



Display Screen Equipment

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Owner:	Brian Gunn	Job Title:	H&S Manager
To be issued to:		Board of Management Executive Team Senior Leadership Team Ark Policy review Group ARK Management All Staff	
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Version Control

Date	Owner	Version	Reason for Change
Mon 2021	Brian Gunn	V4.0	New policy format

Summary of Changes

Section	Change
Whole Policy	Reviewed policy to set out Ark's position on how to safely maintain good ergonomics and posture whilst using display screens at work and at home.

Display Screen Equipment (DSE)

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1.0 Ark`s Values

Arks values are true to the core purpose of the organisation and the services we deliver. They determine our behaviours towards one another and what we should expect in our relationships with one another. Working within the following values will guide and help us deliver our vision and mission of Ark being an organisation where everyone is equal:

Trust

We have confidence in our people to deliver excellent services and trust in them to do so. We will develop trusting and honest relationships and our customers will feel assured that they can rely on us to deliver.

Respect

We treat everyone fairly and we listen. We are respectful of each person with whom we come into contact and expect our people to respond professionally and treat others as they would wish to be treated.

Understanding

We will operate with empathy and compassion and approach each situation with an open mind. We will question and challenge to ensure we achieve the right outcomes for customers and our people.

Equality

We believe everyone is equal and expect our people to create positive experiences where everyone feels valued and included.

Integrity

We will do the right thing and take responsibility for our actions. We will work together to uphold the highest standards of behaviour and practice.

2.0 Purpose

The purpose of this policy is to ensure that Ark identifies hazards and significant risks from Display Screen Equipment (DSE) and office equipment used at Ark employees workstations or when working from home for long periods, using risk assessments to eliminate or control the health risks .

3.0 Policy Statement

This policy describes how Ark recognises, as an employer, it has a duty under the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002). All workstations incorporating DSE will be self-assessed by the user and reviewed annually or earlier depending on circumstances. Ark's H&S Adviser will assist with assessments if requested by Ark staff / managers.

4.0 Scope

All Board of Management members and employees, agency staff and visitors are required to abide by this policy, and the procedure which supports it.

5.0 Legal/Regulatory Framework

The key piece of legislation underpinning this policy is the Health and Safety at Work Act 1974 and the Display Screen Equipment.

In terms of regulatory expectations, Standard 1.3, of the Scottish Housing Regulator's Regulatory standards of Governance And Financial Management requires each RSL should ensure that it complies with its constitution and its legal obligations, and Requirement 3, have assurances and evidence that it is meeting all of its legal obligations associated with housing and homelessness services, equality and human rights, and tenant and resident safety.

6.0 Responsibilities

6.1 Board of Management

Ark's Board of Management is responsible for consideration and approval of this policy, and for ensuring that its decisions are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.2 Executive Team

Ark's Executive Team is responsible for ensuring that this policy is reviewed in accordance with Ark's schedule for review of policies, or sooner if required. The Executive Team is responsible for ensuring that this policy is implemented in Ark.

6.3 Senior Leadership Team

Ark's Senior Leadership Team is responsible for review of the policy, and for ensuring that this policy is implemented and followed within each function.

6.4 Managers

Ark Managers will be responsible for the effective implementation of this policy within their area of responsibility. They must also ensure that each member of their team, through induction, and team meetings, is made aware of this policy and participates in relevant training, as necessary.

6.5 All Staff

All Ark employees are required to familiarise themselves with this policy and comply with its provisions as well as undertake any training implemented as part of the rollout of this policy.

6.6 Third Parties

Ark will ensure that this policy is complied with, when third parties, such as agency or temporary staff are using display screen equipment while employed by Ark.

7.0 Display Screen Equipment (DSE)

This policy and accompanying procedure will provide staff with information on the main risks that may arise from working with Display Screen Equipment (DSE) such as musculoskeletal disorders such as back pain or upper limb disorders (sometimes known as repetitive strain injury or RSI), visual fatigue and headaches.

A DSE user will generally be a person who normally uses display screen equipment for continuous spells of over an hour or more at a time daily, and it is an important requirement of their job. The DSE regulations and Ark DSE policy and procedure do not apply to workers who use DSE infrequently or for short periods of time.

It is unlikely that a support worker will be identified as a DSE user. Priority staff, Ark managers and Ark Care & Support staff that have designated office duties or working from home for long periods are classed as DSE users.

8.0 Related Policies & Procedures

This policy should be read in accordance with Ark's Display Screen Equipment Procedure

9.0 Equality Impact Assessment (EIA)

An Equality Impact Assessment has been completed in relation to the development of this policy.

10.0 Data Protection Impact Assessment (DPIA)

A Data Protection Impact Assessment has been completed in relation to the development of this policy.

11.0 Stakeholder Consultation

In developing this policy the following groups were consulted:

- Ark Board of Management;
- Ark Executive Team;
- Ark Senior Leadership Team;
- Ark Policy Review Group; and
- Ark Employees.

12.0 Monitoring and Review

12.1 Monitoring

Ark's Health and Safety Adviser, on behalf of Ark's Executive and Senior Leadership Teams, will monitor implementation of this policy on an ongoing basis and ensure that relevant decisions within Ark are taken in line with the obligations and expectations set out in this policy.

12.2 Review

This policy will be reviewed within 3 years from the date of approval by our Board of Management, in accordance with Ark's policy review framework.