



Display Screen Equipment (DSE) Assessment Policy

Introduction

This policy applies equally across all Supreme Group businesses (hereafter, “the Company”).

1. SCOPE

This policy applies equally across the Company and to all employees (including temporary workers) and their workstations used in the undertaking of Company business including those engaged as home workers or who work under hybrid working arrangements to ensure compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002).

2. POLICY

2.1 It is the Company’s Policy to ensure;

2.1.1 Suitable online induction training is in place for employees to access.

2.1.2 Employees are equipped with suitable or specialist ergonomic hybrid work set-up and tools where appropriate.

2.1.3 The completion and revision of the DSE self-assessment form is made available to staff as and when they require a DSE Assessment. The self-assessment form is recommended to be revised when the working environment or location of workstation changes, or when there are physical or medical changes to the individual.

2.1.4 Workstation assessments are carried out by trained DSE Assessors.

2.1.5. Training is provided for staff to become DSE Assessors (where appropriate).

2.1.6 Occupational Health assessment and advice is available for musculoskeletal disorders (including Upper or Lower limb disorders or Repetitive Stress Injuries (RSI)) and other DSE-related health concerns if, as and when appropriate

2.1.8 Support for staff with a disability or health condition recognised under the Equality Act 2010, including access to work, specialist software or equipment and Occupational Health supported adjustments is available if, as and when appropriate.

2.1.9 Separate DSE workplace assessment will be completed for new or expectant birth parents when required.

2.1.10 That DSE-related incidents, injuries or ill health are investigated, mitigated and, if necessary, reported to the Health and Safety Executive (HSE) under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

2.1.11 The requirements laid out in the schedules of the HSE Health and Safety (Display Screen Equipment) Regulations 1992 are met within reason.

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