

## DISPLAY SCREEN EQUIPMENT (DSE) POLICY

Date policy adopted: 01/04/2011

Review period: Ad hoc when a change to legislation or ESC process requires it and at least every four years

Date of last review: 17/11/2025

Date of next review: 30/11/2029

### 1. Purpose and Scope

As an employer, the Ethical Standards Commissioner (ESC) must protect its workers from the health risks of working with display screen equipment (DSE), such as PCs, laptops, tablets and smartphones.

This document describes the methods that we use to promote the safe use of DSE so that the requirements of the [Health and Safety \(Display Screen Equipment\) Regulations 1992](#) (as amended) are met.

These regulations apply to workers who use DSE daily, for continuous periods of an hour or more. We describe these workers as 'DSE users'. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.

This policy applies to all employees who use DSE while carrying out work for ESC regardless of working pattern or nature of employment contract. It also applies to anyone working within the premises of and / or for the Commissioner where they would be using ESC equipment and privy to ESC records and files (e.g. employed by an agency).

The DSE Regulations place a duty on employers to carry out a suitable and sufficient analysis of display screen equipment use and to assess any risks to the health of DSE users. The employer must take steps to reduce the risks identified by the assessment to the lowest level, so far as reasonably practicable.

ESC undertakes DSE assessments for all DSE users and additional assessments are conducted when new display screen equipment is installed, or when a major change is made to equipment, furniture, lighting, workload, work location or software or when an employee attributes a new health concern related to their DSE use.

### 2. Implementation, monitoring and review of the policy

Overall responsibility for policy implementation, monitoring and review lies with ESC. Everyone covered by the scope of the policy is obliged to adhere to and facilitate implementation of the policy. Appropriate action will be taken to inform all new and existing DSE users of the existence of the policy and their role in adhering to it. The policy will be reviewed at such times as legislation or a change to the ESC policy position requires it and at least every four years. The policy will be made available to the general public.

### **3. Senior Management Team Commitment**

The Senior Management Team are committed to:

- training and assigning assessors to conduct the assessments
- ensuring that assessors have sufficient time to carry out assessments
- ensuring compliance with all legal requirements and internal policies relating to both DSE use and assessment
- providing assessors with access to facilities and personnel
- ensuring that assessments are undertaken for all DSE users, including new arrivals
- ensuring line managers are aware of their duties under the procedure.

### **4. The assessment process**

DSE assessments must be undertaken only by competent personnel (DSE assessors) who have completed an assessor's training course. Training courses will be supplied and certificated by a competent training provider.

All DSE users must undertake an assessment.

#### **Step 1 (User):**

The DSE user completes a DSE self-assessment form and returns it to their DSE assessor.

#### **Step 2 (DSE Assessor):**

The DSE assessor reviews the form and meets the user, if required, when recommendations and advice may be given. The meeting can either be held in person or remotely, as appropriate. A meeting should always be held when it's the users first DSE assessment with ESC.

#### **Step 3 (DSE Assessor):**

DSE assessors must use the DSE self-assessment form to record findings and recommendations arising from assessments.

The DSE assessor informs the user's line manager that the assessment is complete and what findings or recommendations, if any, were made to the user. Where recommendations have a significant impact on working patterns, these should be agreed with line managers. The user should advise the DSE assessor and their line manager if they disagree with any recommendations.

The user will be asked to review and sign the form. Completed forms should be saved to the individual's personnel record. The Head of Corporate Services should be advised of any organisational risks identified.

#### **Step 4: (Line manager & user)**

It is the responsibility of the user and their line manager to ensure that the agreed recommendations are implemented.

#### **Use of occupational health assessments**

If the DSE assessor suggests a referral to an Occupational Health & Safety Advisory Service or a health nurse/specialist, the line manager must discuss this with the Head of

Corporate Services / HR & Facilities Officer and monitor the process to completion. After an appointment, the occupational health nurse or specialist will issue a report of their findings. With the DSE user's consent, this will be copied to the DSE user, their line manager and the Head of Corporate Services / HR & Facilities Officer.

