Policy:
HR 039 - Display Screen Equipment

Executive or Director lead	Director of People
Policy author/ lead	Health, Safety and Risk Adviser
Feedback on implementation to	Health, Safety and Risk Adviser

Document type	Policy
Version No.	Version 4
Date of approval	03/10/2019
Approved by	Executive Directors' Group
Date of issue	08/10/2019
Date for review	01/12/2022 (extended at PGG 25/04/2022 from 01/05/2022)

Target audience	All SHSC Trust staff

Keywords	Display, screen, equipment, DSE

Summary of policy
This policy has been created to help prevent harm to Trust employees and for the Trust to meet its legal requirement under the Health and Safety (Display Screen Equipment) Regulations 1992.

The changes made to this version of the policy are summarised at Appendix A (amendment log).

Policy Version and advice on document history, availability and storage
This is version 4 of this policy.

This policy will be available to all staff via the Sheffield Health & Social Care NHS Foundation Trust Intranet and on the Trust's website. The previous version will be removed from the Intranet and Trust website and archived. Word and pdf copies of the current and the previous version of this policy are available via the Director of Corporate Governance.

Any printed copies of previous versions should be destroyed and if a hard copy is required, it should be replaced with this version.
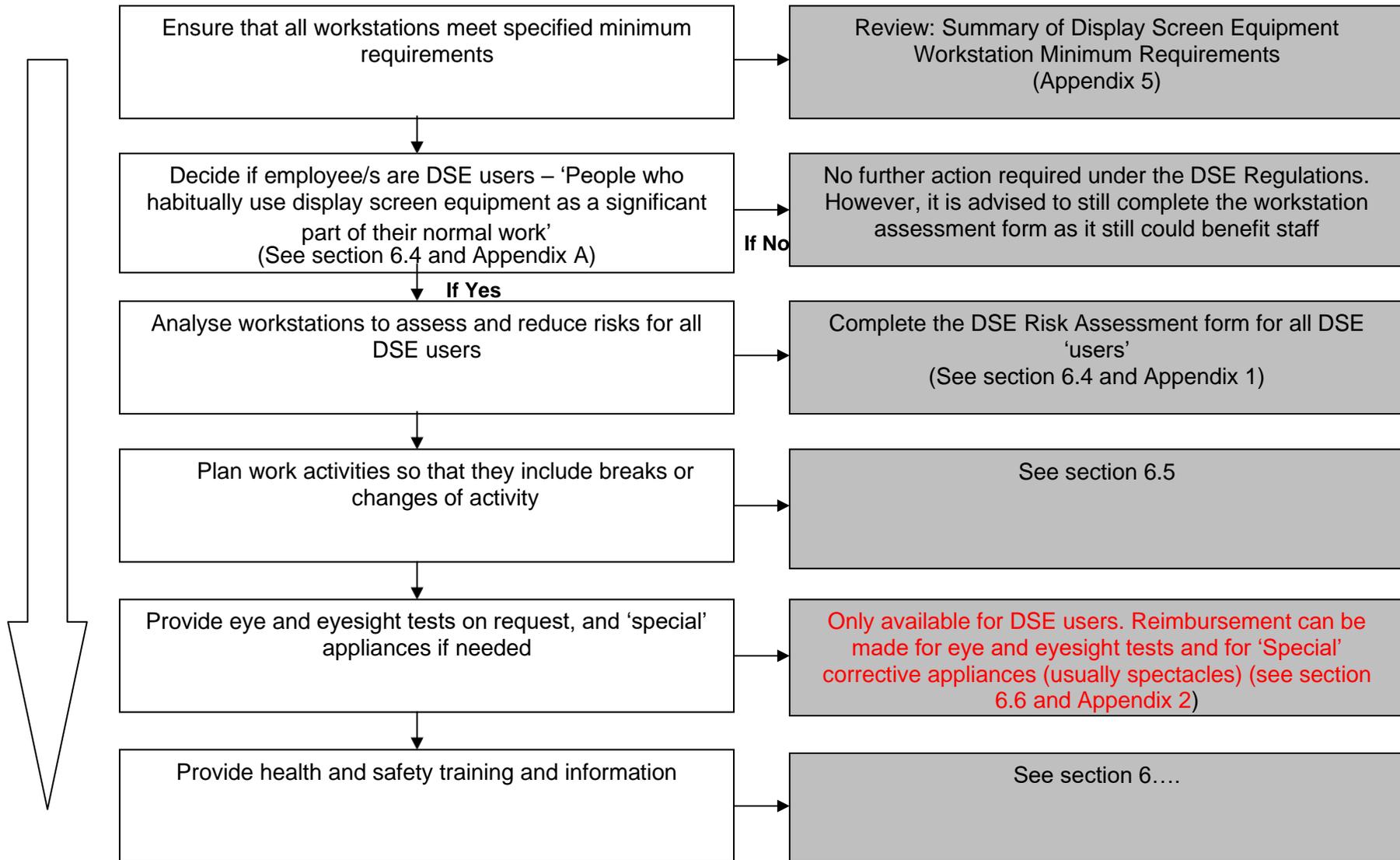
Contents

Flowchart

Required by the Display Screen Equipment Regulations	Additional guidance

Ensure that all workstations meet specified minimum requirements → Review: Summary of Display Screen Equipment Workstation Minimum Requirements (Appendix 5)

Decide if employee/s are DSE users – 'People who habitually use display screen equipment as a significant part of their normal work' (See section 6.4 and Appendix A)

If No → No further action required under the DSE Regulations. However, it is advised to still complete the workstation assessment form as it still could benefit staff

If Yes

Analyse workstations to assess and reduce risks for all DSE users → Complete the DSE Risk Assessment form for all DSE 'users' (See section 6.4 and Appendix 1)

Plan work activities so that they include breaks or changes of activity → See section 6.5

Provide eye and eyesight tests on request, and 'special' appliances if needed → Only available for DSE users. Reimbursement can be made for eye and eyesight tests and for 'Special' corrective appliances (usually spectacles) (see section 6.6 and Appendix 2)

Provide health and safety training and information → See section 6….

1. Introduction

This policy has been created to help prevent harm to Trust employees and for the Trust to meet its legal requirement under the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended).

The health problems most usually associated with Display Screen Equipment (DSE) work are:
- Musculo Skeletal Disorders (including pains in the back, shoulders, neck, arms, elbows, wrists, hands, fingers).
- Fatigue and stress
- Temporary eye strain (but not eye damage) and headaches

Briefly, the Regulations require employers to:
- Analyse workstations to assess and reduce risks;
- Ensure that workstations meet specified minimum requirements;
- Plan work activities so that they include breaks or changes of activity;
- Provide eye and eyesight tests on request, and special spectacles if needed;
- Provide information and training.

2. Scope of this policy

It is a Trust-wide policy which applies to all employees of Sheffield Health and Social Care Trust.

3. Definitions

Display screen equipment – (often known as VDUs) means any alphanumeric or graphic display screen, e.g. desk top personal computers or portable DSE such as laptops and handheld devices.

User - means an employee (and agency workers) who habitually uses display screen equipment as a significant part of his/her normal work. See section 6.1 for full definition.

Workstation - means an assembly comprising –
- Display screen equipment
- Any optional accessories to the display screen equipment,
- Any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other item peripheral to the display screen equipment; and
- The immediate work environment around the display screen equipment.

