Document Title:	DISPLAY SCREEN EQUIPMENT POLICY		
Document Reference/Register no:	05012	**Version Number:**	5.0
Document type: (Policy/ Guideline/ SOP)	Policy	**To be followed by:** (Target Staff)	All users of display screen equipment
Ratification Issue Date: (Date document is uploaded onto the intranet)	17th December 2018	**Review Date:**	16th December 2021
Developed in response to:	Display Screen Equipment Regulations 1992 (amended 2002)		
Contributes to HSC Act 2008 (Regulated Activities) Regulations 2014(Part 3); and CQC Regulations 2009 (Part 4) **CQC Fundamental Standards of Quality and Safety:**			11
Issuing Division/Directorate:	Estates & Facilities		
Author/Contact: (Asset Administrator)	Steve Lewis, Senior Health & Safety Advisor		
Hospital Sites: (tick appropriate box/es to indicate status of policy review i.e. joint/ independent)	✓MEHT □ BTUH □ SUH		
Consultation:	(Refer to page 2)		
Approval Group / Committee(s):	Health & Safety Group	**Date:**	13th November 2018
Professionally Approved by: (Asset Owner)	Garry Bardsley - Estates & Facilities Site Manager	**Date:**	13th November 2018
Ratification Group(s):	Document Ratification Group	**Date:**	3rd December 2018
Executive and Clinical Directors (Communication of minutes from Document Ratification Group	**Date:** December 2018	**Distribution Method:**	Trust Intranet/ Internet

Consulted With:	Post/ Approval Committee/ Group:	Date:
Garry Bardsley	Estates & Facilities Site Manager	November 2018
Jo Mitchell	Quality Assurance Manager	November 2018
Helen Clarke	Head of Governance	November 2018
Sue Freeman	Senior Occupational Health Advisor	November 2018
Stella Smith	Manual Handling & Safety Manager	November 2018
Barry Stannard	Head of IT Operations	November 2018
Jennifer Canham	Head of Human Resources	November 2018
Anne Giles	Medical Secretaries Services Lead	November 2018
Health & Safety Group Members		November 2018

Related Trust Policies (to be read in conjunction with)	Health and Safety Policy Moving and Handling Policy Occupational Health Policy

Document Review History:			
Version No:	**Authored/Reviewer:**	**Summary of amendments/ Record documents superseded by:**	**Issue Date:**
2.0	Ryan Taylor	Unknown	July 2006
3.0	Leanne Wilson	Unknown	May 2012
4.0	Ryan Curtis	Unknown	Oct 2014
4.1	Jo Mitchell	Extended for standardisation and review process (Success Regime)	Dec 2017
5.0	Steve Lewis	Document reviewed and updated	17th December 2018

Contents

1.   Introduction

1.1   The Trust's Display Screen Equipment (DSE) Policy provides explicit guidance to all Trust staff on how to meet their personal and corporate obligations with respect to meeting the Display Screen Equipment (DSE) Regulations

1.2   This Policy sets out the accountability and authority arrangements that will support the Trust in minimising the risks associated with display screen equipment and its use.

1.3   This policy should be read in conjunction with other Trust Policies related to Health and Safety requirements.

1.4   This policy is set in the context of the Trust's overall strategic intent to provide excellent clinical services that distinguish the Trust from its competitors. In particular, this means Trust staff providing good patient care and enhancing the overall patient experience. Corporately, the Trust must ensure that it, meets its duty of care to staff providing staff with high standards of training and education and providing systems and processes that ensure a safe working environment.

1.5   This policy sets out the Trust's approach to DSE and the resources that contribute to a just culture of continuous improvement.

2.0   Background

2.1   The Trust has a duty to ensure that the DSE which the Trust owns or uses, is constructed, operated and maintained in a manner which ensures the safety of its operatives.

2.2   Knowledge of the minimum Health and Safety requirements for work with DSE is regarded as a basic requirement for all staff employed defined as a "user" by the Trust. This requirement is achieved by the manager responsible ensuring that those persons receive appropriate information and guidance.

2.3   It is the duty of every employee who uses DSE to co-operate with the implementation and the observance of this Policy.

