

Display Screen Equipment (DSE) Policy

Policy · UK · Updated 2026-07-23 · Square brackets are placeholders to replace with your own details.

A display screen equipment (DSE) policy is the written statement of how your organisation protects staff who work at screens — how workstations are assessed, how problems like back pain and eye strain are prevented, and what users are entitled to, including eyesight tests. It covers desktop screens, laptops, and the growing share of screen work done at home.

Screen work looks harmless, which is exactly why it causes so much trouble: poor setups produce musculoskeletal problems, eye strain, and fatigue slowly, and by the time someone reports pain the habit is months old. A working DSE policy catches bad setups at the assessment stage, not at the occupational health referral.

This template gives you a complete, ready-to-edit policy: a definition of who counts as a DSE user, the workstation assessment process, eyesight test arrangements, rules for laptops and homeworking, and the training and records that keep it live.

Purpose and scope

This policy sets out how [Your company] manages the health risks of display screen work. It applies to all staff who are DSE users as defined below, whether they work at [site name], at home, or split between the two, and covers desktops, laptops, and tablets used for sustained work.

Policy statement

[Your company] will assess every DSE user's workstation, act on the findings, provide the equipment the assessment identifies, and pay for eyesight tests as set out in this policy. Screen work will be planned so that users can take breaks or change activity rather than working at a screen for long unbroken spells.

Who counts as a DSE user

For this policy, a DSE user is anyone who uses display screen equipment as a significant part of their normal work — as a working guide, daily use in continuous spells of an hour or more. At [Your company] this includes [roles, e.g. office staff, bookkeeping, rota and admin work in the back office].

Staff who use screens only briefly or occasionally are not users for the purposes of the regulations, but can still raise workstation concerns with [name/role] at any time.

Responsibilities

- [Name/role] owns this policy, the assessment process, and the eyesight test arrangements.
- Managers: identify DSE users in their team, make sure assessments happen before sustained screen work starts, and action the findings within [timescale].
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DSE users: complete their self-assessment honestly, set up their workstation as trained, take the planned breaks, and report discomfort — aches, pains, eye strain, headaches — early rather than working through it.

Workstation assessments

Every DSE user completes a workstation assessment using [form/checklist based on the HSE checklist] when they join, when they move desks or change equipment, when homeworking arrangements change, and if they report discomfort. [Name/role] reviews each assessment and arranges any equipment or adjustments it identifies — chair, screen riser, external keyboard and mouse, footrest — within [timescale].

The assessment covers the whole workstation: screen height and distance, chair adjustment and support, keyboard and mouse position, desk space, lighting and glare, and the software and workload realities of the role.

Eyesight tests and glasses

Any DSE user can request an eyesight test, which [Your company] pays for. Requests go to [name/role]; the test is arranged with [optician/arrangement] at no cost to the user, and can be repeated at the interval the optician advises.

Where the test shows a user needs glasses specifically for DSE work (rather than for general use), [Your company] pays [the cost of a basic pair / up to [amount] towards them]. Users are told this entitlement exists at induction — it is not a benefit they should have to discover.

Breaks and variety of work

- Screen work is planned to include breaks or changes of activity — short and frequent beats long and rare.
- Users are encouraged to break up sustained screen spells with other tasks: calls, filing, movement — [give role-specific examples].
- Managers do not schedule roles so that a full shift is unbroken screen work, and workload reviews take screen time into account.

Laptops and homeworking

- Laptops used for sustained work are docked or paired with a separate keyboard, mouse, and riser or external screen — at home as well as on site. [Your company] provides this equipment: request via [name/role].
- Home and hybrid workers complete the same self-assessment for their home workstation and update it when their setup changes.
- Discomfort reporting applies identically at home: report early to [name/role], who can arrange equipment or adjustments for the home setup.

Records and review

Completed assessments, actions taken, equipment provided, eyesight test records, and training acknowledgments are kept in [system/location] and retained for [period]. Assessments are personal data and are stored accordingly.

This policy is reviewed [frequency, e.g. every two years], and sooner if discomfort reports rise, working patterns change, or the regulations are updated. Owner: [name/role]. Next review due: [date].

How to use this template

1. List who in your business actually meets the DSE user definition — include hybrid and home workers, not just people at desks you can see.
2. Adopt or adapt the HSE workstation checklist as your assessment form rather than inventing one.
3. Decide and write down your glasses contribution and your optician arrangement before publishing — vague entitlements generate friction.
4. Fill every [bracketed placeholder], then run the assessment on every current user, not just new starters.
5. Budget for the common fixes — chairs, risers, keyboards — so assessment findings get actioned within the promised timescale.
6. Set the review date and owner, and mention the eye test entitlement in induction so people actually use it.

Official guidance

- › [HSE — Display screen equipment \(DSE\) at work](#)

This template is provided in good faith and for general information — it is not legal advice. Adapt it to your organisation and, where your sector carries specific legal requirements, have the finished document reviewed by a qualified adviser. The live version at <https://trainedteam.com/templates/dse-policy> is kept current; this file is a snapshot.