

Display Screen Equipment (DSE) Temporary Agile Working – Coronavirus

Guidance

It is advisable you undertake the DSE awareness e-learning course on iLearn to refresh you on the main points. Using DSE at home you should refer to your current DSE assessment from your work allocated workstation as good practice.

Manual handling - To reduce the risk from manual handling do not carry excessive equipment or papers unless they are essential. Using a laptop case or backpack can cut down strain on arms and distribute the load more evenly across the body. Please note that a desk personal computer is heavier and care must be taken not to cause injury or possible damage to the equipment while moving, transporting and setting up.

Laptop/Desk PC – Use your laptop on a stable, suitable work surface where there is support for your arms if possible. Aim for the top of the screen to be just below eye level. This reduces pressure being applied to your neck and spine. Your screen should be no more than an arm's length away to prevent stooping to read the screen. The screen should be clear and clean, with adjustable contrast and brightness. If you are required to, please ensure you wear any corrective lenses for example, glasses or contact lenses, when looking at the screen.

Chair – If you have a specialist chair for use at your workstation discuss this with your line manager in the first instance as to options. Adopt a good sitting posture with lower back support (if you have a detachable lower back support at work, if possible, take it home with you). Preferably, use a computer chair (5 star base) rather than a fixed seat where possible.

Keyboard – Use a separate keyboard and mouse (taking any allocated equipment from your workstation home with you if possible). Place the keyboard so that it is comfortable and convenient to use, without having to bend the wrists.

Lighting – If it is possible have a combination of natural light rather than solely artificial light. Use window blinds/curtains to help reduce glare or consider the position of your desk.

Additional Advice - Ensure you keep any work equipment safely stored when not in use and out of sight. Try to keep your workstation area clear of trip hazards and avoid overloading electrical sockets. Regular changes in activity/posture is important. This includes moving away from the screen and getting up and walking around frequently for a couple of minutes. If you're moving, there's a lot less stress on the muscles and joints. Get into good habits to reduce the risk of potential problems.