2.4   The Trust is required to ensure that all legislation relating to the minimum Health and Safety requirements for work with DSE is observed in those premises owned or operated by the Trust. The three most relevant are:

- The Health and Safety (Display Screen Equipment Regulations) 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002
- The Health and Safety at Work (etc.) Act 1974
- The Management of Health and Safety at Work Regulations 1999

2.5 Under the Health and Safety (Display Screen Equipment) regulations 1992 (amended 2002); employers who have DSE users, must;
- Analyse workstations to assess and reduce risks
- Make sure controls are in place
- Provide information and training
- Provide eye and eyesight tests on request, and special spectacles if needed
- Review the assessment when the user or DSE changes

2.6 Where a DSE user supplied by an Agency becomes an employee of the host employer, the duties under the DSE Regulations will fall on the host employer.

3.0 Scope

3.1 This policy applies to all employees (permanent, temporary, agency or locum) and contracted staff who work for the Trust or on Trust premises during the course of their employment.

3.2 The policy applies to all premises under the management of the Trust.

3.3 **Exclusions**
This Policy does not apply to the following: -

- Display screen equipment on board a means of transport;
- Display screen equipment mainly intended for public operation;
- Calculators and cash registers

3.4 **Inclusions**
In the past there has been some confusion over sonography equipment and its classification under DSE. Sonography equipment is classified as DSE equipment and therefore must be considered when assessing display screen equipment and controlling the risk to users.

4. Definitions

4.1 For the purpose of this policy the terms shall have the following meanings:

'Display Screen Equipment' means;
any alphanumeric or graphic display screen, regardless of the display process involved. Equipment includes items such as PCs, Laptops, Tablets and Smartphones.

4.2 **'Workstation' means an assembly consisting of;**
- Display screen equipment, a keyboard, or any other input device.
- Any optional accessories to the display screen equipment.

- Any disk drive, telephone, modem, printer, document holder, work chair, desk or work surface
- The immediate work environment around the display screen equipment.

4.3 **'User' means;**
An employee who habitually uses display screen equipment as a significant part of their normal work (daily, for continuous periods of an hour or more).

5. Roles and Responsibilities

5.1 **Chief Estates & Facilities Officer** is the executive lead for Health and Safety and is responsible for reporting and acting on behalf of the Board in respect of Trust wide DSE compliance within their management responsibility, this includes;
- Compliance with current legislation and codes of practice
- Supporting the Chief Executive on DSE initiatives on behalf of the Trust Board
- Reporting to the Chief Executive any non-compliance with the DSE Policy.

5.2 **All Ward Managers/ Lead Nurses and Department Managers**

5.2.1 Each Manager is responsible for ensuring that the Policy relating to DSE is implemented.

5.2.2 Managers shall make arrangements for a suitable and sufficient risk assessment of the workstation and put into practice any necessary corrective health and safety measures following the risk assessment. This should include planning, organisation, control, and monitoring and review measures.

5.2.3 Managers will appoint within their department, and where appropriate, a competent key member of staff to help devise and apply the measures needed to comply with employers' duties under health and safety legislation.

5.2.4 Each Manager is responsible for ensuring that their staff:
- Receive information on all aspects of Health and Safety relating to their workstation; all of which is available on the Trust intranet site.
- Receive appropriate guidance, or where appropriate, training in the use of their workstation.
- Receive the appropriate facilities and support to allow the acquired knowledge to be put into practice as appropriate.
- Carry out an individual DSE Risk Assessment.
- Refer staff affected by use of DSE equipment to Occupational Health for on-going support and monitoring with equipment use, or to arrange ergonomic assessments or medical reviews as appropriate.

5.3 **DSE Users**

5.3.1 Users of DSE must ensure:

- Workstations are arranged and used in a safe manner using the guidance in Appendix 4.
- Complete the DSE self-assessment with their Line Manager on a 3 yearly basis or when there is significant change to equipment, workstation or working environment.
- Report any defects or safety issues to their Line Manager.
- Report any adverse health effects to their Line Manager and Occupational health.
- Cooperate with their employer regarding safety and advised work station layout

6.0   Standard Requirements

The use of display screen equipment is not in itself a source of risk for users. Supply of equipment will be as recommended by the appropriate responsible manager. The characteristics of the components of the workstation should be capable of being combined to fit the needs of the individual user.

6.1   The Display Screen

- The characters on the screen shall be well defined, clearly formed and of adequate size. Software settings must be adjustable.
- The image on the screen shall be stable and without flickering or having any other form of instability. The brightness and contrast between the characters and the background must be easily adjustable by the user.
- The screen should swivel and tilt easily.
- The screen shall be free of reflective glare and reflections liable to cause discomfort to the user.