Risk assessment – Risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm

4. Purpose of this policy

The purpose of this policy is to help ensure that the health effects associated with the use of display screen equipment are properly assessed and suitable action taken to minimise possible health effects.

5. Duties

Trust Board

The Trust Board has ultimate responsibility and 'ownership' for health and safety, its implementation within the Trust and ensuring its effectiveness in the management of good health and safety practice.

Service Directors/Operational Managers

Service Directors/Operational Managers are responsible for ensuring that this policy is implemented and monitored within their areas of responsibility. This duty applies to all Trust staff wherever they work or visit.

Operational Managers should ensure the completion of Display Screen Equipment Risk Assessments and the implementation of measures to protect the health of all staff. In addition they should ensure that incident report information, relevant to the risks associated with Display Screen Equipment use, is analysed.

Specific Risk Assessments should be arranged by Operational Managers for disabled staff to ensure that specific adjustments can be made to their workstations.

Individual Employees

Should inform their line managers if they have not had a workstation assessment are experiencing any pain and discomfort whilst using the DSE and they should use their workstation in line with their Display Screen Equipment Risk Assessment.

Health and Safety Adviser

Will advise and assist staff on the correct implementation of this policy, including the workstation risk assessments when requested. Is responsible for processing requests for eyesight tests

6.   Process: Specific details

6.1   Minimum standards for workstation
All workstations and equipment must comply with specific minimum requirements laid down in the DSE regulations. These are summarised in Appendix 5 of this policy.

6.2   Who is a DSE USER?
A User is an employee who habitually uses display screen equipment as a significant part of their normal work. Typically they word process or data input, on a daily basis, for spells of an hour or more at a time. This definition can include agency workers and part time workers - see section 6.11 for further information.

6.3   The Health Risk
The principal health risks relate to musculo-skeletal problems, visual fatigue and mental stress.

It is known that long hours of intense work with badly designed equipment can sometimes cause one or more of these problems in a minority of users.

Problems such as eye-strain are short- term in nature and are unlikely to have continuing consequences for long after the work has ceased. However, musculo- skeletal problems caused by rapidly repeated keying or bad posture, for example, can have long-term effects and may be difficult to rectify even if working methods are
changed or the work ceases.

For further information on possible health effects see section 6.9 and Appendix 7.

6.4   Workstation assessment
The workstation assessment form is in Appendix 1.

Using the Assessment form allows all relevant staff to;
- Identify if staff are DSE users or not (as defined by the DSE regulations)

- If the member of staff is a DSE user, then the user can complete Part 2 (User Checklist) (If not a DSE user, staff do not have to continue with the assessment; however it is advisable to do so as it will assist to protect the employee)

- Ensure that actions to help prevent user ill health are implemented – in Part 3.

- Review the assessment at least every 12months, sooner if concerns/actions are required.

Refer to Appendix 1, 3, 4, 5, 6 for further information to assist in successfully completing the workstation assessment.

6. 5 Breaks
Breaking up long spells of DSE work helps prevent fatigue, eye strain, upper limb problems and backache. Where possible, include spells of other work, e.g. telephone calls, filing, photocopying etc. If such changes of activity are not possible the law requires you to plan for users to take rest breaks.

For every hour of continuous DSE work it is recommended to break for 5-10 minutes of alternate tasks away from DSE.

For further information see Appendix 5.

6.6 Eyesight

Eye and eyesight test
The Trust has a duty to ensure the provision of appropriate eye and eyesight tests for its employees on request. Their purpose is to identify and correct vision defects, thus helping to prevent temporary eyestrain and fatigue. There is no reliable evidence that work with DSE causes any permanent damage to eyes or eyesight.

It is the responsibility of employment agencies to provide eye tests and any corrective appliances for their employees i.e. "agency workers".

The Trusts procedure is that line managers must inform existing employees and those being recruited that are/will become DSE users of their entitlement and the arrangements of the eye and eyesight test (as detailed below). It is then the employee's responsibility to make arrangements to have the eye and eyesight test carried out at an optician of their choice. However, they are not obliged to have the tests. See appendix 2 for further details.

Opportunities for further eyesight tests will be made available to staff every two years or at any time recommended by an optician, or if a member of staff experiences any eye related problems.

Corrective appliances (e.g. spectacles)
'Special' corrective appliances (usually spectacles) provided to meet the requirements of the DSE Regulations will be those appliances prescribed to correct vision defects at the viewing distance or distances used specifically for the display screen work concerned.

'Normal' corrective appliances are prescribed for any other purpose, such as other work/personal life.

It should be noted that experience has shown that in most working populations only a minority (usually less than 10%) will need special corrective appliances for display screen work. Those who need 'special' corrective appliances may include users who already wear spectacles or contact lenses, or others who have uncorrected vision defects.

For financial help on paying for an eye and eyesight test & corrective appliances,
please see Appendix H.

Please note:
- The Trust will **NOT** provide vouchers:
  - For either the eye test or and corrective appliances if the employee is **not** a DSE 'user' as defined by this policy.
  - For **'normal' corrective appliances**. As 'normal' appliances/glasses are not for VDU use alone and are suitable for other work/personal life – employers do not need to pay for them.
- The voucher payment for 'special' appliances is set to a nationally acceptable maximum of £50, which is sufficient for a basic appliance, i.e. of a type and quality adequate for the user's work.
- If users wish to choose more costly appliances (for example with designer frames, or lenses with optional treatments not necessary for the work), the Trust is not obliged to pay for these, therefore will still only issue a voucher for up to £50. The extra cost must be paid by for by the user.
- A voucher contribution will only be made if the relevant forms have been satisfactorily completed.
- Each application for voucher payment will be thoroughly scrutinised before being authorised. Further information/evidence may be requested, even if you have received payment from previous applications.
- Only the cost of one basic pair of 'special' corrective appliances can be applied for at any one time.
- The Trust only must issue vouchers for 'special' appliance when initially identified as required and when the prescription has changed. If the user wants an extra pair of 'special' appliances that doesn't fit this criteria (i.e. due to breakage, lost, or want different or additional pair), then the whole cost must be met by the user.

For further information see Appendix H.

6.7   Portable DSE (Laptop Computers and Handheld Computers)

Increasing numbers of people are using portable DSE as part of their work. While research suggests that some aspects of using portable DSE are no worse than using full-sized equipment that is not true of every aspect. The design of portable DSE can include features (such as smaller keyboards or a lack of keyboard/screen separation) which may make it more difficult to achieve a comfortable and ergonomic working posture, as they usually lead the user to work with their head and shoulders bent forward, adopting awkward arm, wrist and hands.

The DSE regulations (amended 2002) set out specific guidance regarding purchasing and the safe use of portable computers:

- As low a weight as possible (preferably less than 3 kg)
- Consider the physical capability of the user in particular regarding carrying and preferably provide a non-identifiable laptop trolley case (preferred) or other suitable case.
- Where portables are in prolonged use at the user's main place of work, additional steps can be taken to reduce risks e.g. by using a docking station.
- Look for tilt adjustable keyboards
- For office use set up a docking station with separate keyboard, mouse and screen.
- Set up an assessment under standard risk assessment process for both work and home use
- Handheld computers are not expected to be used for long periods of time.
- It is imperative that those who use portable DSE equipment to work at home should attend both the Manual Handling as well as the DSE training courses

6.8   Training

All staff required to use DSE will be given appropriate training on the applications, associated clerical procedures, health and safety aspects and ergonomic principles as applicable.

