



# DISPLAY SCREEN EQUIPMENT POLICY

**BADGER GROUP LTD**  
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Destroy All Previous Issues

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## Version Control Log (Only last 3 versions, earlier versions can be found in the appropriate archive directory for the document)

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V2.6	April 2023	A Sheils	Reviewed – no change
V3.0	March 2024	K Barrett/ S Khan	Version 3: Originally HR Policy V2.6 (HR14), Transferred to Health and Safety V3.0 (H&S 29) <ul style="list-style-type: none"> <li>Reviewed, section 5.2 updated, additionally added 5.2.1 and 5.2.2, 5.2.3, procedure added within</li> </ul>

## Approval

Version	Name	Position	Signature	Approved Date
V2.0	Nick Farmer	CEO		
V2.1	Exec	Executive Team		May 2012
V3.0	S Khan	Deputy CEO, Health & Safety Chair	S Khan	March 2024

## Glossary

Term	Description

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## 1 INTRODUCTION

This policy shall be applied to all workplaces and staff employed by Badger as both 'users and operators' and does form part of Badger's Health & Safety Policy.

The Health & Safety (Display Screen Equipment) Regulations 1992 implemented the European Directive on minimum safety and health requirements for work with Display Screen Equipment.

For the purpose of the Regulations, Display Screen Equipment (DSE) includes computers and workstation equipment, but excludes televisions and medical equipment.

The Regulations require 'users and operators' to be identified and a suitable and sufficient assessment made of all workstations with a view to reducing risks. Where somebody is defined as a user or operator, there must be compliance with the requirements of the Regulations. The implications are described in this Policy.

*Note: A workstation comprises of all the equipment and furniture for the job, and includes environmental factors (e.g. lighting)*

## 2 PRINCIPAL LEGISLATION AND GUIDANCE

- Health and Safety (Display Screen Equipment) Regulations 1992
- The Management of Health & Safety at Work Regulations 1999
- Health & Safety at Work Act 1974

## 3 DEFINITIONS

The definitions used in this Policy are those determined by the Health & Safety Executive guide to the Regulations. Local management interpretations of the guidance and definitions shall be in accordance with the understanding and spirit of the Badger Display Screen Equipment Work Policy.

### 3.1 Display Screen Equipment

Display Screen Equipment is defined to include any form of alpha numeric or graphical display.

*Note: The terms VDU (visual display unit) and VDT (visual display terminal) are commonly used as a short-form description for Display Screen Equipment.*

Where a screen shows mainly TV or film images, it is not considered as display screen equipment under the Regulations.

Small displays, such as on calculators, window typewriters and cash registers are excluded, as well as displays on vehicles or other means of transport.

Lap top computers and other similar portable machinery are included in the definition, if it is used for a significant part of the day.

## 4 DISPLAY SCREEN EQUIPMENT 'USERS'

In some cases it will be clear that use of display screen equipment is more or less continuous on most days and the individuals concerned should be regarded as users or operators.

Where use is less continuous or frequent, other factors connected with the job must be assessed. It will generally be appropriate to classify the person concerned as a user or operator if most or all of the following criteria apply.

- a) The individual depends on the use of display screen equipment to do the job, an alternative means are not readily available for achieving the same results
- b) The individual has no alternative as to use or non-use of the display screen equipment
- c) The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- d) The individual normally uses display screen equipment for continuous spells of an hour or more at a time
- e) The individual uses display screen equipment in this work more or less daily
- f) Fast transfer or information between the user and screen is an important requirement of the job
- g) The performance requirements of the system demand high levels of attention and concentration by the user, for example where the consequences or error may be critical

## 5 RESPONSIBILITIES

### 5.1 Badger's Responsibilities

Badger recognises and aims to fulfil its responsibilities under the Display Screen Work Regulations 1992.

Badger shall ensure that assessments of all display screen equipment are undertaken, that 'users' are identified and that measures required to comply with the Regulations are implemented.

Badger shall ensure that staff shall be provided with appropriate information and training. This includes training in use of the software utilised in the workplace.

