



Policy – Display Screen Equipment

Definition

As a Church we have a duty of care for our employees who operation computer, and other display screen equipment within the church. These guidelines are important in setting out standards relating to the training of users and procedures designed to minimise the potential for health risks arising from operation of equipment.

The guide refers to the provisions of the Health and Safety (Display Screen Equipment) Regulations 1992 which require All Saints' church, as employers, to establish and maintain a safe working environment and operating procedures, so far as is practicable.

Requirements

The User

A user is someone who regularly or habitually uses display screen equipment, where it forms an essential part of the work undertaken or where it is a specific requirement of the post, and where the normal daily use of the equipment is for continuous periods of more than 1 hour.

Equipment

The following guidelines are agreed as necessary for the safe, efficient and comfortable use of equipment. It is recognised that these may need to be reviewed from time to time depending upon changes in technology and regulations.

- Equipment should not produce excessive heat, noise or vibration during operation. Steps should be taken, where applicable, to reduce these effects by the use of hoods, better equipment ventilation, etc.
- Anti-glare screens such as mesh filters to reduce screen glare will be fitted where appropriate.
- In order to eliminate any potential risks involved by using inappropriate keying techniques the user should consider the use of a wrist-rest which can be incorporated into the keyboard.
- The screen size on equipment used mainly for routine word processing should not be less than 300mm measured diagonally. The minimum height of the characters on the screen should be 3mm.
- The purchase of aids for use with equipment should be requested through the normal purchasing channels via the Standing Committee.

The Work Station

- The user should be able to adjust the display screen and the chair position to suit them in order to maximise comfort and efficient display screen use.

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- The keyboard should be positioned on a surface of normal desk height and the user should be able to adjust the position of the keyboard independently of the screen.
 - The display screen and the keyboard should, as far as possible, be equidistant from the eye of the user.
 - The display screen should be positioned in front of the user such that the screen height and angle allow for a comfortable head position.
 - The keyboard and chair height should be positioned such that forearms extend approximately horizontally so as to ensure that wrist movement is comfortable and avoids fatigue in the arms and/or hands.
 - A surface should be provided adjacent to the work station which is deep and wide enough to hold the relevant number of documents and be positioned on the appropriate side(s) of the keyboard dependent upon the user(s) being left or right handed. It is recommended that a document holder be provided.
 - When renewal of furniture is being considered users should review their seating requirements so that they have seating which provides adequate support for the back. Where necessary the use of a foot rest should be considered.
 - Display screen equipment should be placed at right angles to windows or in such a position that the sunlight does not reflect directly on to the display screen or obstruct the user's field of vision when operating equipment. The use of window blinds or other devices for reducing direct sunlight onto the screen should be considered.
 - There should be sufficient space between work stations to allow staff reasonable access.
 - Good ventilation and natural light should be present in the area in which the work station is situated, the use of spot lamps should be used to highlight documents only and, where possible, should be incorporated into the document holder.

Staff Training

- All Saints' PCC shall ensure that all staff is provided with induction training in the use of display screen equipment within the context of health and safety.
- Users of display screen equipment, who have not previously been trained in the use of new or existing equipment or software, shall be given suitable training in order to carry out their responsibilities. This training will be at the PCC's expense, and as appropriate in each case.

Recommended Work Periods and Breaks

- It is recommended that users should not use equipment for more than one hour without a break (ie. switching to alternative, non screen-based, work for at least 10 minutes).
- Staff allocating work should take account of the above and allow sufficient time for long or complex tasks involving display screen equipment.

Health Checks and Warnings

- The improper use of display screen equipment, badly designed work stations and/or unsuitable posture can contribute to employees putting their health at risk. In order to avoid health risks

users who become concerned about their health should consult their immediate team leader in order that early assessments can be made. The proper use of display screen equipment does not normally cause damage to or have adverse effects on health. Conditions such as repetitive strain injury (RSI), eye strain, back-ache, etc. can be alleviated by following these guidelines.

- Periodic eye checks should be undertaken for users who are required to regularly use display screen equipment and where it is a specific requirement of the post. For staff members who qualify, these can be carried out during work's time and at the PCC's expense. It is recommended that subsequent checks take place every two years or as recommended by an optometrist. Before making arrangements for any eye checks, approval should be obtained from the user's line manager.
- The PCC will provide corrective appliances, eg. Display screen equipment spectacles, having taken account of any recommendations of medical advisers as a result of the eye check provision above. Recommendations will be made in accordance with the Health & Safety (Display Screen Equipment) Regulations 1992, including definition of requirements, type of appliances and costs involved.
- Staff who consider that their medical condition is such that professional advice be sought in order to seek reassurance on the use of display screen equipment should consult with their own General Practitioner who can offer guidance and advice.
- Precautions or procedures adopted to reduce potential risks associated with display screen equipment should not be confined to the workplace. Staff are advised to adopt these safe techniques when using similar equipment outside work.

Safety Audits

- In order to help reduce and eliminate the potential risk of discomfort when using display screen equipment the assessment of a number of factors should be undertaken. This safety assessment should be undertaken as part of a safety audit which will assist managers/supervisors and trained employees in considering the relevant factors.
- Safety audits will be undertaken in order to identify, monitor and eradicate any potential health and safety risks associated with unsuitable equipment and procedures, and the environment associated with the workstation. The Church Operations Team is available for information, advice and support relating to such safety audits.

No	Policy Document Change History	Date	Who
1	Change to personnel	12/06/13	MH
N	Initial release	21/06/07	RP