



Bournemouth Council for Voluntary Service

Registered charity No. – 108381 Company Reg'd in England & Wales No. 4024662

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8. RISK ASSESSMENT – USING DISPLAY SCREEN EQUIPMENT (DSE) WORKSTATIONS

Task: Reducing to acceptable levels any possible causes of injury, discomfort, fatigue and stress brought about by the use of DSE.

Hazards: Eyestrain, fatigue, stress and in extreme cases physical injury to elbows, wrists, hands and fingers.

Who might be harmed? Any person using DSE.

Training: all staff will be given a copy of HSE booklet ‘Working with VDUs’ and trained in how to adjust their workstation appropriately.

Procedures:

- Changes of activity should be planned for in order to punctuate continuous use. No more than 55 minutes at a time should be spent at the workstation without a 5 minute break being taken involving some degree of standing and moving. (This does not require a break from work, simply a change of work activity).
- Staff with laptops will be provided with docking devices or plug in monitors/keyboards/etc. for use when in the office.
- Staff regarded as ‘DSE users’ are entitled to eyesight tests at the cost of the charity under the Health and Safety (Display Screen Equipment) Regulations 1992 (“The Regulations”). Tests will be arranged at the request of the worker once in every two year period and more frequently should the worker’s line manager deem it necessary. The Finance Officer will keep records of tests. Where a doctor or ophthalmic optician determines that spectacles are required and these are required solely for work purposes a basic appliance will be provided at the cost of the charity but will remain the property of the charity and will be kept on the premises. A report by the doctor or ophthalmic optician should be sent to BCSV, copied to the employee, stating clearly whether or not the employee needs a corrective appliance specifically for his/her work at the DSE. The report should also contain a recommendation as to when the employee should be re-examined under the terms of the Regulations.
- All staff will make a recorded assessment of their own workstations as part of the Individual Risk Assessment and records of these will be kept by the line manager and Finance Officer. Any action required as a result of the assessment will be arranged by the relevant line manager. Reassessment will take place each year and when:

- major changes are made to the equipment, furniture, work environment or software;
- users change workstations;
- workstations are relocated;
- the nature of work tasks changes considerably.

Environment:

- Consideration of each workplace in terms of the electrical integrity of the whole workstation.
- Consideration of each workplace in terms of space, glare from windows, suitability of lighting, ventilation, heating, humidity and noise.
- Consideration of each work surface in terms of height, suitability, leg room, space to rest hands in front of keyboard and operation of the keyboard.
- Suitability of operator's chair in terms of comfort, stability and adjustable for height, tilt etc.
- Consideration of the display screen in terms of adjustability for height, tilt, swivel, reflection, character definition and screen image stability.
- All mains electricity plugs to be to BS 1363.
- Electrical equipment will be subject to regular checks as recommended by HSE (see 'Maintaining portable electrical equipment in low risk environments')

Personal Protective Equipment:

- Footrests and wrist supports will be made available if required.

Monitoring:

- Records will be kept of all individual DSE workplace assessments. These will be reviewed annually and when there are changes of equipment or work procedures.

Risk Assessment:

Taking all factors into consideration and if the controls are maintained, the potential for harm to occur from using DSE workstations will be low.

Risk assessment reviewed by P.Turner, Jan 2013

To be reviewed by Jan 2015.