6.2   The Keyboard and Mouse

- The keyboard must be separate from the screen, unless the task makes it impracticable (e.g. where there is a need to use a portable device).
- There shall be adequate space in front of the keyboard to provide support for the hands and arms of the user.
- The keyboard shall have a matt surface to avoid reflective glare
- The symbols on the keys will be adequately contrasted and legible from the working position.
- The mouse should be placed close to the keyboard to avoid arm overreaching.
- The mouse should work smoothly without force.

6.3   The work desk or work surface

- The work desk or work surface will be of adequate size to allow the flexible arrangements of the screen, keyboard, documents, telephone and other related equipment to suit the task.
- The surface shall have a low reflective finish.
- There must be adequate clearance for thighs, knees, lower legs and feet. There should be room for postural change under the work surface and between furniture components.

- The height of the work surface should allow a comfortable position for the arms and wrists.
- The work surface or work desk must be stable.

Further advice can be given by Occupational Health, The Health and Safety Team and Moving and Handling Team.

6.4   **The Work Chair**

6.4.1   The primary requirement is that the work chair should allow the user a comfortable position. Other requirements are: -
- The work chair should be stable and allow the user freedom of movement.
- There will be no less than 5 castors or feet for the swivel chair.
- The seat should be adjustable in height.
- The seat back should be adjustable in both height and tilt.
- A foot rest should be made available to any user who requires one.

6.4.2   To obtain optimum comfort, each user should be familiar with the chair adjustments.

6.4.3   Occupational Health, the Health and Safety Team or the Moving and Handling Team can advise upon the correct type of chair to purchase should the need arise.

6.4.4   Any purchases must be made by management through localised budgets.

6.5   **Lighting**

6.5.1   Any room lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements of the User.

6.5.2   Lighting should be appropriate for all the tasks performed at the workstation e.g. reading from the screen, keyboard work, reading printed matter, writing etc.

6.5.3   Individual lighting needs must be considered to help avoid eyestrain and fatigue.

6.5.4   Users should be able to control light levels e.g. by adjusting window blinds or light switches.

6.6   **Reflections and Glare**

6.6.1   Measures to minimise reflections and glare must be taken such as, moving the workstation position, changing the lighting, provision of desk lamps, fitting blinds or window coverings.

6.6.2   Anti-Glare screens should only be used as a last resort

6.7   **Radiation**

6.7.1 The levels of radiation emitted from Visual Display Unit's are well below the safe levels set out in international standards and therefore do not pose a problem.

6.8 **Humidity**

6.8.1 An adequate level of humidity shall be established and maintained. Electronic equipment can be a source of dry heat which can change the humidity levels of the office environment resulting in unpleasant symptoms such as dry throat, dry skin and sore eyes etc. Opening a window usually alleviates the roblem. Advice can be sought from Occupational Health.

6.9 **Space requirements**

6.9.1 Prolonged sitting in a static position can be harmful. It is most important that support surfaces for display screen and other equipment and materials used at the workstation allow adequate clearance for postural changes. This means adequate clearances for thighs, knees, lower legs and feet under the work surface and between furniture components. There must be sufficient space for the worker to sit down and get up without difficulty. The height of the work surface must allow a comfortable position for the arms and wrists, if a keyboard, mouse or other input device is used.

6.10 **Lap Top Computers**

The DSE Regulations state that Portable DSE, such as Laptops and Notebook computers, are subject to the DSE Regulations if it is considered prolonged use.

A portable item such as a laptop must be positioned and used, so far as possible, in the same way as full size equipment. The use of a Docking Station is encouraged to allow the use of a full size keyboard, mouse and monitor.

The need for a risk assessment still applies. Users can seek additional training and advice either from the Trust Moving and Handling team, Occupational Health or Health and Safety Team.