### 5.2 Eye Tests & Spectacles

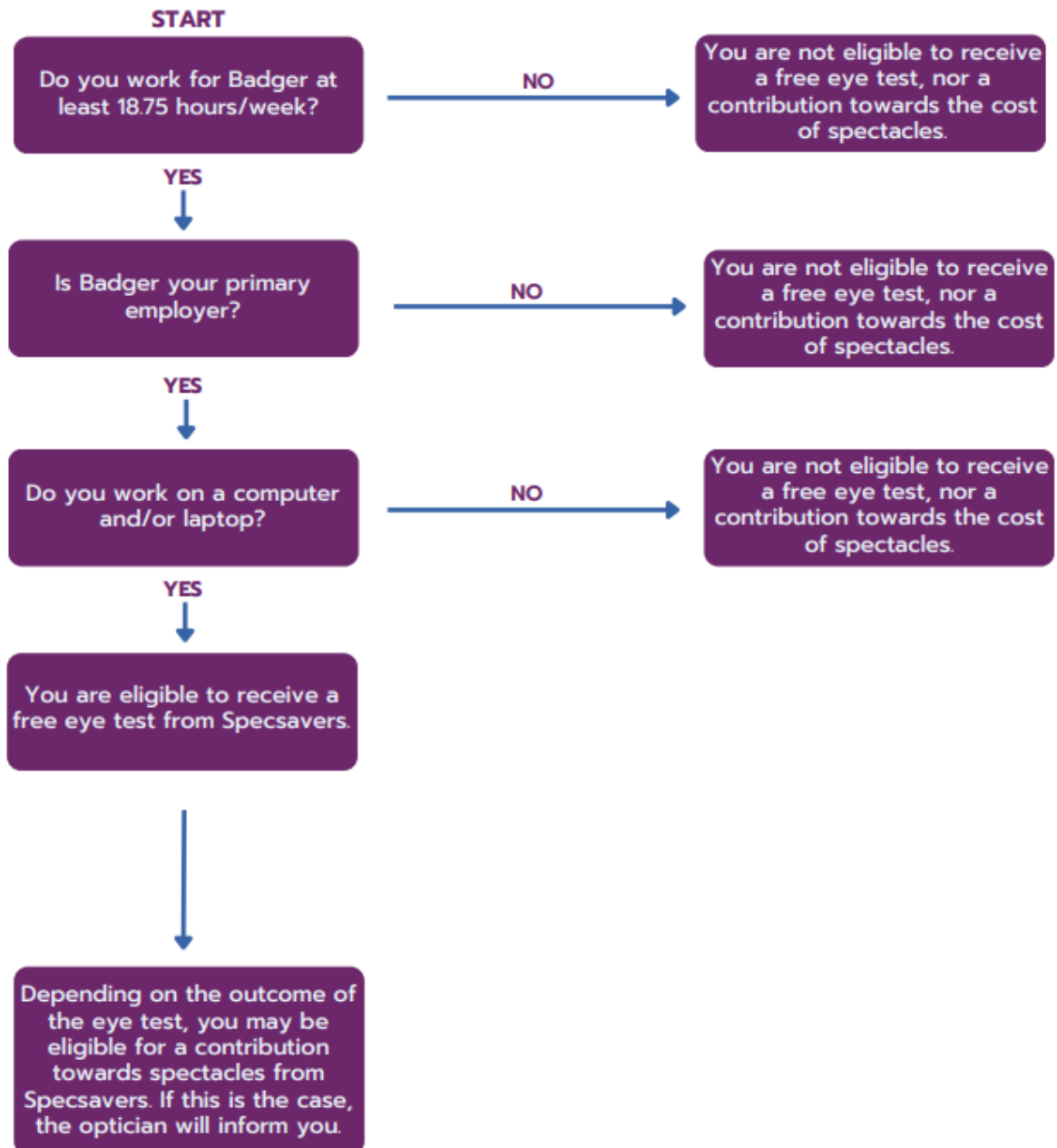
Badger will honour its obligations under the Display Screen Regulations and will utilise the Specsavers Corporate Scheme to provide eye tests for staff who are eligible. The process for staff requesting a free eye test will be outlined in the corresponding procedure 'Eye Tests & Spectacles: Procedure for Staff' within section 5.2.2. Depending on the outcome of the eye test, and where the prescription is solely for the purposes of display screen work, staff may be eligible for a contribution towards the cost of spectacles. The optician will inform the staff member if this is the case.