This will enable staff to attain all the necessary new skills required. Training will be provided via Trust Corporate Induction, Local induction (by line manager), and job specific training as required (will differ slightly for agency workers – see section 6.11).

Training needs will vary with the nature of the change being introduced, but must cover the following aspects:

- An overall appreciation of the application, where applicable;
- Development of any necessary new skills; and
- Health and safety aspects, including the early identification of potential health problems.

See Appendix I, J and K for further information.

For IT skills and specific software training see the Trusts IT training webpage

6.9   Reporting of Workstation ill Health Problems
It is very important that staff report any signs of ill-health connected with their work as promptly as possible so that action can be taken to prevent the effects becoming serious or permanent. Staff should report problems to their line manager as soon as possible.

The indicators of possible problems
are:
- Back pain
- Pins and needles or numbness in the hands or arms
- Persistent aches and pain in the hands, arms or shoulders
- Tired eyes or headaches
- Focusing difficulties or oversensitivity to light.

Remedial action, including at least a review of working practices and a workstation re- assessment, must be undertaken. Advice can be sort from the Trusts Health and Safety Adviser.

See Appendix I, J, K and L for further information.

6.10   Pregnancy and New Mothers
All current scientific evidence and advice is that DSE poses no risk to pregnant women and they do not therefore need to stop working with DSE. However, inherent with pregnancy, it is possible that pregnant women might be more prone to postural discomfort caused by sitting too long in position and musculoskeletal disorders from awkward, repetitive, or manual handling tasks.

When the line manager has been informed of the pregnancy, the Line Manager must ensure that a workstation assessment is carried out as detailed in Appendix A and also ensure a generic Risk Assessment is carried out using the risk assessment form for New and Expectant Mothers.

6.11   Agency workers
Where the worker is an employee of the agency or is self-employed, both the agency and the host employer (the Trust) will have duties under the DSE Regulations. The following list clarifies these responsibilities:

(a) Host employers (the Trust) should:
- Assess risks to agency workers using their workstations (section 6.4)
- Ensure all workstations in their undertaking comply with minimum requirements (section 6.1)
- Ensure activities are planned so that agency worker users can have breaks from DSE work (section 6.5)
- Provide training to agency worker users when their workstation is being modified
- Provide information to agency workers about risks, risk assessment and risk reduction measures; and additionally to users about breaks, and training when their workstation is modified (section 6.8)

(b) Agencies (employment businesses) should:
- On request, provide eye tests (and special corrective appliances, if required) to agency worker users who are their employees
- Provide health and safety training for such workers
- Provide information to such workers about eye tests and training
- Check that host employers carry out their duties (as described above)

7.   Dissemination, storage and archiving

Links to an electronic copy of the policy shall be circulated via a trust-wide email.

An electronic copy of the policy shall be accessible via the Trust Intranet.

An archive copy of the previous policy and the new updated policy shall be stored with the Corporate Governance Department for reference.

8.   Training and other resource implications for this policy

Line managers at all levels must ensure that staff under their control are aware of this policy, including their individual responsibilities detailed.

The implementation of this policy should have no additional resource requirements. There are no other training needs for the implementation for this policy.

The introduction of this revised policy should provide improved clarity on how line managers can effectively manage the risks to staff from using DSE and how to obtain further information.

9. Audit, monitoring and review

The policy will be reviewed in 3 years, or earlier should the need occur.

Monitoring Compliance Template						
Minimum Requirement	Process for Monitoring	Responsible group/committee	Frequency of Monitoring	Review of Results process (e.g. who does this?)	Responsible Individual/group/ committee for action plan development	Responsible Individual/group/ committee for action plan monitoring and implementation
Completion of current Display Screen Equipment Risk Assessment and implementation of its findings	Audit	Manager of staff	At least annually	Health and Safety Group	Health and Safety Group	Health and Safety Group
Completion of current staff training records showing staff attendance at suitable and sufficient training	Audit	Manager of staff	At least annually	Health and Safety Group	Health and Safety Group	Health and Safety Group
Number and type of reported Display Screen Equipment Incidents	Review	Integrated	Quarterly	Health and Safety Group	Health and Safety Group	Health and Safety Group

Policy Review date is 01-05-2022.

10.   Implementation plan

Action / Task	Responsible Person	Deadline	Progress update
New policy to be replaced on the Intranet and Trust website.	Director of Corporate Governance via Communications Team	Within 5 working days of ratification	TBC
A communication will be issued to all staff via Connect.	Director of Corporate Governance via Communications Teams	Within 5 working days of ratification	TBC
A communication will be sent to Education, Training and Development to review training provision.	Author as appropriate	Within 5 working days of ratification	TBC
Reference revised policy in Risk Management training	Health and Safety Risk Adviser	As necessary	

11.   Links to Other Policies

Back Care and Manual Handing Policy
Health and Safety Policy
Incident Reporting & Investigation Policy
Induction Policy
Mandatory Training Policy
Parenting Leave Policy
Risk Management Handbook
and Strategy
Stress Management at Work Policy

12.   Contact details

Title	Name	Phone	Email
Health and Safety Risk Adviser	Charlie Stephenson	271 16208	charlie.stephenson@shsc.nhs.uk

13.   References

HSE, L26 Health and Safety (Display Screen Equipment) Regulations 1992

HSE, HSG90, The law on VDUs: An easy guide. Making sure your office complies with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)

HSE, INDG136 Working with VDU's

The Health and Safety at Work etc Act 1974

HSE, L21 Management of Health and Safety at Work Regulations 1999. Approved

Code of Practice and guidance

The College of Optometrists, examining patients who work with visual display screen equipment.

Appendix A – Version Control and Amendment Log

Version No.	Type of Change	Date	Description of change(s)
1	Draft policy creation		Previous Policy updated and re formatted
2	Review of policy		Previous Policy updated
3	Review of Policy	Oct 2016	Previous Policy updated
4	Review, consultation, approval, ratification, issue	June 2019	The policy has been through the HR Policy Governance Process. • The author confirms that the policy reflects current national guidance and best practice. • The author confirms that cross referencing to other policies has been undertaken and the appropriate section of the policy reflects this. • The text has been changed to make clearer the process for staff to be reimbursed the cost of any spectacles prescribed for Display Screen Equipment use. • HR colleagues and relevant influential managers reviewed in June 2019. • Verified by the Health and Safety Group on 19/06/19 and noted in the verification document for the Joint Consultative Forum [31st July 2019]. • To be approved by PGG 15th July 2019 • Ratified by EDG – date to be confirmed by Corporate Governance.

