Safe set-up of desktop equipment

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Applicable to	All colleagues and contractors

This bulletin is for the attention of all colleagues who use portable and fixed display screen equipment (DSE) such as laptops, tablets and smartphones, in addition to those who use fixed DSE in office locations. It provides practical advice on checking and securing leads and equipment.

We recently received a near miss report where the user identified that a power lead, used with DSE equipment, was 'crackling' when in use.

Electrical equipment items including plugs, leads and connections must be defect free and correctly connected, ensuring connectors are fully engaged with each other.

Key points to remember:

- Prior to connecting items of DSE equipment, undertake a full visual inspection of the equipment, including leads, for any signs of damage or defects.
- Damaged equipment MUST NOT be used.
- If items of DSE equipment are identified as defective or damaged, contact your line manager to make them aware and raise a request with our IT support provider, Littlefish, to arrange a replacement.
- Ensure plugs, leads and all connections are fully engaged prior to switching on the power.
- Do not leave leads and cables trailing where they have the potential to cause a trip hazard. This risks causing personal injury as well as damage to the equipment.
- Ensure leads and cables are not positioned below the wheels or legs of your chair, or in drawer or cupboard openings, where they may be subject to damage.
- Please ensure your equipment is set up for optimum safety and comfort and you have completed a DSE assessment and, if working from home, a home working assessment.
- Ensure the power is switched off prior to disconnecting and removing leads and items of equipment.
- Practical advice on how to set up a workstation is available on The Volt at: HSEQ document library – 'VDU workstation checklist' and 'Working with VDUs'.