**Piggott School Procedure**

****

**The Piggott School**

**Procedure: Display Screen Equipment**

**Aim:** The Piggott School endeavours to make the use of display screen equipment and workstations as safe and comfortable as possible for its’ staff.

Users are described by the HSE as “Workers who use DSE daily, for an hour or more at a time. The regulations don’t apply to workers who use DSE infrequently or only use it for a short time.”

For the majority of teachers, it is rare for them to use a set workstation for a full hour and as such they are infrequent users however the Piggott School invites all staff to assess their workstation if they feel it is appropriate.

**Reference documents:**

 Wokingham - Model Health and Safety Procedure - Display Screen

 HSE - Working Safely with Display Screens regulations 1992

 Online assessment - <https://vduhealthandsafety.rossiterandco.com/vduhealthandsafety.html>

Piggott School (internal) - Eye test Claim Document

**Method:**

1. **Workstation assessment**
* Each year staff are invited to fill in a Display Screen Equipment online assessment, this is to allow staff to ensure their own area of work is suitable for their needs, it also helps gain an understanding of the possible negative effects to health by poor positioning, equipment, lighting etc.
* All staff are emailed a link annually for an online assessment form:

<https://vduhealthandsafety.rossiterandco.com/vduhealthandsafety.html>

1. **Review**
* Completed forms are returned to The PA to the Head Teacher for review and to be kept on staff files
* Reviews are done by the Premises Manager and any reasonable actions are then taken to adjust the DSE if possible, with consultation of the member of staff who uses the DSE.
1. **Users**
* DSE users are entitle to eyesight checks paid for by the school, and a claim form for employees is provided upon request.
* The School will provide suitable workstations and equipment to help users work in a comfortable and ergonomic position. Orders can be placed via the yearly assessment or at any time from finance via their line manager

**Issued by: David Corringham – Premises Manager**

**Issue date: 12.11.2020**