



Tactical Security Options Ltd, Room 704 Cameron House, White Cross Industrial Estate, South Road, Lancaster, Lancashire, LA1 4XF. Registered Company (10391759)

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## **HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992**

Display screen equipment (DSE) is defined as 'any alphanumeric or graphic display screen, regardless of the display process involved'. These regulations apply to most display screen equipment (DSE) but there are exceptions, such as DSE on board a means of transport, systems intended mainly for public use, cash registers, display panels on typewriters, small data panels on calculators.

The main requirement of the regulations found in regulation 2. This regulation requires an employer to appoint a competent person to assess all workstations under their control and then proceed to reduce any risks to the lowest practicable level, which in reality means eliminate them.

In assessing the work station, the employer must consider emergencies, postural problems, seating and visual difficulties, heat, noise, lighting and glare, layout and the length of time spent on keyboard operations without a break from that task. All of these can cause the employee health problems, particularly lengthy keyboard work which can cause work related upper limb disorders such as Tenosynovitis and Carpal Tunnel Syndrome.

The term 'workstation' covers –

- DSE, including keyboard, any software and an input device
- Any optional extras to the DSE
- Any disk drive, modem, printer, telephone, document holder, work chair, work desk, work surface, or other item peripheral to the DSE
- The immediate work environment around the DSE

Regulation 5 requires that eyesight tests and where necessary spectacles should be provided free of charge to identified habitual 'users' of the DSE. The term habitual user is not strictly defined and the employer has been left to decide who fits the criteria to be classed as a user, with reference to the guidance on this matter provided by the HSE.



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Finally, the employer has a duty to consult, inform and train their employees in respect of all the requirements of these regulations.

#### The Schedule

(Which sets out the minimum requirements for workstations which are contained in the Tactical Security Options Ltd Directive on the minimum safety and health requirements for work with display screen equipment)

#### The Schedule

Extent to which employers must ensure that Workstations meet the requirements laid down in This Schedule

1. An employer shall ensure that a workstation meets the requirements laid down in this schedule to the extent that –
  - (a) those requirements relate to a component which is present in the workstation concerned;
  - (b) those requirements have effect with a view to securing the health, safety and welfare of persons at work; and
  - (c) the inherent characteristics of a given task make compliance with those requirements appropriate as respects the workstation concerned.

#### Equipment

2. (a) *General comment*

The use as such of the equipment must not be a source of risk for operators or users.

- (b) *Display screen*

The characters on the screen shall be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.

The image on the screen should be stable, with no flickering or other forms of instability.



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The brightness and the contrast between the characters and the background shall be easily adjustable by the operator or user, and also easily adjustable to ambient conditions.

The screen must swivel and tilt easily and freely to suit the needs of the operator or user

It shall be possible to use a separate base for the screen or an adjustable table

The screen shall be free of reflective glare and reflections liable to cause discomfort to the operator or user

(c) *Keyboard*

The keyboard shall be tiltable and separate from the screen so as to allow the operator or user to find a comfortable working position avoiding fatigue in the arms or hands.

The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the operator or user

The keyboard shall have a matte surface to avoid reflective glare

The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard

The symbols on the keys shall be adequately contrasted and legible from the design working position

(d) *Work desk or Work surface*

The work desk or work surface shall have a sufficiently large, low reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment

The document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movements.



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There shall be adequate space for operators or users to find a comfortable position

(e) *Work chair*

The work chair shall be stable and allow the operator or user easy freedom of movement and a comfortable position

The seat shall be adjustable in height

The seat back shall be adjustable in both height and tilt.

A footrest shall be made available to any operator or user who wishes one.

## Environment

3 (a) *Space requirements*

The workstation shall be dimensioned and designed so as to provide sufficient space for the operator or user to change position and vary movements

(b) *Lighting*

Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements of the operator or user.

Possible disturbing glare and reflections on the screen or other equipment shall be prevented by coordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources.

(c) *Reflections and glare*

Workstations shall be so designed that sources of light, such as windows and other openings, transparent or translucent walls, and brightly coloured fixtures or walls cause no direct glare and no distracting reflections on the screen.



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Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation.

(d) *Noise*

Noise emitted by equipment belonging to any workstation shall be taken into account when a workstation is being equipped, with a view in particular to ensuring that attention is not distracted and speech is not disturbed.

