



# DSE (Display Screen Equipment) Policy

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| <b>Version</b>                           | 1.2 minor revision.   |
| <b>Amendments</b>                        | Jan 2025: New template and updated revised policy to include Hybrid working and new procedures. |
| <b>Related Policies &amp; Procedures</b> | <a href="#">Procedure: Your Workstation</a>   |

## 1. SCOPE

- 1.1 This policy applies across London School of Hygiene and Tropical Medicine (LSHTM) staff and their workstations used in the undertaking of School business.
- 1.2 The policy applies to all LSHTM employees (including Research Degree students on the HR Payroll) classified as display screen equipment users, including those based at home and at another employer's workstation, and all temporary workers.

## 2. PURPOSE AND OVERVIEW

- 2.1. It is the policy of the London School of Hygiene & Tropical Medicine to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002).

## 3. POLICY

- 3.1 It is LSHTM Policy to ensure;
  - 3.1.1 Suitable online induction training is in place for employees to access.
  - 3.1.2 Employees are equipped with suitable or specialist ergonomic hybrid work set-up and tools.
  - 3.1.3 The completion and revision of the Hybrid Workstation Self-Assessment form is made available to staff as and when they require a DSE Assessment. The Self-Assessment form is recommended to be revised when environment or location of workstation changes, or when there are physical or medical changes to the individual.
  - 3.1.4 Workstation assessments and advice to further support or ergonomic equipment are carried out by trained DSE Assessors when requested.
  - 3.1.5 Training is provided for staff to become DSE Assessors and that there are a reasonable number of trained DSE Assessors.



- 3.1.6 The provision of eye tests every two years and discount specifically towards spectacles for DSE work.
- 3.1.7 Occupational Health assessment and advice are available for musculoskeletal disorders (including Upper or Lower limb disorders or Repetitive Stress Injuries (RSI)) and other DSE-related health concerns.
- 3.1.8 Support for staff with a disability or health condition recognised under the Equality Act 2010, including Access to Work, specialist software or equipment and Occupational Health supported adjustments.
- 3.1.9 New or Expectant Birth Parents carry out a risk assessment, including possible DSE requirements.
- 3.1.10 Assistance and delivery of specialist ergonomic laboratory equipment and workstation for laboratory staff by the Health & Safety team.
- 3.1.11 That DSE-related incidents, injuries or ill health are investigated, mitigated and, if necessary, reported to the Health and Safety Executive (HSE) under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- 3.1.12 The requirements laid out in the schedules of the HSE [Health and Safety \(Display Screen Equipment\) Regulations 1992](#) are met within reason.
- 3.1.13 Procedure and further guidance are detailed on the staff intranet site: Your Workstation.

#### **4. LINK TO PROCEDURE**

- 4.1 Your Workstation: <https://lshtm.sharepoint.com/sites/intranet-occupational-health-and-safety/SitePages/Your-workstation.aspx>
- 4.2 Home Workstation: <https://lshtm.sharepoint.com/sites/intranet-occupational-health-and-safety/SitePages/Home-Workstation.aspx>

#### **5. APPENDICES**

- 5.1 [Health and Safety \(Display Screen Equipment\) Regulations 1992](#)