

Display Screen Equipment

The Great Oak CE Learning Federation

Approved by:	Emily Kirkham/Dennis Morris	Date: 5 th September 2019
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Next review due by:	5 th September 2022
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We are aware that we have a responsibility under the Health and Safety at Work Act 1974, the Display Screen Equipment (DSE) Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 and the Management of Health and Safety Regulations (1999) for the health, safety and welfare of employees (school personnel) using display screen equipment.

We acknowledge that the Regulations apply to all employees which require employers to minimise the risks in VDU work by ensuring that workplaces and jobs are well designed. However, the Regulations do not cover pupils but since we have a legal responsibility for pupils' general health and safety then the requirements of the Regulations applies to pupils as well.

Display equipment covers monitors, laptops and other graphic displays including CCTV. A workstation includes equipment peripheral to the display screen equipment but within the immediate work environment such as desk, chair, keyboard, mouse etc.

A display screen user is an employee who normally uses display screen equipment for continuous or near continuous spells of an hour or more at a time.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims

- To minimise the risk to employees when using display screen equipment by ensuring that workplaces and jobs are well designed.
- To work with other schools to share good practice in order to improve this policy.

Responsibility of the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- ensure that suitable risk assessments are carried out that will cover:
 - all the equipment and the environment of the workstation;
 - the work patterns of the employee;
 - the extent of use;
 - training and information and any special needs for disabled people
- ensure sufficient resources are made available to manage the risks of display screen equipment;
- consider the views of the user's;
- timetable display screen work so that there are breaks away from the display screen;
- provide health and safety information for users;
- organise eye tests for users on request;
- suggest to parents to have their child's eyes tested;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- comply with all the afore mentioned aspects of this policy;
- undertake training in the use of display screen equipment and in the use of workstations in order to prevent postural difficulties and visual fatigue;
- report any concerns about the use of display screen equipment;
- report any health condition that they believe is caused by using display screen equipment;
- report any defective equipment
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Raising Awareness of this Policy

We will raise awareness of this policy via:

- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.