

Display Screen Equipment Policy

| Version number | Date approved (including committee) | Reason for production/revision | Author | Proposed next review date |
|----------------|--|--------------------------------|------------------------|----------------------------|
| V5.1 | Jan 2021 ExCo | Scheduled review | Head of Facilities | Biennially and as required |
| V5.0 | 12/12/2018 Health Safety and Security | Annual review | Health and Safety Team | Biennially and as required |

Related policies

- This document forms part of the suite of Health and Safety policies that ICMP adheres to, collectively known as the Health and Safety Manual. These include:
 - Accident Reporting and Recording Policy
 - Contractors policy
 - Control of Asbestos at Work Policy
 - COSHH - Control of Substances Hazardous to Health Policy
 - Display Screen Equipment Policy
 - Electricity at Work Policy
 - Emergency Procedures Bomb Threat Policy
 - Environmental Policy
 - Fire Safety Policy
 - First Aid Arrangements Policy
 - Legionnaires Disease Policy
 - Lone Workers Policy
 - Manual Handling Policy
 - Noise Control Policy
 - Personal Protective Equipment (PPE) Policy
 - Risk Assessment Policy
 - Stress at Work Policy
 - Visitors Policy
 - Waste Management Policy
 - Working at Height Policy
 - Fire Strategy Plan

External Reference

1. The Management of **Health and Safety** at Work **Regulations** 1999.
Advice and Guidance: Health and Safety. ICMP has developed practices and processes to ensure that there are appropriate procedures for reducing the risks of injury to staff and students.

1. General Statement

- 1.1. All reasonable steps will be taken by ICMP to secure the health and safety of employees and prospective employees who work with Display Screen Equipment (DSE).
- 1.2. Whilst it is generally recognized that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. ICMP will seek to give information and training to enable a fuller understanding of these issues.
- 1.3. The persons responsible for the implementation of this policy are the Health and Safety Team.

2. Assessments

- 2.1. The Health and Safety Team provide training to staff at induction, accompanied by DSE self-assessment by employees, which is updated annually. The Health and Safety Team is responsible for retaining the records of staff assessments.

3. Eyes and Eyesight

- 3.1. If required ICMP personnel using DSE equipment can be offered eye and eyesight tests
- 3.2. The costs of eye and eyesight tests will be met by ICMP, provided that the testing has been arranged through ICMP. Where an employee obtains a test independently and without the knowledge of ICMP, even if the test is specifically related to display screen use, ICMP will not be responsible for the costs incurred.

4. Provision of Glasses

- 4.1. Where special corrective appliances i.e. glasses are prescribed, specifically for the use of DSE, ICMP will contribute towards their purchase. This can be used to obtain a standard frame and lenses or put towards a more expensive model.
- 4.2. Employees are personally responsible for the safekeeping of their glasses and they are expected to show the same degree of care for glasses as for any other item of ICMP property.
- 4.3. Where there is a change in an employee's visual defect and this results in a change to prescription requirements, ICMP will bear the costs, subject to the procedures outlined above. However, we are not responsible for correction for vision defects or

examinations for eye complaints, which are not related to display screen work that may become necessary within the period.

5. Working From Home

5.1 Following the Covid 19 Government Guidance staff working from home are provided with DSE advice, this is available in video format on MYICMP.

5.2 Line managers are responsible to check in with staff to ensure that if their situation changes that they have completed a working from home form and have again assessed their working from home set up to include DSE.