Appendix B – Dissemination Record

Version	Date on website (intranet and internet)	Date of all staff communication via Connect	Any other promotion/ dissemination (include dates)
3.0	October 2016	October 2016	
4.0	July 2019	July 2019	

Appendix C – Stage One Equality Impact Assessment Form

Equality Impact Assessment Process for Policies Developed Under the Policy on Policies

Stage 1 – Complete draft policy

Stage 2 – **Relevance** - Is the policy potentially relevant to equality i.e. will this policy potentially impact on staff, patients or the public? If **NO** – No further action required – please sign and date the following statement. If **YES –** proceed to stage 3

This policy does not impact on staff, patients or the public (insert name and date)

> C Stephenson 2019

Stage 3 – **Policy Screening** - Public authorities are legally required to have 'due regard' to eliminating discrimination , advancing equal opportunity and fostering good relations , in relation to people who share certain 'protected characteristics' and those that do not. The following table should be used to consider this and inform changes to the policy (indicate yes/no/ don't know and note reasons). Please see the SHSC Guidance on equality impact assessment for examples and detailed advice. This is available by logging-on to the Intranet first and then following this link https://nww.xct.nhs.uk/widget.php?wdg=wdg_general_info&page=464

	Does any aspect of this policy actually or potentially discriminate against this group?	Can equality of opportunity for this group be improved through this policy or changes to this policy?	Can this policy be amended so that it works to enhance relations between people in this group and people not in this group?
AGE	No	No	
DISABILITY	No	No	
GENDER REASSIGNMENT	No	No	
PREGNANCY AND MATERNITY	No	No	
RACE	No	No	
RELIGION OR BELIEF	No	No	
SEX	No	No	
SEXUAL ORIENTATION	No	No	

Stage 4 – **Policy Revision** - Make amendments to the policy or identify any remedial action required (action should be noted in the policy implementation plan section)
Please delete as appropriate: Policy Amended / Action Identified / no changes made.

Impact Assessment Completed by (insert name and date)

Appendix D - Human Rights Act Assessment Checklist

You need to be confident that no aspect of this policy breaches a persons Human Rights. You can assume that if a policy is directly based on a law or national policy it will not therefore breach Human Rights.

If the policy or any procedures in the policy, are based on a local decision which impact on individuals, then you will need to make sure their human rights are not breached. To do this, you will need to refer to the more detailed guidance that is available on the SHSC web site http://www.sct.nhs.uk/humanrights-273.asp (relevant sections numbers are referenced in grey boxes on diagram) and work through the flow chart on the next page.

<div style="border:1px solid black; padding:1em;">

Yes. No further action needed.
No. Work through the flow diagram over the page and then answer questions 2 and 3 below.

No, no further action needed.
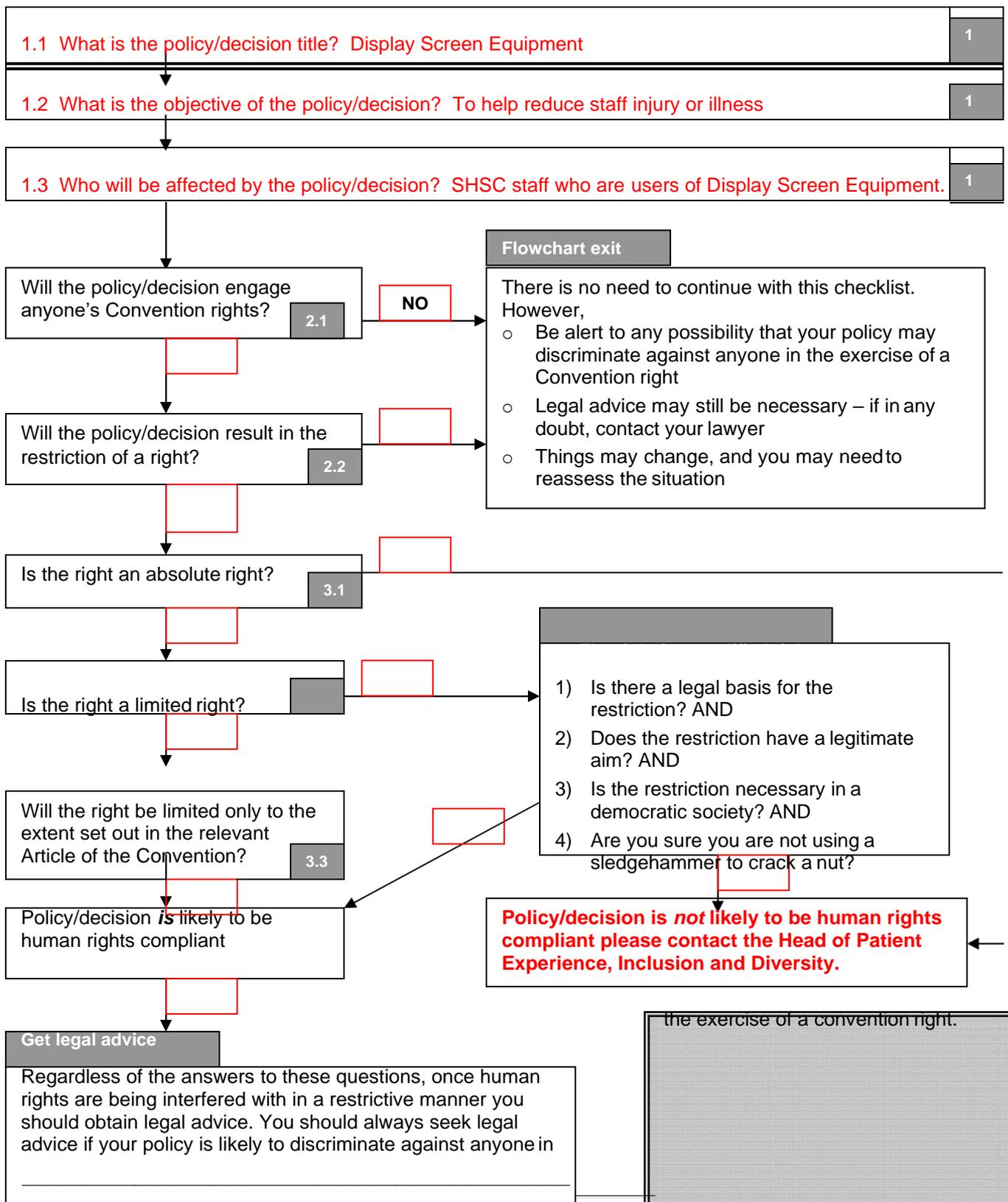Yes, go to question 3

Action required	By what date	Responsible Person

</div>

Complete text answers in boxes 1.1 – 1.3 and highlight your path through the flowchart by filling the YES/NO boxes red (do this by clicking on the YES/NO text boxes and then from the Format menu on the toolbar, choose 'Format Text Box' and choose red from the Fill colour option).

Once the flowchart is completed, return to the previous page to complete the Human Rights Act Assessment Form.

1.1 What is the policy/decision title? Display Screen Equipment	1
1.2 What is the objective of the policy/decision? To help reduce staff injury or illness	1
1.3 Who will be affected by the policy/decision? SHSC staff who are users of Display Screen Equipment.	1

Flowchart exit

Will the policy/decision engage anyone's Convention rights? **2.1** — **NO** →

There is no need to continue with this checklist. However,
- Be alert to any possibility that your policy may discriminate against anyone in the exercise of a Convention right
- Legal advice may still be necessary – if in any doubt, contact your lawyer
- Things may change, and you may need to reassess the situation

Will the policy/decision result in the restriction of a right? **2.2**

Is the right an absolute right? **3.1**

Is the right a limited right?

1) Is there a legal basis for the restriction? AND
2) Does the restriction have a legitimate aim? AND
3) Is the restriction necessary in a democratic society? AND
4) Are you sure you are not using a sledgehammer to crack a nut?

Will the right be limited only to the extent set out in the relevant Article of the Convention? **3.3**

Policy/decision *is* likely to be human rights compliant

Policy/decision is *not* likely to be human rights compliant please contact the Head of Patient Experience, Inclusion and Diversity.

the exercise of a convention right.

Get legal advice

Regardless of the answers to these questions, once human rights are being interfered with in a restrictive manner you should obtain legal advice. You should always seek legal advice if your policy is likely to discriminate against anyone in

Access to legal advice MUST be authorised by the relevant Executive Director or Associate Director for policies (this will usually be the Chief Nurse). For further advice on access to legal advice, please contact the Complaints and Litigation Lead.