The line manager will be made aware of the recommendations made in the report in the case where the DSE user does not consent to the report being shared.

The line manager must monitor the implementation of any recommendations made by a professional advisor. These may include provision of services such as physiotherapy, or the provision of alternative furniture or equipment, which will be the responsibility of the Corporate Services Team. All recommendations must be implemented as quickly as possible. It is the user's responsibility to ensure they comply with all instructions relating to their equipment, workstation and work practices.

### Exceptional assessments

If at any time a DSE user states that they are suffering from neck, back or limb pain which they attribute to the use of DSE or believe is being exacerbated by the use of DSE, their line manager or the DSE assessor must advise them to consult their GP or NHS service or own private medical physician. If the matter persists, ESC may consider a referral for an occupational health assessment, although the user cannot be compelled to undergo any physical examination.

To arrange this referral, steps 1 to 3 of the usual process for DSE assessments should be followed and then contact made with the Head of Corporate Services / HR & Facilities Officer to arrange an appointment with a practitioner.

Where a DSE user has a pre-existing health condition or injury which may require a major adjustment to their equipment, workstation or duties, they should advise their line manager as soon as possible. The line manager should normally arrange for referral to a physician or nurse via the Head of Corporate Services / HR & Facilities Officer.

The line manager must monitor the process to completion, as in step 4 of the assessment process outlined above.

### Control measures

The DSE assessor must ensure that DSE users and their line managers are aware of the findings of an assessment and any recommendations.

The DSE assessor will update the DSE self-assessment form or undertake a new assessment when additional recommendations or mitigating actions are agreed or if new risks arise.

The line manager, in co-operation with the DSE assessor, must ensure the implementation of the recommendations, such as the correct adjustments of the workstation, within agreed time scales, monitor their adequacy and ensure that assessments are reviewed when circumstances change. Where new equipment such as monitor risers, chairs or desks are required, the Corporate Services Team must obtain and supply the items as quickly as possible.

NOTE: Controls must be considered when workstation layouts are being planned or revised in order to ensure appropriate health and safety standards are achieved from the outset.

## Reviewing assessments

Line managers must ensure that all DSE assessments are reviewed as and when required and at least every four years to ensure that the control measures remain effective. The date of the last DSE assessment will be captured annually on the appraisal form to provide assurance that it is within the last four years and applicable to current circumstances.

Assessments must also be reviewed when:

- any changes are made to activities or new ones are introduced
- accident, near miss or other statistics indicate that there is a problem
- new equipment is introduced
- any new DSE users arrive
- a DSE user transfers to working at a different location, including a remote location.

## Training

All DSE assessors will be provided with regular, suitable and sufficient training on the assessment of DSE equipment and workstations.

## 5. Expectations

More guidance about how best to use DSE equipment is available in [ESC's DSE Self-Assessment Form](#) and on the [Health and Safety Executive's website](#).

## Equality Impact Assessment

Does this policy comply with the general Public Sector Equality Duty (s149 Equality Act 2010)?

This policy applies to all employees, contractors and all who interact with the work of ESC. Its impact was considered when drafting and it will be particularly helpful for determining any reasonable adjustments which may be required for disabled employees. We consulted with all employees prior to publication to identify and address any issues

## Data Protection Impact Assessment

Have we considered any effect the policy may have on the collecting, processing and storing of personal data?

The records generated by this policy will contain personal data and may contain sensitive and special category personal data. Suitable retention and destruction policies are in place to manage this material.

## Information Security Impact Assessment

Have we considered the impact any policy may have on our cyber-resilience?

This policy should have no impact on our cyber-resilience.

## Records Management Impact

Have we considered the impact any policy may have on our ability to manage our records?

This policy should have no impact on our ability to manage our records.

Version	Description	Date	Author
1.0	First draft	01/06/21	Public Appointments Officer
1.1	Update to phone number	16/05/2023	Corporate Services Officer
1.2	Policy review and update to accessible word template	17/11/2025	Human Resources and Facilities Officer