

# The Auriga Academy Trust

## Display Screen Equipment (DSE) Policy

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## 1. Purpose

This policy sets out how the Auriga Academy Trust ("the Trust") will manage the health, safety, and wellbeing of employees and volunteers who use display screen equipment ("DSE"), such as computers, laptops, tablets, and similar devices, as part of their work.

## 2. Scope

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to workers who use DSE daily, for continuous periods of an hour or more. The Health and Safety Executive ("HSE") describes these workers as 'DSE users'. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.

## 3. Responsibilities

The Trust - will provide staff training, specialist reviews and support to staff regards DSE matters.

All employees - must complete DSE training as per the **AAT CPD Policy**, carry out their own assessments, and report any issues or discomfort to their line manager. In line with this training employees should:

- Adjust chairs, screens, and keyboards to maintain a comfortable and neutral posture.
- Keep the screen at eye level and free from glare.
- Take short, regular breaks or change activities at least every hour.

Managers - for DSE users (as per the HSE definition), will arrange a specific workstation assessment if required (contact [HR@aurigaacademytrust.org.uk](mailto:HR@aurigaacademytrust.org.uk)) and ensure any necessary follow up actions are taken.

## 4. DSE Assessment

All DSE users must complete a DSE self-assessment when starting employment, as part of their DSE annual training, when changing location, or if their equipment or workstation setup changes. The self-assessment must be submitted to their line manager if specific equipment and/or changes are being requested.

Assessments will be reviewed by the line manager in accordance with the guidance laid out in **Appendix 1** and forwarded to Trust HR ([HR@aurigaacademytrust.org.uk](mailto:HR@aurigaacademytrust.org.uk)) if further support or specialist knowledge is required.

Trust HR may request an onsite DSE assessment by a competent person, or an Occupational Health Assessment, dependent on needs.

Any recommendations must be addressed within a reasonable timeframe, with the line manager retaining overall responsibility.

## 5. Requesting and Ordering Equipment

If a DSE assessment identifies that an employee requires additional equipment this must be discussed with their line manager in the first instance. The line manager will review the recommendation and, if approved, for small items such as a

- footrest
- monitor stand
- keyboard

an email will be sent to [orders@aurigaacademytrust.org.uk](mailto:orders@aurigaacademytrust.org.uk) by the line manager requesting the items required, naming the employee. The Trust will purchase the requested items and the school will be charged with the cost of the equipment ordered.

In the event that the line manager has requested a specific workstation assessment from Trust HR, the Trust assessor will make a recommendation to the employee and line manager of any equipment changes, this may include an adjustable chair or desk. An email will be sent to [orders@aurigaacademytrust.org.uk](mailto:orders@aurigaacademytrust.org.uk) by the line manager requesting the specific items required, naming the employee. The Trust will purchase the requested items and the school will be charged with the cost of the equipment ordered.

Employees must not purchase equipment independently and seek reimbursement without prior authorisation.

## **6. Eyesight Tests**

All regular DSE users are entitled to a basic eye and eyesight test and a contribution towards glasses if they are needed specifically for DSE work. The Trust subscribes to the **SPECSAVERS CORPORATE EYECARE SCHEME**. Eligible staff can request a fully funded eye test and contribution towards VDU (screen-use) glasses if required. To request a voucher, employees must email [hr@aurigaacademytrust.org.uk](mailto:hr@aurigaacademytrust.org.uk) with the subject line: "Specsavers Eyecare Voucher Request". The employee will receive a digital voucher to use at any Specsavers branch.

## Appendix 1: DSE Desk assessment checklist

The below list is the HSE DSE approved checklist which supports the online assessment training all employees are required to complete annually. The below checklist should be used to inform any discussions between the employee and line manager following an assessment.

<b>Monitor</b>	
The main monitor is central on the user's desk and roughly arm's length away.	
The user is directly facing it when sat in a neutral position.	
The monitor is free from glare and does not flicker.	
The users' eyes are level with the top of the screen.	
They keep their head, neck, and shoulders straight and relaxed.	
The monitor can be tilted and raised/lowered.	
The monitor has brightness / contrast settings.	
Screen text is 3 times larger than the size of the smallest the user can read.	

<b>Chair</b>	
The chair is adjustable in height, padded, has free moving wheels, and is stable.	
The chair has lumbar support for the user's lower back.	
The users' feet are flat on the floor or a footrest when sitting in the chair.	
The users can position the chair comfortably in front of or under their desk.	

<b>Mouse</b>	
The mouse is a suitable shape/size so that it fits comfortably into the user's hand.	
The mouse supports the neutral position of the user's wrist.	
The user has suitable wrist support if necessary.	
The mouse's button and scroll wheel are not stiff or overly sensitive.	
The mouse is kept clean and free from debris so it can move smoothly.	
The user does not have to stretch to reach the mouse.	
Their arm is close to their side when using it, with their elbow at a slight 'open' angle.	

<b>Keyboard</b>	
The keyboard is separate from the screen so it can be suitably positioned.	
The keyboard is directly in front of the user; the G, H, and B keys are in line with the center.	
The keys only require a soft touch to use - they are not stiff.	
The user's elbows are bent at or around a 90° angle when typing.	
The user does not need to stretch their wrists and/or forearms when typing.	

<b>Environment</b>	
The user's desk is made of material that will not cause glare.	
The user desk is suitable for height, so it has adequate space underneath.	
The user's desk has enough room for all their equipment.	
Any windows that could cause glare have blinds.	
The area has adequate lighting to prevent eyestrain.	
If the user needs additional light, they should have a desk lamp.	

<b>Laptops</b>	
Has a stand or raised support for their laptop so they can position it at the right height.	
The user has a separate mouse and keyboard so they can adopt proper posture.	
The user avoids working with the laptop on their lap, as this leads to bad posture.	