

AYR UNITED FOOTBALL ACADEMY



POLICY Display Screen Equipment (DSE) **FOR** VOLUNTEERS AND STAFF **VERSION 1.4**

Passed by Board of Management
Review date
Last review
Next review

June 2013
June 2013
March 2023
March 2024

1. Purpose

- 1.1 To ensure compliance with the Health & Safety (Display Screen Equipment) Regulations 1992.
- 1.2 To reduce the risk of injury and discomfort to “users” of Display Screen Equipment.

2. Definitions

- 2.1 ‘Display Screen Equipment (DSE) User’ – is considered by the Academy to be anyone who uses DSE continually for periods in excess of **one** hour at a time, on a regular basis.

3. References

- 3.1 Health and Safety at Work etc. Act 1974
- 3.2 Health and Safety (Display Screen Equipment) Regulations 1992
- 3.3 Workplace (Health, Safety and Welfare) Regulations 1992

4. DSE Assessment and Control

- 4.1 All workstations will be examined to assess the risks to the health and safety of DSE “users”. The intention is to reduce the risks to the lowest level reasonably practicable.
- 4.2 Each workstation will be examined using an ergonomic approach to office furniture, office equipment, workstation design and layout and the immediate work environment relating to the operator. Risk Assessments will be reviewed where there is any substantial change to the user or equipment and, in any case, every 2 years. All DSE Risk Assessments will be recorded, and copies filed by Football Development Officer.
- 4.3 “Users” will set up their work routines such that changes in work activity will reduce the time periods spent operating the DSE. “Users” will be instructed to ensure that their visual focus is away from the DSE screen for between five and ten minutes cumulatively, in any 1 hour period and they will be encouraged to include routine postural moves.

*Note that breaks away from DSE should not be accumulated to give longer breaks and a break in this context does **not** mean the operator does **not** work at all during this period.*

- 4.4 Although there is no evidence linking work involving DSE with eye damage or deterioration of eyesight, employees who are “users” are entitled, but not obliged, to undergo appropriate DSE eye/eyesight tests.
- 4.5 Employees should repeat eye tests at regular intervals on the advice of the optician. The eye tests should include a test of vision and an examination of the eye. In addition, the test should take account of the nature of the user’s work, including the distance at which the screen is viewed, and the working environment. Ayr United Football academy shall provide access to an eye test should a member of staff who has work based in front of DSE request one.
- 4.6 The optometrist conducting the eye test should make a report to the Academy, copied to the employee, stating whether a corrective appliance is required specifically for DSE

work and when re-examination should take place. Any prescription, or other confidential clinical information, should only be passed to the Academy with the employee's consent.

- 4.7 When spectacles are prescribed specifically for work with DSE, the Academy will provide a contribution toward the basic cost of suitable lenses and frames.
- 4.8 The Football Development Officer will be responsible for maintaining records of eye/eyesight tests as recorded during the DSE risk assessment and, in conjunction with the HR department and the individual concerned, will ensure all appropriate actions have been taken to provide for corrective appliances.
- 4.9 Office lighting will be maintained at an appropriate and comfortable level and glare or reflections on screens will be eliminated, if possible, either by changing the workstation arrangement or, where this is not feasible, through the provision of glare inhibitor screens.
- 4.10 Any other control measures identified during the Risk Assessment as being required (e.g., monitor stands) will also be provided, and employees trained in their correct use.
- 4.11 "Users" will be informed of DSE hazards and risks, available control measures, good working practices, reasons for making any changes to work practices and of their responsibilities in properly using the DSE supplied.
- 4.12 Electromagnetic radiation from computer screens is currently not believed to adversely affect users, including pregnant employees, although existing skin conditions may be aggravated in conditions of low humidity. However, personnel should immediately report cracked, broken or damaged screens or casings to the Head of Youth, who will arrange for the Visual Display Unit (VDU) to be taken out of service until a professional assessment of the unit has been made.

SGB Equality Impact Assessment Template

	Name of Policy	Display Screen Equipment	
	Is this a new policy being developed or a review of an existing policy	New ☐	Review ☒
	Others involved in the assessment	None	
	Dates(s) of EIA	March 2023	
	What is the purpose and outcomes of the policy?	To ensure that staff are employed are covered by sufficient safeguards	
	Who are the customers for this policy?	Staff	
	How has equality been considered in the development / review of the policy so far?	This is fairly applied to all staff but those who have any visual impairment shall be encouraged to become involved in the application of the policy.	
	Who / what has driven this?	A review continuing the process of having an Equality Impact Assessment on all policies	
	Why might it be important to consider equality and the protected characteristics?	Legally it is important for us to ensure we comply with best practice on the provisions with the Equality Act and we are working with local authorities and the Scottish Football Association in contributing to their duties to those with protected characteristics under the Equality Act 2010 as well as ensuring our legal responsibilities under the same act with regards to employment practices.	
	What does the data tell you about your customers and about protected equality groups?	None	
	What sources of data have you used?	None used nor gathered.	
	What do you need to know more about?	Nothing more as we comply with the issues around equalities and employment.	
	How could you find this out and who could help you?	N/A	
	Who have you consulted with from protected equality groups?	None	
	Who else could you consult with?	Any visually impaired staff	
	Who can help you with this?	All staff	

	How does the policy contribute to the SGBs strategic equality objectives?	Ensures compliance with both the law and the public sector equality duty for each of the local authorities and the governing body of the sport of football
	How could it be revised or changed to contribute more?	The opportunity to ensure it is embedded in training, reviews of its practice and specific reports to those authorities who request it.

	How will you monitor and evaluate the policy?	The policy shall be renewed annually
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	Action	Timescale	Responsibility
	Review and suggests specific training for staff	March 2023	EIA Lead Officer
	Reviews of its practice at annual review	March 2023	EIA Lead Officer
	Commit to respond to specific reports to those authorities who request it on the implementation of the Employment legislation associated in the Equality Act 2010	As required	EIA Lead Officer

	Sign off			
	Signed by Policy Lead David White		Date	March 2023
	Signed by EIA Lead Officer Donald C Stewart		Date	March 2023

Ayr United Football Academy Data Protection Impact Assessment

Policy	Display Screen Equipment
Date of assessment	March 2023
Author	Donald C Stewart
Legacy	None

DPIA process checklist

	Done?
We describe the nature, scope, context and purposes of the processing.	N/A
We ask our data processors to help us understand and document their processing activities and identify any associated risks.	N/A
We consider how best to consult individuals (or their representatives) and other relevant stakeholders.	N/A
We ask for the advice of our data protection officer.	N/A
We check that the processing is necessary for and proportionate to our purposes and describe how we will ensure data protection compliance.	N/A
We do an objective assessment of the likelihood and severity of any risks to individuals' rights and interests.	N/A
We identify measures we can put in place to eliminate or reduce high risks.	N/A
We record our decision-making in the outcome of the DPIA, including any difference of opinion with our DPO or individuals consulted.	N/A
We implement the measures we identified and integrate them into our project plan.	N/A
We consult the ICO before processing, if we cannot mitigate high risks.	N/A
We keep our DPIAs under review and revisit them when necessary.	YES