Appendix E – Development, Consultation and Verification

The policy has been through the HR Policy Governance Process.

The author confirms that the policy reflects current national guidance and best practice.

The author confirms that cross referencing to other policies has been undertaken and the appropriate section of the policy reflects this.

The text has been changed to make clearer the process for staff to be reimbursed the cost of any spectacles prescribed for Display Screen Equipment use.

HR colleagues and relevant influential managers reviewed in June 2019.

Verified by the Health and Safety Group on 19/06/19 and noted in the verification document for the Joint Consultative Forum [31st July 2019].

To be approved by PGG 15th July 2019.

Ratified by EDG – date to be confirmed by Corporate Governance.

Please use this as a checklist for policy completion. The style and format of policies should follow the Policy Document Template which can be downloaded on the intranet.

1. Cover sheet
All policies must have a cover sheet which includes:

- The Trust name and logo ✓
- The title of the policy (in large font size as detailed in the template) ✓
- Executive or Associate Director lead for the policy ✓
- The policy author and lead ✓
- The implementation lead (to receive feedback on the implementation) ✓
- Date of initial draft policy ✓
- Date of consultation ✓
- Date of verification ✓
- Date of ratification ✓
- Date of issue ✓
- Ratifying body ✓
- Date for review ✓
- Target audience ✓
- Document type ✓
- Document status ✓
- Keywords ✓
- Policy version and advice on availability and storage ✓

2. Contents page ✓

3. Flowchart ✓

4. Introduction ✓

5. Scope ✓

6. Definitions ✓

7. Purpose ✓

8. Duties ✓

9. Process ✓

10. Dissemination, storage and archiving (control) ✓

11. Training and other resource implications ✓

12. Audit, monitoring and review ✓
This section should describe how the implementation and impact of the policy will be monitored and audited and when it will be reviewed. It should include timescales and frequency of audits. It must include the monitoring template as shown in the policy template (example below).

Monitoring Compliance Template						
Minimum Require-ment	Process for Monitoring	Responsible Individual / group/ committee	Frequency of Monitoring	Review of Results process (e.g. who does this?)	Responsible Individual/group/ committee for action plan development	Responsible Individual/group/ committee for action plan monitoring and implementation
A) Describe which aspect this is monitoring?	e.g. Review, audit	e.g. Education & Training Steering Group	e.g. Annual	e.g. Quality Assurance Committee	e.g. Education & Training Steering Group	e.g. Quality Assurance Committee

13. Implementation plan

14. Links to other policies (associated documents)

15. Contact details

16. References

17. Version control and amendment log (Appendix A)

18. Dissemination Record (Appendix B)

19. Equality Impact Assessment Form (Appendix C)

20. Human Rights Act Assessment Checklist (Appendix D)

21. Policy development and consultation process (Appendix E)

22. Policy Checklist (Appendix F)

WORKSTATION RISK ASSESSMENT

Complete one form per person

Name……………………………………….Job Title……………...………………………

Department......………………………Site………………………Directorate…………………

The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 apply to those workers who habitually use DSE for a significant part of their normal work. Use the checklist below to establish the extent to which the member of staff uses the DSE.

Part 1 – Identifying DSE users. To be completed by the line manager / DSE assessor

	Circle answer	Circle score
1. Is the use of the DSE a prime function of the job	Yes No	3 0
2. How frequently is the DSE used?	Every Day Most Days Every 2/3 Days Weekly Occasionally	5 4 3 2 1
3. How many hours a day is the DSE used?	Over 4 hours 2-4 hours 1-2 hours 30 mins - 1 hour Up to 30 mins	5 4 3 2 1
4. How many hours a day of continuous key depressions	Over 4 hours 2-4 hours 1-2 hours Up to 1 hour	10 8 2 1
5. Does the job require formal typing skills?	Yes No	3 0
6. Can breaks be taken at individual's discretion?	Yes No	0 3
TOTAL		

Score	Classification	Inference	What next
13 or less	Not a regular DSE User	DSE Reg. Do not apply for this individual.	You do not have to continue with the assessment; however it is advisable to do so as it will assist to protect the employee.
14 or more	Regular DSE User	DSE Reg. Apply to this individual	You **must** continue to complete the assessment on the next page.

Each user should work through the checklist, ticking either the 'yes' or 'no' column against each item:

- 'yes' answers require no further action;
- 'no' answers require investigation and may need remedial action. You can record your suggestions for this in the 'Action to Take' column;

Line managers / workstation assessors should then review the assessment and action the requirements to resolve the problem

WORKSTATION RISK ASSESSMENT (Cont.)

Part 2 – User Checklist – (Can also be completed with the workstation assessor/line manager). Answer the questions yes or no by ticking the box and add any details in the spaces provided to establish workstation risks.

Risk factors	Tick		Actions to take (if required)
	Yes	**No**	
1. SEAT - 5 spoke base with castors, good repair			
2. SEAT BACK ADJUSTABLE - Height, tilt			
3. GOOD LUMBAR SUPPORT			
4. SEAT HEIGHT ADJUSTABLE			
5. ARMRESTS (if fitted) – do they allow chair to draw close to the desk			
6. NO EXCESS PRESSURE ON UNDERSIDE OF THIGHS AND BACKS OF KNEES - Hips, knees and ankles at 90°, front of seat has waterfall effect			
7. ADEQUATE PADDING ON CHAIR			
8. FOOT SUPPORT REQUIRED			
9. KEYBOARD - Adjustable, legible, comfortable to use, in front of user			
10. FOREARMS APPROXIMATELY HORIZONTAL			
11. WRISTS IN LINE - Minimal extension			
12. SPACE IN FRONT OF KEYBOARD - Area to rest wrists			
13. MOUSE - Fits hand comfortably, works efficiently, positioned midline			
14. SCREEN HEIGHT AND ANGLE - Allows comfortable head position			
15. SCREEN - Stable image, adjustable, readable, no glare, reflection free, clean			
16. DOCUMENT HOLDER - Available if required, correctly positioned			
17. SOFTWARE - Appropriate to task, easy to use			
18. EYE PROBLEMS - Is work causing headaches, blurred vision, sore eyes			
19. ADEQUATE LIGHTING			
20. DISTRACTING NOISE ELIMINATED			
21. LEG ROOM AND CLEARANCE TO ALLOW POSTURAL CHANGES			
22. ADEQUATE STORAGE SPACE - Not on floor			
23. WINDOW COVERING - Curtains, blinds			
24. WORK SURFACE - Enough space, flexible			

arrangement			
25. TEMPERATURE - Adequate and sufficient (min 16°C. The Trust will heat offices up to 20°C)			
26. HUMIDITY - Adequate and sufficient			
27. VENTILATION - Adequate			
28. ACCESS - Adequate, suitable for disabled users			
29. WORK PATTERNS - Adequate breaks with changes in work tasks			
30. FLOOR COVERINGS - Intact, safe			
31. WALKWAYS - Clear, no trailing leads			
32. PORTABLE COMPUTERS - Used for short periods, comfortable working position, places on firm surface			
33. USING TELEPHONE - Does not involve stretching, cradling receiver			
34. CONCERNS - Does the use experience pain or discomfort which either may be related to the DSE work, or exacerbated by DSE work?			
35. CONCERNS - does the user have any other concerns about working with display screen equipment?			

