

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
BUSINESS SUPPORT DISPLAY SCREEN EQUIPMENT (DSE) ASSESSMENT		BSS/HRM/020
		ISSUE 002
Approved By: <i>R P Pape</i>	R P Pape	Issue Date: 27/02/03
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1. Purpose & Scope

1.1 This procedure sets out how NSD will implement HSE Supplement 1 to section 12 of The Health and Safety Guidance for Managers in HSE Offices covering **Display Screen Equipment Risk Assessment and Use**. It sets out the standards and procedures which NSD will observe.

1.2 Annex 1 of this document provides supporting information on common issues and remedial action to be taken by staff and line managers who are regular users of DSE in NSD.

2. Procedures

The HSE procedures for DSE, (**Display Screen Equipment Risk Assessment and Use**) will be followed in NSD. This BMS sets out the roles and responsibilities of line managers, assessors and DSE users in implementing these procedures in NSD.

3. Roles and Responsibilities

3.1 Division Heads ensure that :

- 1) there are an adequate number of assessors in their division. It is considered that a minimum of four in Divisions 1, 2 and 3 is acceptable whilst Division 4 should have at least one in each unit;
- 2) after receiving appropriate training, assessors are coached and accompanied by an experienced assessor until full competence and confidence is achieved;
- 3) assessors are allocated adequate time to carry out this responsibility and provided with appropriate supervision;
- 4) there is a plan for completing initial and follow-up

assessments so that in accordance with the HSE and NSD Health and Safety requirements, all workplace assessments are carried out within 4 weeks of the need arising and then re-assessed every two years;

3.2 Line Managers will fulfil their key role in DSE by :

1) Requesting assessments at appropriate times. (NB. each division should determine how assessors are allocated to carry out the assessments needed).

2) Implementing the assessor's recommendations, including ordering any equipment or changes to accommodation via the Divisional Accommodation Officer.

3) Keeping records of DSE assessments for their staff on the following basis :

i) Where no issues or changes have been noted the report should be held until the next assessment is carried out and then replaced with the new report.

ii) Where issues or recommendations have been made the record should be kept indefinitely to provide a clear history of DSE assessments.

iii) When a member of staff moves into a new post the line manager should forward the DSE assessment reports to their new line manager.

3.3 Line managers of DSE Assessors ensure that :

1) As part of their routine responsibilities for the training and development for staff they review the DSE training of assessors and facilitate full competence by arranging accompanied assessments with experienced assessors.

2) Time is included in work plans and in practice to carry out assessments.

3.4 DSE assessors will fulfil their role by :

1) Undertaking appropriate training (including refresher training as required)

- 2) Carrying out DSE assessments as requested by a user's line managers
- 3) Completing the necessary reports for line managers and users in accordance with the standards set out in Supplement 1 of the Health & Safety Guidance for Managers in HSE offices.
- 4) Sending assessment reports to line managers and users for action using the attached letter format at Annex 2.
- 5) Once the above actions are complete there is no further role for the assessor in relation to the assessment, unless the line manager or user seek clarification.

3.5 HRU will, on behalf of the H & S Co-ordinator :

- 1) Periodically monitor DSE assessment activity across divisions and measure compliance with the Directorate plan. This will be through the quarterly management information requested from Divisions for the mid and end of year reports to the DHSC and where required liaise with Division heads for any necessary narrative.
- 2) Co-ordinate the work of the assessors by holding meetings to:
 - i) facilitate sharing of good practice;
 - ii) provide support and general oversight on the procedures relating to DSE;
- 3) Keep updated the list of DSE assessors in NSD on the H & S notice boards.
- 4) Will process claims, maintain records and monitor the budget for eyesight tests required for DSE use

4. Associated Documents

Supplement 1 of the Health and Safety Guidance for Managers in HSE offices

NSD Health & Safety Plan

BSS/HRM/005 - Induction Procedure

BSS/HRM/008 - Health and Safety of new and expectant mothers

BSS/HRM/014 - Duty holders in the NSD Health and Safety system

H&S notice boards - Lists of names of DSE assessors

Health and Safety (Display Screen Equipment Regs 1992)

IH1 - ILL Health report form

HSE Training Prospectus

Working with VDU's leaflet

Laptop Computer Users Guide

BSS/HRM/020 - Display Screen Equipment Assessment ANNEX 1

Some guidance and support for common problems identified by DSE assessors.

Eyesight Tests

1. Instructions are available in the "Health and Safety Guidance for Managers in HSE Offices" which is located on the Intranet under H&S for HSE staff on the main menu page.

DSE Cleaning Materials, Foot rests and Document Holders

2. These can be ordered from the Unit's Stationery Clerk.

Electrical / Extension Leads etc.

3. Contact the Divisional Accommodation Liaison Officer (ALO).

Reporting of DSE related health problems

4. Form IH1 should be completed as in “Health and Safety Guidance for Managers in HSE Offices” located on the Intranet under H&S for HSE staff on the menu page.

Individual’s Posture

5. Follow guidance given by DSE assessor / BMI as discussed at your DSE assessment. Booklets are also available giving advice on the use of DSE via HSE’s intranet or Information services on the Ground floor in St Peters House.

Trailing Cables

6. Any Cable issues should be referred to the Divisional ALO.

Relocation of PC / Software / Hardware problems

7. Refer to Information Systems Section in NSD Division 4 which is based on the ground floor (Room 002) SPH. They will provide advice on the various equipment and aids available for use with PC’s. Eg. anti glare screens.

Training identified in IT packages

8. Identify appropriate course in HSE training prospectus found on the intranet and discuss with line manager and complete TDA1 as appropriate.

Environmental Concerns

9. Contact Divisional ALO eg. if fan required - requests will be dealt with on an individual basis.

Peaks and troughs in workflow / staffing levels

10. Discuss with line manager.

Specialist seating requirements

11. To order a specialist chair a copy of the DSE assessment, giving as much detail as possible, should be sent to Aquamen with the request. Aquamen will supply sample alternative chairs for people to try before ordering a permanent chair for the user.

Rearrangement of Office furniture

12. Advice will be given by DSE Assessor / BMI regarding arrangement of office

furniture, contact Divisional ALO for the movement of the furniture.

ANNEX 2

To : (The Line manager) cc :
(User)

From : (DSE Assessor)

Date :

Re : DSE assessment completed for

OnI completed a DSE assessment for the above named person and attach my report which does / does not make recommendations.

As line manager you are responsible for ensuring all the recommendations are actioned although I can offer help and advice to understand fully the recommendations made in my report. You are also responsible for holding the DSE assessment records as outlined in the BMS procedure BSS/HRM/020 para 3.2C.

The following information is provided to assist you with the implementation of the recommendations.

Procedural Matters

If the recommendation involves working practice relating to procedural matters you should discuss this with the member of staff as soon as possible to identify and agree a solution.

IT Requirements

If new or alterations to a persons IT equipment is required you should contact NSD's IT section who are located in room 002 SPH. A contact number is 3699. They will be able to offer advice on equipment available and place orders with HSE's central IT suppliers and support services.

Accommodation Requirements

If adaptations to or new style office furniture is recommended you will need to contact your divisional ALO. They will liaise with Aquamen for the alterations to furniture to be carried out and organise with them the ordering of any new furniture

that is required.

Further Assessment Required

If a further assessment has been recommended you will need to contact the Health & Safety section in Personnel Division to arrange for an assessment by the occupational health services supplier (currently BMI).