

Workstation Risk Assessment Policy

School of Physics (JCMB)

Introduction

The School is required to comply with the Health and Safety (*Display Screen Equipment*) Regulations 1992. These regulations relate to the ergonomics and working environment associated with *Display Screen Equipment*.

Note: In the context of these regulations, the term *Workstation* implies the whole working environment associated with the *Display Screen Equipment* including seating, desk-space, lighting, ventilation and general environment.

What is included?

These regulations apply to *Workstation(s)* used by “significant” *Display Screen Equipment* users, which is defined, for this School, as being in *excess of 2 hours per day*. In particular the *Workstations* used by following grouping are all covered.

1. **Secretarial and Administrative staff.**
2. **Computer Support staff.**
3. **Academic staff** with on-desk computer equipment.
4. **Research staff, Technical staff and Post Graduate students** who *main* work involves use of *Display Screen Equipment*.
5. **Teaching facilities** where students regularly use systems for in excess of 2 hours at a single sitting, for example the *Computational Physics Laboratory*. and *EPCC Teaching Room*.

Computers located in teaching or research laboratories used for data collection and/or general casual use are exempted from these regulations.

What is required ?

For each individual *Workstation* covered by these regulations the responsible person must:

1. Complete the School *Workstation Risk Assessment Questionnaire*, including any description of any remedial action considered necessary.
2. Return this completed questionnaire to the *Departmental Administrator*.
3. Ensure that any remedial action is completed to their satisfaction.
4. Complete a new *Workstation Risk Assessment Questionnaire* when there are significant changes to the *Workstation*, for example new or replacement computer equipment, new furniture, re-arrangement of environment.

Note: For multi-seat teaching facilities where all the “seats” are identical only one questionnaire need be completed.

Responsibility for Implementation.

The responsibility for completing *Workstation Risk Assessment Questionnaire* is as follows:

1. **Secretarial and Administrative Staff:** The *Department Administrator*, currently Elaine Hook.
2. **Computer Support Staff:** The *Computer & Network Manager*, currently Paul Mitchell.
3. **Academic Staff:** Themselves.
4. **Technical Staff:** The *Departmental Superintendent*, currently Colin Thomson.
5. **Research Staff & Post Graduate Students:** The *Group Leader*.
6. **Undergraduate Facilities:** The *Computer & Network Manager*, currently Paul Mitchell.

Completed questionnaires are to be returned to the *Departmental Administrator*. Responsibility for reviewing completed questionnaires and ensuring that remedial improvements, if required, are carried out in a timely manner resides with the *Departmental Administrator*.

Dr WJ Hossack
Convener, Physics (JCMB) Safety Committee.
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