Part 3 – Follow Up Actions - to be completed by the named user by line manager / DSE assessor (after reviewing the above checklist and discussing with the findings with the user)

/	**Tick the control measures that have been implemented**:
	The workstation equipment meets minimum specified requirements (see appendix E)
	The user has been given information about the risks associated with DSE work
	The user has been shown how to achieve good posture and good ergonomic practice
	The user is competent/trained to use and adjust the DSE and operate the software
	The user understands the importance of frequent breaks from the DSE
	Periodic breaks from DSE work are incorporated into the work routine
	The user knows how to report faults and raise health concerns
	The user knows the arrangements for eye and eyesight test
	The user knows how to access the Trusts IT skills training

Recommendations

Action/s to be taken	By whom	Completion date

To be signed by the Line manager / DSE assessor:

Signed……………………………………Job Title…………………………………Date ……….

Signed by the person being assessed:………………Job Title……………………Date………..

Appendix H

Eyesight Tests
(Eyecare voucher request form)

All DSE users are entitled to request a free eyesight test upon request. The Trust **must** have advance notice so the eyecare vouchers can be given to the DSE user **before** they go to the optician.

Steps to follow:
>   A. DSE user complete section 1;
>   B. Line manager of the DSE User complete section 2;
>   C. Line manager of the DSE User to email document, from their email account, to **dse@shsc.nhs.uk**; print a copy of the form and give to the DSE User;
>   D. Upon receipt of the voucher, the DSE User to complete section 3 then return to line manager.

All fields are mandatory

Section 1 – DSE users details

Name: …………………………………..……………Job title:………………………………………………

Department:……………………………… …………….Directorate:……...………………………….......

Full workplace postal address (the voucher will be sent to this address):
………
………
………
Contact telephone number:.....................................………………………………………………………

Date:...

Section 2 – Line Manager's authorisation

I confirm that………………………………………………….is a Display Screen Equipment user, as defined by the DSE Policy, and is entitled to the benefits described above if prescribed. I also confirm that the named person has had a workstation assessment completed within the last 12 months.

Manager's name:……………………………………Job title:………………………………………………
Contact telephone number:………………………………………………………………………………….

Manager's Signature:………………………….……Date:……………………………………………..
    (Now send to form to the above email address)

Section 3 – to be completed by the DSE User on receipt of voucher

I confirm that I (name)…………………………………...Department…………………………………………

Have received a voucher entitling me to a DSE eyesight test and agree to return a copy of the optician's certificate of recommendation to my Line Manager.

Voucher code:……………………………..…………Expiry date:………………………………………

Signature:……………………………………………….Date:…………………………………………

Return this completed form to your line manager to hold in your personal records.

Please examine, advise and, if necessary, prescribe and dispense for the above named person in accordance with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. Please indicate below which elements of the costs are solely attributable to the client's requirement for a 'special' correction according to those Regulations.

Opticians name:………………………………………………………………

In confidence to Mr/Mrs/Miss/Ms:…………………………………………….

I examined you on ……/……/………and advised you that you (**please tick one box only**):

☐ Need 'special' corrective appliance specifically for DSE work and nothing else

☐ Do not need 'special' corrective lenses specifically for DSE work and nothing else

	Cost	Comment
Eye sight test fee	£ -	

Complete the table below for 'special' corrective appliances ONLY

	Cost	Comment
Lenses	£ -	
Frames	£ -	

When should the eye and eyesight test be repeated for DSE purposes?
2 years **Y** or **N**   If less then 2 years please state………………

Optician's signature:…………………………………… Optician's stamp:

Date:………………………

Appendix I

WORKSTATION RISK ASSESSMENT GUIDE

Those carrying out workstation risk assessments need to look at:

- the whole workstation including equipment, furniture, and the work environment;
- the job being done; and
- any special needs of individual staff

The assessments will be made whenever a new workstation is set up, staff move desk or there is an increase or decrease in the use of the DSE and reviewed if there are any changes that may make the original assessment invalid.

A suitable and sufficient analysis should:

(a) be systematic, including investigation of non-obvious causes of problems. For example poor posture may be a response to screen reflections or glare, rather than poor furniture;

(b) be appropriate to the likely degree of risk. This will largely depend on the duration, intensity or difficulty of the work undertaken, for example the need for prolonged high concentration because of particular performance requirements;

(c) be comprehensive, considering both:

(i) the results of analysis of the workstation (equipment, furniture, software and environment); and

(ii) organisational and individual factors, including things like workloads and working patterns, provision of breaks, training and information, and any special needs of individuals (such as people with a disability);

(d) incorporate information provided by both employer and worker; and

(e) include a check for the presence of desirable features as well as making sure that bad points have been eliminated.
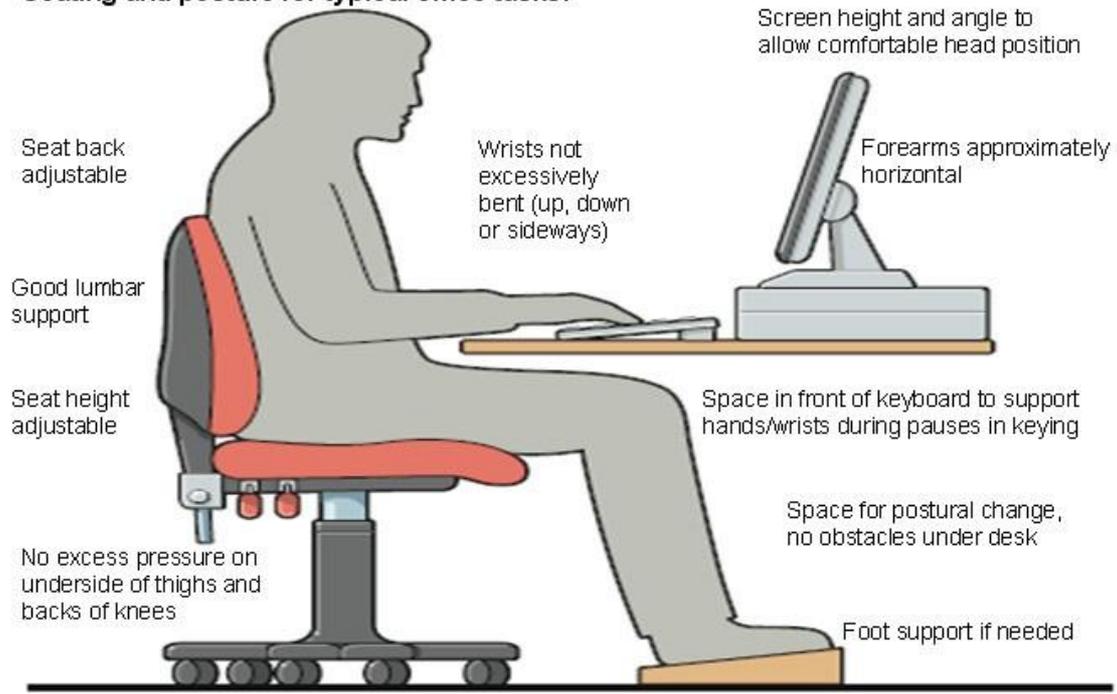
Shared workstations

Where one workstation is used by more than one worker, whether simultaneously or in shifts, it should be analysed and assessed in relation to all those covered by the DSE Regulations. For example if a very tall and a very short worker are sharing a workstation, the assessor should check the chair has a wide enough range of adjustment to accommodate both of them, and that a footrest is available when required.