#### 5.2.1 Eligibility

Staff will be eligible to request a free eye test under the following criteria:

1. Must be working on a VDU as part of their primary job role.
2. Work at least 18.75 hours per week, on a weekly basis.
3. Badger must be their primary employer.

## 5.2.2 Eligibility Flowchart



### 5.2.3 Eye Tests & Spectacles: Procedure for Staff

Staff who wish to request a free eye test will complete the *Eye Test Request Form* (H&S-F-020 - Eye Test Request Form V1.0, see Appendix 1) and return to the Finance Department by email: [finance@badger.nhs.uk](mailto:finance@badger.nhs.uk) or post:

FAO Finance Department  
Badger House  
121 Glover Street  
B9 4EY

A member of the Finance Department will assess the eligibility of the request under the criteria set out in Section 5.2.1 and once eligibility is determined, will record this on the *Eye Test Request Form* and a copy will be sent to HR.

A member of the Finance Dept will purchase an e-voucher via the online portal, and once the voucher has been generated, this will be sent directly to the staff member via email with details of how to redeem the voucher.

### 5.3 Managers' Responsibilities

Managers shall ensure that workstations are assessed to evaluate health and safety risks. Line managers are responsible for ensuring that appropriate measures are taken to reduce risks to an acceptable level.

Managers shall ensure that workstations already in service are in, or are brought into, compliance with the Regulations.

Managers shall ensure that daily work routines incorporate frequent breaks from VDU activity. Such breaks should be of the order of ten minutes in each hour of VDU activity.

Managers shall ensure that employees are provided with appropriate information and training.

### 5.4 Staff rights and responsibilities

Staff defined as 'users or operators' through the nature of their work with display screen equipment are entitled to request sight tests before starting work, and subsequent re-testing at appropriate intervals. Reasonable costs of a full ophthalmic examination and the provision of simple corrective spectacles should these be required solely for display screen work will be met by Badger.

All staff have an individual responsibility to safeguard their own health and that of others who may be affected by their activities at work. This includes ensuring changes of work activity away from VDU tasks to comply with the breaks identified in Clause 4.2.3.

Staff have an obligation to bring concerns as they arise, about any Health & Safety matter, and under this Policy, any particular issue affecting their work with display screen equipment to their line manager's attention in the first instance.

## 6 FURTHER INFORMATION

This policy shall be reviewed on an annual basis, and amended appropriately as required.

## 7 APPENDIX 1: Eye Test Request Form



### Eye Test Request Form

This form allows staff to submit a request for funding for an eye test and spectacles from Specsavers if a prescription is required solely for the use of display screen work.

Please complete the following in full and return by email: [finance@badger.nhs.uk](mailto:finance@badger.nhs.uk) or post:

FAO Finance Department  
Badger House  
121 Glover Street  
B9 4EY

<b>Name</b>	
<b>Job Title</b>	
<b>How many hours per week do you work?</b>	
<b>Preferred email address</b>	

I declare that:

- ❖ I understand Badger will pay for the cost of an eye test from Specsavers.
- ❖ I understand that depending on the outcome of the eye test, I may be eligible for a contribution towards spectacles from Specsavers. If this is the case, the optician will inform me.
- ❖ I have not received reimbursement from any other employer.
- ❖ All information I have provided is correct.

<b>Date</b>	
<b>Signature</b>	

To be completed by the Finance Department

<b>Approved by</b>	
<b>Date</b>	
<b>Signature</b>	

Finance Department to send a copy to HR for employee records.