(e) *Heat*

Equipment belonging to any workstation shall not produce excess heat which could cause discomfort to operators or users

(f) *Radiation*

All radiation with the exception of the visible part of the electromagnetic spectrum shall be reduced to negligible levels from the point of view of the protection of operators' or users health and safety

(g) *Humidity*

An adequate level of humidity shall be established and maintained.

#### **Interface between computer and operator/user**

4 In designing, selecting, commissioning and modifying software, and in designing tasks using display screen equipment, the employer shall take into account the following principles:

- (a) software must be suitable for the task;
- (b) software must be easy to use and, where appropriate, adaptable to the level of knowledge or experience of the operator or user; no quantitative or qualitative checking facility may be used without the knowledge of the operators or users;
- (c) systems must provide feedback to operators or users on the



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performance of those systems.

- (d) systems must display information in a format and at a pace which are adapted to operators or users;
- (e) the principles of software ergonomics must be applied, in particular to human data processing.

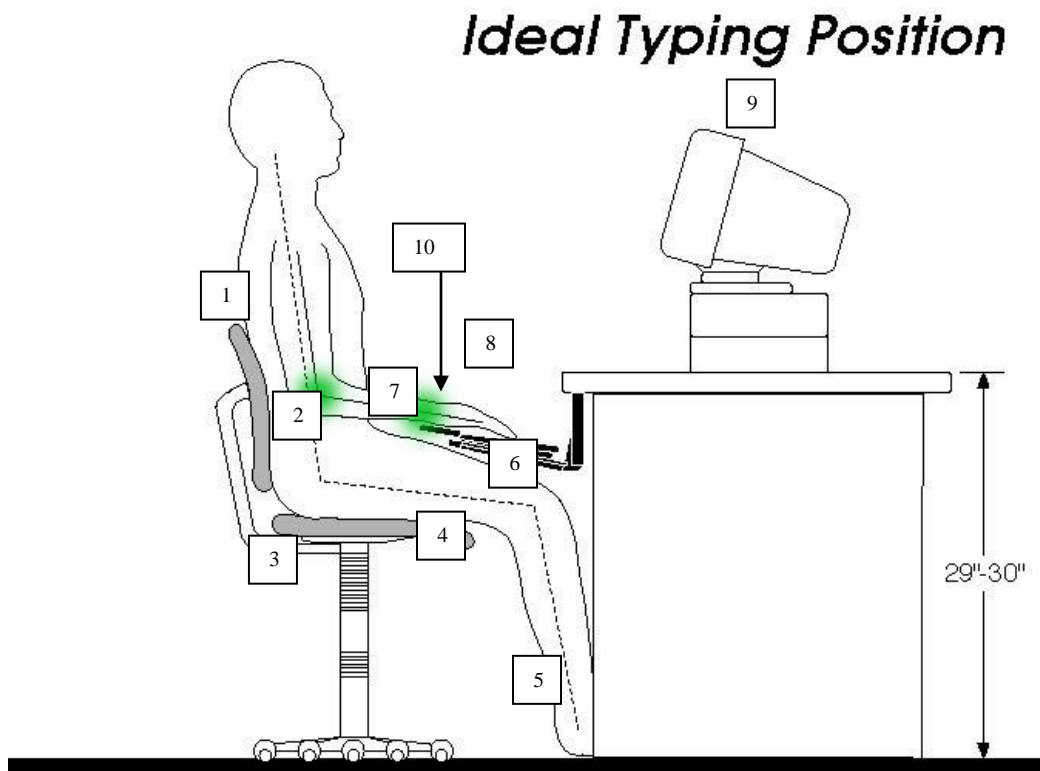


Figure 2

Seating and posture for typical office tasks

1. Seat back adjustability



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2. Good lumbar support
3. Seat height adjustability
4. No excess pressure on underside of thighs and backs of knees
5. Foot support if needed
6. Space for postural change, no obstacles under desk
7. Forearms approximately horizontal
8. Minimal extension flexion or deviation of wrists
9. Screen height and angle should allow comfortable head position
10. Space in front of keyboard to support hand/wrists during pauses in keying

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**Position:** Managing Director

**Signature:**

**Date:** 22 .04 .2020