                 HOW TO SIT AT YOUR WORKSTATION

Seating and posture for typical office tasks:

Screen height and angle to allow comfortable head position

Seat back adjustable

Wrists not excessively bent (up, down or sideways)

Forearms approximately horizontal

Good lumbar support

Seat height adjustable

Space in front of keyboard to support hands/wrists during pauses in keying

Space for postural change, no obstacles under desk

No excess pressure on underside of thighs and backs of knees

Foot support if needed

Mouse and track ball

Comfortable keying position

Work surface & positioning

Chair adjusted correctly

Appendix K

SUMMARY OF DISPLAY SCREEN EQUIPMENT WORKSTATION
MINIMUM REQUIREMENTS

1. The display screen should have well defined characters of adequate size, stable image, easily adjustable brightness and contrast. The screen should be easily tilting and swivelling with no reflective glare.

2. The keyboard should be tiltable and separate from the screen; sufficient space in front of the keyboard; matt surface; easy to use; adequate and contrasting symbols on keys. The mouse (or other non-keyboard device) should be suitable for the task.

3. The work surface should be sufficiently large and low reflecting, and allow a flexible arrangement of equipment and adequate space.

4. The work chair should be stable allowing the user easy movement and comfortable position. It should have adjustable height (seat); adjustable height and tilt (seat back). Footrests should be available on request.

5. There should be space necessary to allow the operator to change positions.

6. The lighting should be satisfactory with appropriate contrast between screen and background; prevention of glare through positioning of artificial lighting.

7. Positioning must prevent sources of light such as windows from causing distracting reflections on the screen.

8. Noise must not cause distraction of attention or disturbance of speech.

9. Heat must not be excessive such to cause discomfort and an adequate level of humidity should be established and maintained.

10. The software systems must be suitable for the task, easy to use, and adaptable to the level of the user's knowledge. No quantitative or qualitative checking facility may be used without the user's knowledge.

Appendix L

MEASURES YOU CAN TAKE TO REDUCE THE RISK

Problems related to display screen work are usually the result of poor working practices over a considerable period of time. Following simple rules about the set-up of your workstation and the organisation of your working day is often sufficient to prevent any ill-health effects.

Posture
There is no such thing as an "ideal posture" but sitting upright with the lower back supported and the feet resting on a firm surface will help reduce the possibility of muscle tiredness; changing your position regularly will also help because sitting still for long periods is undesirable, no matter how well-designed your workstation might be.
Work through the following steps to optimise your set-up; reference to the diagram (Appendix D) should be of help.

- Adjust the height of your seat so that your forearms are roughly horizontal and your wrists are straight when your hands are on the home keys. Working in this position, with your elbows kept close to your body, minimises the risk of discomfort in your wrists, arms, shoulders, neck or back. Many workers find a wrist rest placed in front of the keyboard helpful; a wrist rest can also be helpful when a lot of mouse work is carried out. If your feet are not comfortably on the floor or there is pressure on the back of your thighs from the seat edge, use a foot rest.
- Adjust the position of your backrest so that it supports your lower back. Use it properly by sitting right back in the chair - avoid slouching or sitting on the edge of the seat.
- Adjust the position of your screen to avoid neck and shoulder pains caused by viewing at the wrong angle. Usually, the most comfortable position is looking down at the screen at an angle of about 15 degrees. You may need to remove the monitor from the top of the processor or, alternatively, raise it to obtain the best viewing angle for you.
- Remove obstacles from underneath your desk so that you can sit upright.
- If you are working from a hard copy, use a document holder to avoid having to lean forward to read the text.

Screen legibility
One of the causes of tired eyes and headaches at the end of the working day is difficulty in reading the screen. Apart from problems with your vision, this could be due to a number of factors such as reflections on the screen, inadequate contrast on the screen between characters and background, and poor lighting. Use the following advice to reduce the likelihood of problems developing.

- Arrange your monitor so that it is at the correct viewing distance for you (this is usually between about 40 and 60cm from the eyes). As your eyes tire through the day, you might find it beneficial to re-adjust the screen position.
- Check for reflections on the screen from the window and overhead lights and adjust the screen angle and position if necessary to remove them. N.B. This checking is easiest if carried out with the monitor turned off.
- If possible, sit with the screen at right angles to the window.
- Adjust the brightness and contrast controls to optimise the display. If necessary, re-adjust during the day as the lighting conditions change. If the artificial lighting levels are too high, try selectively turning off lights but you might then need local desk lighting for your hard copy. Use window blinds or curtains if they are available to reduce unwanted natural light.
- Keep the screen clean with a proprietary cleaner.

Organisation of your work and workstation

- Aches and pains are more likely if your workstation is arranged so that you are forced to adopt a poor posture even after correctly adjusting your chair. Arrange your workstation so that you do not have to twist or bend unnecessarily. Keep your work area free from clutter but have within easy reach those things you use frequently.
- Use a document holder close to your monitor and adjust it to match the screen height. This will prevent constant re-focusing of the eyes between the screen and document and hence reduce the likelihood of eye-strain. It will also reduce repeated head and neck movements which might cause muscle ache and pain.
- Organise your work so that spells at the screen are interspersed with other jobs, if possible; leave the screen **before** you feel tired.
- If your job consists only or predominantly of screen work, you will need to take periodic breaks to prevent fatigue. Short, frequent breaks away from the screen and before you become tired, will be more beneficial than occasional, longer breaks. You should discuss this with your Team Leader (if appropriate).
- During your work breaks, get out of your seat and stretch and relax your limbs and back. Relax your eyes by looking into the distance. If you have spent a long period at the screen, avoid activities that involve hand and wrist movements and don't read fine print if your eyes feel tired.

Use of a mouse

Mouse work, because it concentrates activity on one hand and arm, may cause aches and pains in your fingers, hands, wrists, arms of shoulders. Some people find that using a mouse-substitute such as a trackball or a pressure-sensitive pad is beneficial in relieving such symptoms. Changing from right-handed to left-handed use (and vice-versa) may also be helpful as may using a differently shaped or sized mouse.

The following basic advice should be noted:-

- Position the mouse or mouse-substitute within easy reach so that you do not have to work with your arm stretched. Move the keyboard out of the way, if possible.
- Support your forearm on the desk or with an appropriate arm rest. Use a wrist rest if necessary to keep your wrist straight.
- Don't grip the mouse too tightly and keep the action of your fingers as light as possible.
- During short pauses in mouse use, let your arm hang straight down.

Use of a portable computer

Because of its smaller screen and keyboard, a portable computer is less comfortable to use for prolonged periods than a normal desk top computer. The advice given above about sitting comfortably, minimising reflections on the screen and taking frequent breaks if the work is prolonged should be followed.

If a portable computer is used regularly for long periods within an office, serious consideration should be given to using it attached to a full-sized monitor and keyboard, to minimise the risks of adverse health effects.

Appendix M

POSSIBLE EFFECTS ON HEALTH

The main hazards

Most health problems caused by display screen work reflect bodily fatigue, manifested by eye and musculo-skeletal problems. Proper attention to ergonomic factors in the design, selection and installation of equipment and the organisation of the work will prevent such problems developing.

Eye problems

Medical evidence has shown that work with a display screen does not cause damage to eyes or eyesight, nor does it aggravate any existing eye defect. However, like any other visually demanding task, such work may cause some people to suffer temporary visual fatigue. The symptoms of this include tiredness, red or sore eyes, headaches and difficulties in focusing. Possible causes are:

> (a) staying in the same position and concentrating for a long time;
> (b) poor positioning of the display screen equipment; (c)
> poor legibility of the screen or source documents;
> (d) poor lighting, causing glare or reflections and
> (e) a drifting, flickering or jittering image on the screen.

DSE work may make some people more aware of pre-existing vision defects; this could lead to eye-strain symptoms since uncorrected defects can make the work more tiring or stressful than otherwise would be the case.

Muscle and body pain

Work related upper limb disorders (WRULDs) have been associated with DSE work. Several factors are likely to contribute to these problems, such as prolonged static posture of the back, neck and head, and awkward positioning of the hands or wrists as a result of poor working technique or inappropriate work height. It is also known that rapid repetitive movements of the fingers, hands and arms can lead to long term damage to muscles and tendons. One of these conditions is tenosynovitis. It can be treated by rest but only if the early warning signs, such as discomfort, numbness, tingling or soreness in the hands and forearms, are not ignored. The importance of prompt reporting of any problems is obvious.

Fatigue and stress

Most types of continuous and sustained work may lead to fatigue and stress, resulting in changes in mood (frustration, irritability, anxiety, etc.) or physiological disorders (muscle tension, stomach disorders, sweating, headaches, etc.). The most likely cause is poor job design or work organisation.

Other concerns

Radiation

Although DSE emits electromagnetic radiation, extensive measurements have confirmed that the levels found from all makes of equipment are well below those set internationally to protect human health. The National Radiological Protection Board has therefore advised that such equipment poses no radiation risk to a user, including a pregnant one. Hence, no protective measures need to be taken by users.

Facial dermatitis

Some DSE workers have reported skin complaints such as occasional itching or redness of the face and/or the neck. The problem seems to be caused by environmental factors such as a combination of a dry atmosphere and static electricity near the equipment. It is a rare problem.

Epilepsy
Most people with epilepsy are completely unaffected by DSEs. A few who suffer from the rare photosensitive epilepsy may be affected in some circumstances. Anyone who has epilepsy and is concerned about display screen work should seek further advice from Occupational Health.

Medication
The use of medication such as minor tranquillisers can occasionally produce side effects which mimic some of the symptoms of visual fatigue, such as the slowing of eye movements. However, there is no evidence of any interaction between any types of medication and the use of DSE.

Food and Drink
It is recognised that consumption of food and drink in the immediate vicinity of any DSE or other electrical or mechanical equipment may involve a risk to health and safety or the possibility of damage to the equipment

Heat
DSE will generate a small amount of heat in use. This will normally dissipate without noticeable effect and in general no special measures will be necessary. However there may be circumstances, particularly where there is a concentration of equipment in a relatively confined space, where the effect can result in an unacceptable working temperature. In such circumstances steps should be taken to reduce the heat output or control the temperature in other ways.

Static
Adequate precautions should be taken to minimise the risk of static discharge. Floor covering should be of a type which seeks to eliminate static discharge, and anti-static treatments should be provided where necessary and repeated at regular intervals. Where anti-static treatments do not prove effective, or as an alternative, anti-static conducting mats will be provided. Where no local solution can be found the Facilities Manager should be contacted for advice to resolve the problem.

Cabling
Cabling in an office environment can constitute a hazard to health and safety. Cables associated with DSE and other electrical equipment should be controlled by means of ducting, channelling or clips in such a way as to ensure that no risk is caused to operators or others.

Lighting
Natural light should be controllable by means of neutral coloured blinds or curtains and artificial lighting should be adequate for the tasks to be undertaken without producing undue glare. To minimise glare, diffusers will be fitted where these are not already in place.

Fluorescent tubes tend to flicker towards the end of their life. Where this occurs, report it to Estates Direct link Maintenance Line and the tube will be replaced.

Glare and Reflection
Glare occurs when lighting, windows or other light sources, seen either directly or by reflection, are too bright when compared with the general brightness of the interior. Glare can impair vision or cause visual discomfort.

DSE should be placed at right angles to the natural light source wherever possible. In rooms where multiple light sources or structural limitations preclude such a disposition, blinds should be fitted so that light from windows can be controlled.

The surfaces of walls, ceilings and furniture should be plain, pastel coloured with a matt

finish and curtains and blinds should be plain and compatible with the wall surfaces inside the room where possible. All floors in working areas should be carpeted, with a plain or minimally patterned carpet where possible.

Noise
Noise levels should not be excessive and in particular should not be such as to distract attention or disturb speech. Where a potential problem is identified measurements shall be taken by an appropriately trained person.

Furniture and Workstation Design
Care should be taken to ensure that heat, glare, noise or vibration from one workstation do not inconvenience operators of nearby workstations or other people working nearby.

Workstations should be placed so that operators will not be distracted by or experience glare or light interference from the screens of other workstations. Screens and shelving may need to be included in the workstation design to help create a safe and comfortable working environment.

The floor space and desk space provided will depend on both the design of equipment and the tasks to be carried out. The furniture provided for use with each system should be of a design which meets the needs of the task adequately, allowing the performance of both clerical activity and the use of IT and associated equipment. It is important that the introduction of equipment to a workstation does not reduce the amount of space required.

To ensure that operators are able to attain a comfortable operating position, an adjustable swivel chair should be provided for each workstation. A footrest should be provided for each workstation where required. Document holders should be made available for each workstation on request.

Maintenance and Cleaning
Equipment and furniture will be regularly maintained and cleaned. Adequate arrangements will be made for repair and any necessary routine maintenance.

Equipment should be switched off for cleaning, except where there is a requirement for continuous running. Cabinet, casings and trolley where used should be regularly dusted in the same way as other office equipment by cleaning personnel. It is in the of staff best interest to ensure that screens and keyboards are clean before use.

Daily work routine of users
In most tasks, natural breaks or pauses occur as a consequence of the inherent organisation of the work. Whenever possible, jobs at display screens should be designed to consist of a mix of screen-based and non screen-based work to prevent fatigue and to vary visual and mental demands. Where the job unavoidably contains spells of intensive display screen work (whether using the keyboard or input device, reading the screen, or a mixture of the two), these should be broken up by periods of non-intensive, non-display screen work. Where work cannot be so organised, e.g. in jobs requiring only data or text entry requiring sustained attention and concentration, deliberate breaks or pauses must be introduced.

Nature and timing of breaks or changes of activity
Where the display screen work involves intensive use of the keyboard, any activity that would demand broadly similar use of the arms or hands should be avoided during breaks. Similarly, if the display screen work is visually demanding any activities during breaks should be of a different visual character. Breaks must also allow users to vary their posture. Exercise routines which include blinking, stretching and focusing eyes on distant objects can be helpful.

- Breaks should be taken before the onset of fatigue. The timing of the break is more important than its length
- Breaks or changes of activity should be included in working time. They should reduce the workload at the screen, i.e. should not result in a higher pace or intensity of work on account of their introduction
- Short, frequent breaks are more satisfactory than occasional, longer breaks: e.g., a 5-10 minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be better than a 15 minute break every 2 hours
- If possible, breaks should be taken away from the screen
- Informal breaks, that is time spent not viewing the screen, (e.g. on other tasks), appear from study evidence to be more effective in relieving visual fatigue than formal rest breaks

Software suitability for the task

Software should enable worker to complete the task efficiently, without presenting unnecessary problems or obstacles.