



This work method statement is intended to provide instruction convey how the College’s [Display Screen Equipment \(DSE\) Policy](#) is implemented in the Department of Media Arts. Although the policy is intended for staff, this statement intends to make provision for students using display screens in the Media Arts Centre media labs and post production rooms in order to benefit from best practice as far as possible with student facilities of this nature.

Currently, the Department has two trained DSE assessors: Michelle Rogers and Ella Riden.

Work activity general risk assessment	GRA reference	Risk rating
<p><b>Affected work activities:</b></p> <ul style="list-style-type: none"> <li>• Office work</li> <li>• Classroom teaching</li> <li>• Studio operations</li> <li>• Post Production</li> <li>• Location recording</li> </ul>	<p>GRA 1 Working in Media Arts offices</p> <p>GRA 4 Post production operations</p>	<p>MEDIUM</p> <p>MEDIUM</p>

**Example work tasks:**

- Word processing student handouts
- Research using internet sources
- Video post-production and sound processing
- Using laptops and tablets in a variety of locations

**Physical environment:**

- Workspace must be designed and organised to meet with individual requirements following Display Screen Assessment conducted by a trained assessor in accordance with the College’s [Display Screen Equipment \(DSE\) Policy](#)
- Multiple user spaces, such as media labs and editing rooms, must be arranged and equipped to allow a reasonable range of general adjustment to suit individual needs.
- Ambient light, sound and temperature must be within comfortable range to suit the nature of the work.
- Adequate floor space must be provided underneath furniture to allow comfortable use and walkways designated to allow unimpeded movement to and from doorways, between furniture, etc.

- All cables must be organised to prevent trip hazard, fouling on sharp objects and other forms of damage
- Workstations may occasionally need to be temporarily adapted to suit the needs of a visiting lecturer. This must be coordinated by the Department Manager in conjunction with a departmental workstation assessor prior to use.

**Sequence of tasks:**

1. For individual workstations, display screen assessments to be carried out by one of the Department's designated Display Screen Assessors and specific recommendations complied with. All assessment records, including a copy of the HoD standard letter requesting eye test, must be treated as confidential and locked away in a cabinet so it is only accessible to relevant members of staff, i.e. line managers and Display Screen Assessors, via the Department Office.
2. For student work areas, space to be planned and organised to allow for common operating issues such as layout, chair type, ambient light, sound monitoring levels, etc.
3. Equipment and furniture used must be of appropriate form and specification to address above requirements.
4. A programme of appropriate operational guidance and training for display screen users must be implemented as part of the Display Screen Assessment process or as an integral part of student practice skills training on the Department's teaching programmes
5. Users will ensure equipment is properly adjusted and will take regular breaks (at least ten minutes after every hour worked) from the display screen activity
6. Any persistent eye, limb or back disorder suffered after working regularly with display screen equipment must be reported using the College accident and incident reporting procedure.
7. Whenever any new display screen equipment is ordered the Department Manager will notify the designated assessor so that a workstation review can be scheduled as soon as possible after the new equipment is installed.
8. Each display screen assessment must be reviewed by one of the Department's Display Screen Assessors every two years.

**Supervision:**

- Members of staff are responsible for supervising their immediate work area
- Line managers are responsible for ensuring their staff understand and comply with instructions, specifically: Head of Department (academic staff), Head of Production Facility (practice support staff); Department Manager (administrative staff)

- Students are frequently required to work in media labs and post production areas without supervision and must sign an agreement to comply with the Media Arts Centre rules in the interests of safety and security.
- Studio gallery operations and teaching/training in post-production areas must be supervised by the relevant course tutor or member of Practice Support Staff.

**Written Instructions:**

- [www.royalholloway.ac.uk/staff/tools-and-links/health-and-safety/policies-and-procedures/display-screen-equipment.aspx](http://www.royalholloway.ac.uk/staff/tools-and-links/health-and-safety/policies-and-procedures/display-screen-equipment.aspx)
- [Using the Media Arts Centre post production facilities: health and safety guide](#)

**Correct Equipment:**

- All display screens, peripheral equipment, stands and related furniture must be of a suitable performance standard for the task, properly adjusted, and in good order.
- Following display screen assessment, any additional or replacement items of equipment identified in the assessment that would assist in safeguarding the workstation user strain or injury must be supplied and used.
- Any damaged equipment or furniture is to be removed from service and replaced or repaired by a competent person or agent.

**Training:**

Before using the department's workstation equipment, staff and students must be able to demonstrate:

- an understanding that there is significant risk of harm from using poorly arranged or adjusted computer workstations, furniture and display screen equipment, and from bad working practices
- the ability to recognise indicative signs of physical strain, including eye strain
- the correct posture and seating adjustment
- knowledge of recommended patterns of work including when to take breaks, for how long and what they should do to minimise tension and muscle strain
- Designated Workstation Assessors must attend an initial College Workstation Assessors' training course and any subsequent refresher courses
- Staff to be advised during their Workstation Assessment on the appropriate work methods and physical adjustments required when using display screen equipment

- Students need to be trained on appropriate work methods and physical adjustments as an integral part of their practice skills training

#### Reference material

- [Procedure for the provision of eye and eyesight testing](#)
- ['Working with VDUs'](#) - official Health and Safety Executive (HSE) guidance on safe working practices when using a computer
- [Display Screen Equipment \(DSE\) User information](#)
- [Frequently Asked Questions](#) - answers to questions about health and safety in relation to your use of a computer
- [Workstation adjustment and comfortable posture](#) (Poster)
- [Health and well-being](#) - find out more about good posture
- [Guidance on the use of tablets](#) - advice to those members of staff who use tablets as part of their work.

#### Revised

24<sup>th</sup> January 2018

#### Written by:

Keith Buckman  
Health & Safety Coordinator