

DSE (DISPLAY SCREEN EQUIPMENT) CODE OF PRACTICE

1. INTRODUCTION

- 1.1 This Code of Practice This Code of Practice supports Keele University in meeting the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended). It outlines the arrangements and responsibilities for managing the health and safety risks associated with the use of Display Screen Equipment (DSE), including computers, laptops and similar devices.

The Regulations require the University to:

- Assess DSE workstations and reduce identified risks.
- Ensure appropriate control measures are in place.
- Provide users with appropriate information and training.
- Provide eyesight tests and, where required, corrective appliances specifically for DSE work.
- Review assessments where there are significant changes to the workstation, work environment or individual user requirements.

2. SCOPE

- 2.1 This Code of Practice applies to Keele University staff who use Display Screen Equipment (DSE) as a significant part of their normal work activities, including those working on university premises and those working remotely or from home.

3. WHAT IS DSE?

Display Screen Equipment (DSE) includes devices or equipment with an alphanumeric or graphic display screen, such as desktop computers, laptops, tablets, touch screens and similar devices.

4. WHAT ARE THE HEALTH RISKS WITH DSE?

Some workers may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a combination of factors.

5. ROLES AND RESPONSIBILITIES

5.1 Keele University

- Provide DSE users with appropriate information and training on the safe use of DSE.
- Provide access to self-assessment tools for the completion of DSE assessments.
- Ensure that work involving DSE is managed to reduce associated health and safety risks.
- Assign suitably trained persons to undertake DSE assessments for the organisation.
- Make arrangements to address health and safety issues identified through workstation assessments.

5.2 Line Managers

- Organise DSE work to avoid prolonged periods of uninterrupted screen use where reasonably practicable.
- Ensure staff understand when a further DSE assessment may be required, particularly for new users, where workstations change, or where concerns or symptoms arise.
- Ensure that new staff, staff changing roles or workstations, hot desk users and home workers are directed to complete the University's DSE training and assessment process as part of local induction arrangements.
- Make a management referral to Occupational Health where musculoskeletal concerns have not been resolved through workstation adjustments or where relevant medical conditions have been identified.
- Ensure staff implement any agreed corrective actions, control measures or equipment recommendations.

5.3 DSE Users

- Complete the University's mandatory DSE training and self-assessment process.
- Set up and use their workstation in accordance with the guidance provided within the training and assessment materials.
- Report any unresolved issues identified through the self-assessment process to the Health and Safety Team for further advice. Where required, a more detailed workstation assessment may be arranged.

5.4 DSE Assessors

DSE Assessors are trained individuals who support the assessment and management of risks associated with the use of Display Screen Equipment (DSE). Assessors must

complete the approved training provided by Health and Safety and be familiar with relevant University guidance and HSE guidance '[Working with DSE](#)'.

- Undertake detailed workstation assessments where required using the University's DSE assessment process.
- Record assessment findings, any issues identified and actions or recommendations made.
- Provide users with guidance and advice to support good DSE practices.
- Recommend practical workstation adjustments where users are experiencing difficulties associated with DSE use.
- Identify issues requiring corrective action, including equipment or workstation adjustments where appropriate.
- With the user's consent, share relevant assessment findings with the line manager to support implementation of agreed actions.
- Maintain appropriate assessment records and provide copies to the user, line manager and Occupational Health where required.
- Attend refresher training and updates as required.

5.5 Health & Safety

- Provide guidance and advice to support good DSE practice.
- Provide advice on the assessment of DSE workstations.
- Advise on appropriate training requirements for DSE Assessors.
- Provide information regarding eyesight testing arrangements for DSE users.
- Manage and maintain a range of DSE equipment available for short-term trial where appropriate.

5.6 Occupational Health & HR

- Provide advice and support through the management referral process where required.
- Arrange or recommend further specialist assessment where appropriate.

6. REVIEW

DSE assessments should be reviewed when:

- Significant changes are made to equipment, furniture, software or the working environment.
- A user changes location or workstation.
- The nature of the work activities changes significantly.
- Existing control measures are no longer considered effective or may be contributing to additional issues.

- There are significant changes relating to the individual, including where additional assessment may support a return to work. Further advice can be obtained from Health & Safety where required

Reviews should normally be completed through the online self-assessment process in the first instance to enable users to make appropriate workstation adjustments.

7. THE ASSESSMENT PROCESS

In the first instance, DSE users must complete the University's DSE training available through Learning Pool. The training provides guidance on how to correctly set up and use a workstation to reduce the risks associated with prolonged DSE use.

Following completion of the training, users are required to complete a DSE self-assessment to confirm that their workstation has been appropriately adjusted in accordance with the guidance provided.

Where issues remain unresolved, or a workstation cannot be appropriately adjusted through the self-assessment process, a more detailed face-to-face assessment may be arranged by contacting healthandsafety@keele.ac.uk. The University's DSE process (see Appendix A) outlines the arrangements from initial assessment through to completion of any required actions

8. FLEXIBLE WORKING & REMOTE WORKING

Staff working flexibly, from home or from other remote locations are responsible for ensuring that their workstation is set up appropriately to reduce the risks associated with DSE use.

Staff must complete the University's DSE e-learning module and self-assessment process to support the safe set-up and use of their workstation. Following completion of the assessment, users are expected to implement the adjustments and recommendations identified within the guidance and self-assessment tool.

8.1 Home working as a reasonable adjustment

Where home working arrangements are agreed as part of a reasonable adjustment, Keele University will ensure that appropriate support and equipment are provided to enable the individual to work safely and effectively without disadvantage.

Employees working in this way must complete the University's DSE e-learning and self-assessment process, together with any required home working assessment with their line manager, to ensure that risks associated with DSE use and home working are appropriately managed.

8.2 Flexible and occasional remote working

Staff choosing to work from home or other remote locations as part of flexible working arrangements are responsible for ensuring that their workstation is set up

appropriately to minimise risks associated with poor posture, unsuitable workstation set-up and prolonged static working.

Staff must complete the University's DSE training and self-assessment process available through Learning Pool and implement the guidance provided within the training materials. Further advice can be obtained from Health & Safety where required.

Staff working remotely as part of flexible working arrangements, rather than where home working forms part of their contractual arrangements or a reasonable adjustment, will normally be expected to use their own domestic furniture and equipment and will not ordinarily be provided with office furniture by the University.

9. DOCUMENT CONTROL INFORMATION

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Appendix 1 – The DSE Process:

