomfort to the employee.

Radiation

- Other than for visible light, all radiations from the electromagnetic spectrum are to be reduced to negligible levels to ensure the health and safety of employees.


Humidity

- The humidity level must be adequate to ensure the comfort of the employee.

Software

The Company must ensure the computer software is:

- Suitable for the task
- Easy to use
- Adaptable to the expertise of the user
- Equipped to inform the employee with the necessary information for competent operation
- Able to display information to the employee in a format and at a pace that is adaptable to the employee
- Designed to fulfil ergonomic criteria.
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Eyesight tests

Employees are entitled to eye tests to ensure their visual acuity is compatible with the requirements of their display screen work. If the examination reveals the need for corrective lenses, then the reasonable cost of providing lenses and frames, for display screen activity only, will be the responsibility of the Company.

Activity scheduling

One of the most important aspects of risk control, in display screen based work, is the provision of regular and frequent breaks from the keyboard. Work schedules should cater for up to five minutes break in every hour, to be taken each hour.

Summary

The Company has a duty to ensure that display screen equipment does not impair the health, safety and well-being of employees. To assist in meeting this duty, a list of specific requirements has been identified and these criteria should be used in assessing the workstation of every employee whose activities involve use of display screen equipment. The essential criterion is that the work station must be adaptable to the employee, not the other way round. Line managers should apply the principles outlined in this policy to achieve compliance with what the law requires.

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S L Pickles
Director
Serendipity Healthcare Ltd