

DSE POLICY

1. Scope of Policy

The college is committed to the provision of a healthy and safe working environment. The Health and Safety (Display Screen Equipment) Regulations 1992, as amended, imposes a duty on employers to carry out suitable and sufficient assessments of all the significant risks to employees arising out of or in connection with any the use of display screen equipment.

Display screen equipment is defined as the user's screen, keyboard, mouse, desk, chair and any other associated equipment such as screen risers, document holders etc.

The college will:

- carry out assessment of each workstation taking into account the DSE, the furniture, the working environment and the individual employee
- carry out an assessment for new members of staff who are required to use DSE
- inform staff of the results of any DSE assessments that have been carried out and any control measures that are required as a result of the assessment
- provide staff with sufficient information, instruction and training as is necessary to ensure the health and safety of staff that use DSE
- undertake annual assessments, or sooner if a significant change occurs eg development of aches and pains relating to DSE, moving desks / room, the introduction of new IT equipment, new working procedures etc.
- review software to ensure suitability for the task
- advise staff of the risks to health and how these are to be avoided
- will provide the basic cost of suitable lenses and frames for those who require spectacles purely for DSE use. This will not include "designer frames", the extra cost of which may be funded by the employee

Staff will:

- take steps to incorporate changes of task within the working day, in order to prevent intensive periods of on-screen activity
- use their DSE in the way it is intended to be used
- report any defects or damage of their DSE
- inform their line manager of any ill-health as a result of working with DSE • attend regular eye tests with a qualified optician

2. References

- Health and Safety at Work etc. Act 1974
- Health and Safety (Display Screen Equipment) Regulations 1992, as amended • Workplace (Health, Safety and Welfare) Regulations 1992, as amended

3. Key Legal Requirements

- Adopt an appropriate policy
- Assess the risks within College activities
- Implement appropriate control measures to bring risks identified down to an acceptable level
- Provide staff with information, training and supervision

Further information

- Newbattle Abbey college DSE guidance for staff and students [LINK](#)
-
- Health & Safety Executive – [Working safely with display screen equipment: Overview – HSE](#)
- [Work with display screen equipment - L26 \(hse.gov.uk\)](#)
-
- [Display screen equipment \(DSE\) workstation checklist \(hse.gov.uk\)](#)
-
- [Working with display screen equipment at home- MSD – HSE](#)
-
- [Good posture when using display screen equipment - MSD - HSE](#)

Newbattle Abbey College is committed to the active pursuit of challenging discrimination, advancing equality and celebrating diversity

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	DSE Policy
Lead Officer:	Health and Safety Consultant
Date last reviewed	October 2025
Next Review date:	October 2028
Approved By:	H&S Committee
Date first approved:	2022