

Display Screen Equipment (DSE)



Policy

Scope and Objective

This policy applies to all employees (practitioners and office staff). Our goal is to minimise health risks such as eyestrain, back pain, and repetitive strain injury (RSI) by ensuring equipment is used correctly.

Categorisation of Users

Under health and safety regulations, we distinguish between two types of users:

- **DSE Users (Office Staff):** Staff who use DSE for a significant part of their normal work (e.g., more than 1 hour of continuous use daily).
- **Occasional Users (Practitioners):** Staff using tablets or laptops for observations, registers, or learning journals for short bursts.

Key Responsibilities

Role	Responsibility
Management	Provide ergonomic equipment; ensure all staff complete BrightSafe training; conduct formal assessments for "Users."
Office Staff	Complete the BrightSafe DSE module annually; set up their desk according to the "90-degree" rule (elbows/hips/knees); report any aches or pains immediately.
Practitioners	Avoid "hunched" postures when using tablets; use stands or tables where possible; take frequent visual breaks from the screen.

Guidelines for Early Years Practitioners

Since practitioners often use tablets while interacting with children, the standard "desk setup" doesn't always apply. We advise:

- **The 20-20-20 Rule:** Every 20 minutes, look at something 20 feet away for 20 seconds to rest your eyes.
- **Posture over Proximity:** Avoid resting tablets on your lap for long periods. Use a high surface (like a changing unit or a staff-height table) when inputting long observations.
- **Voice-to-Text:** Use dictation features where appropriate to reduce repetitive typing on small screens.

Office-Based Setup

For those at desks, the following must be maintained:

- **Screen Height:** The top of the monitor should be at eye level.
- **Seating:** Chairs must be adjustable in height and tilt with adequate lumbar support.
- **Laptops:** If a laptop is used for more than an hour, it must be used with a laptop riser and a mouse.

6. Eye Tests

In accordance with DSE regulations, any staff member classified as a "User" (the office team) is entitled to an employer-funded eye test specifically for DSE use at regular intervals.

7. Training and Review

- All staff must complete the BrightSafe DSE Training.
- This policy will be reviewed annually or if the office layout/equipment changes significantly.