



HUMBERSIDE FIRE AND RESCUE SERVICE

HEALTH, SAFETY & ENVIRONMENT

DISPLAY SCREEN EQUIPMENT

Owner	Director of Service Improvement
Responsible Person	Head of Health and Safety
Date Written	May 2018
Date of last review	February 2019
Date of next review	28th February 2022

CONTENTS

1. [Introduction](#)
2. [Equality and Inclusion](#)
3. [Risk Assessment](#)
4. [Reducing the Risk](#)
5. [Training, Information and Instruction](#)
6. [Work Routines](#)
7. [Eyesight](#)
8. [Provision of Glasses](#)
9. [Further Information](#)
10. [Employee's Duties](#)
11. [Supervision and Monitoring](#)

1. INTRODUCTION

Humberside Fire & Rescue Service (HFRS) acknowledge the Health and Safety (Display Screen Equipment) Regulations 1992 apply to its work activities and will comply with this statutory requirement as a minimum standard.

2. EQUALITY AND INCLUSION

HFRS aims to continuously improve the standards of service we provide to the community we serve. We recognise the importance of and are committed to promoting equality and inclusion in the provision of our services and to our employees. We are committed to encouraging equality and diversity amongst our workforce and to eliminating unlawful discrimination. We aim for our workforce to be truly representative of the community we serve and for each of our employees to feel respected and to be able to give their best.

3. RISK ASSESSMENT

These Regulations only apply to workers who regularly use Display Screen Equipment (DSE) as a significant part of their normal work (daily, for continuous periods of an hour or more). HFRS has assessed the risks associated with using DSE equipment and any special requirements of individual staff.

DSE users will complete an assessment with the assistance of a line manager if required, which will be recorded on a Display Screen Risk Assessment Form (OCC_09).

Information provided by the user(s) should be included in the assessment and the line manager or assessor should consider any reported problems and action as appropriate.

The completed OCC_09 assessment form should be forwarded to the Service Support Section to scan onto the individuals Personal Record File (PRF).

4. REDUCING THE RISK

Any assessment that highlights an area of concern will require remedial action.

Remedial action will be straightforward in most cases:

- Postural problems may be overcome by simple adjustment of the workstation. 'Users' will be provided with adjustable chairs.
- Straightforward means such as screen repositioning or the use of blinds which may overcome visual problems. The screen may be moved to a more comfortable viewing distance and should be kept clean. In other cases more appropriate means of lighting may be needed.

- Fatigue and stress may be removed by correcting obvious defects in the workstation and good design of the task is important. Users should have control over the pace of the task and be allowed to take appropriate breaks.

DSE workstations used regularly by only one 'user' can be made to fit that user. Workstations that are used by more than one person should have the capability to be readily adjusted.

General use workstations, such as those on fire stations, where personnel who operate the equipment are not classed as users under the Regulations, shall meet the 'requirements for workstations' where reasonably practicable, and assessments will be carried out and recorded.

5. TRAINING, INFORMATION AND INSTRUCTION

The Service will provide adequate induction training in the use and adjustment of workstation equipment/furniture. As well as the importance of regular breaks or changes in activity. Information should be given on the importance and procedure for reporting issues.

6. WORK ROUTINES

The work of 'users' should be planned in such a way as to incorporate periodic interruption by breaks or changes to work activity.

Regular short breaks are more satisfactory than longer less frequent ones. This will include breaks for lunch and refreshments as well as breaks to carry out different work. The supervision of personnel by their line manager should ensure that adequate breaks and changes in work activity take place.

7. EYESIGHT

Employees of the Service are entitled but not obliged to undergo eyesight test if they are or become a 'user' of DSE.

The results of any eye tests can only be disclosed to the Service with the consent of the employee.

Repeat testing will be available at regular intervals and in cases where an employee believes they are having visual difficulties, as a result of the use of DSE.

The Service has the facility to carry out a less comprehensive test on in-house vision screening equipment. This will be carried out by the Occupational Health Advisor and if a vision defect is indicated a full eye and eyesight test will be provided.

8. PROVISION OF GLASSES

Where spectacles are prescribed specifically for work with DSE the cost for basic corrective appliances will be met by the Service via Occupational Health.

Some people who normally wear glasses may also require special corrective lenses specifically for work with DSE. Only the basic cost of lenses and frames will be met by the Service.

9. FURTHER INFORMATION

For further information the Approved Code of Practice can be obtained from the Health, Safety & Environment Section.

10. EMPLOYEE'S DUTIES

Regulation 14 of the Management of Health and Safety at Work Regulations 1999 places the following duties on all employees:

- Using the equipment, safe systems of work and procedures provided by the Service in accordance with training and instruction given.
- Informing their line manager without delay of any situation, which may present a serious and imminent danger.
- Notifying their line manager of any shortcoming in the health and safety arrangements

11. SUPERVISION AND MONITORING

The Service employs a system of supervision of all activities involving risk to personnel. This includes the supervision of personnel classed as 'users' of display screen equipment.

The level of supervision will depend on the risk involved and the competence and abilities of personnel.

**If you require further guidance on this document, please contact the
Health, Safety & Environment Section**