7.0 Risk Assessment and Review

7.1 Quick Reference Display Screen Equipment (DSE) Process

```
        ┌─────────────────────────────┐
        │ Staff member works with DSE │
        │ for a significant part of   │
        │ their job therefore is      │
        │ classed as user             │
        └─────────────────────────────┘
                      │
 ┌──────────┐   ┌─────────────────────┐
 │ Manager  │   │ User carries out    │
 │ assists  │──▶│ self assessment     │
 │ as       │   │                     │
 │ required │   └─────────────────────┘
 └──────────┘              │
                           ▼
 No problems      ┌─────────────────────┐   Problems identified
 identified ◀─────│ Manager reviews     │─────────▶
                  │ checklist           │
                  └─────────────────────┘
    │                    │           │           │
    ▼                    ▼           ▼           ▼
┌──────────┐      ┌──────────┐ ┌──────────┐ ┌──────────┐
│ No action│      │ IT       │ │ Postural │ │ Health   │
│ required │      │ Equipment│ │ Issues   │ │ Issues   │
└──────────┘      │ Issues   │ └──────────┘ └──────────┘
    │             └──────────┘      │           │
    │                  │            ▼           ▼
    │             ┌──────────┐ ┌──────────┐ ┌────────────┐
    │             │ IT to    │ │ Manual   │ │ Occupational│
    │             │ resolve  │ │ Handling │ │ Health to  │
    │             └──────────┘ │ Team to  │ │ resolve    │
    │                  │       │ resolve  │ └────────────┘
    │                  │       └──────────┘      │
    │                  │            │            │
    │                  └────────────┴────────────┘
    │                         Problems resolved
    │                  ┌─────────────────────────────┐
    └─────────────────▶│ Manager records assessment  │
                       │ findings & checklist in     │
                       │ staff members personnel file│
                       └─────────────────────────────┘
```

7.2 The DSE regulations require every employer to carry out a suitable and sufficient analysis of all workstations (appendix 4). Managers have the responsibility to ensure these assessments are undertaken. The assessment or relevant parts of it should be reviewed in the light of changes to the DSE worker population, or changes in individual capability, or where there has been some significant change to the workstation such as:
- Major change to software used;
  Major change to any of the equipment (screen, keyboard, etc);

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- Major change in workstation furniture;
- Substantial increase in the amount of time required to be spent using DSE;
- Substantial change in other task requirements (for example greater speed or accuracy);
- If the workstation is relocated (even if all equipment and furniture stays the same);
- If major features of the work environment, such as the lighting, are significantly modified.

7.3 The three principal risks relate to: -
- Musculoskeletal disorders (Work related upper limb disorders also known as WRULDs)
- Visual Fatigue
- Mental Fatigue

7.4 The known health problems associated with DSE work can be prevented in the majority of cases by good ergonomic design of the equipment, workplace and job; and by worker training and consultation.

7.5 Risk Assessment training is available through the Health and Safety Team or Trust Moving and handling Team.

7.6 Managers have a duty to retain a record of the assessments and keep the records for three years beyond employment termination.

7.7 **Shared workstations**
Where one workstation is used by more than one worker, whether simultaneously or in shifts, it must 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.

8.0 Occupational Health and Safety Services

8.1 The Occupational Health Department is responsible for providing specialist advice if required for Staff members with DSE related health problems.

8.2 Members of staff who develop any health problem which they think may be related to working with DSE, must report this to their Manager. The Manager must then refer the individual to the Occupational Health Department. The member of staff can also 'self-refer' using the self-referral form available on the staff intranet.

8.3 In case where members of staff feel their health is being affected by working at their workstation, the individual must complete the DSE self-assessment form, Appendix 4 and discuss the findings with their line manager (as above). Where remedial changes cannot easily be implemented an Occupational Health Adviser,

the Trust Moving and Handing Team or Health and Safety Team will visit the work area and make recommendations; including advice about equipment, ergonomics, posture, lighting and breaks etc.

8.4   Any findings will be reported to the employee's line manager as appropriate and liaise with other departments as appropriate.

9.0   Display Screen Equipment (DSE) Eye Sight Screening

9.1   All DSE Users are entitled to request under the DSE Regulations an eyesight test, which the employer should pay for through their local departmental budget. If the test shows that the DSE User requires corrective glasses for DSE work, the employer will pay for a basic pair of frames and lenses. The cost of a basic set of glasses will generally be a one off payment to the employee.

9.2   There is no research evidence that DSE can cause disease or permanent damage to the eyes. However, long spells of DSE work can lead to tired eyes and discomfort; and the additional demanding tasks for the eyes by using DSE may make manifest a sight problem that the user had been previously unaware of. Eye tests are supported to ensure users can comfortably see the screen and work effectively without visual fatigue.

9.3   If a referral to an optician is recommended by the Occupational Health Advisor, the employee will be given:
- a letter so that the line manager is aware of the referral being made, appendix 1;
- a letter to take to the optician identifying the requirements of the test and that it is in relation to the DSE Regulations appendix 2;
- an expenses claim must be completed and submitted. This must be approved by your line manager to claim back the expense of the eye sight test and the corrective lenses if required specifically for DSE use.

9.4   The employee should pay for the test and corrective lenses in the first instance and then seek re-imbursement from the Trust.

9.5   The organisation currently provides an allocation of up to £20 for the eyesight test and up to £80 for corrective lenses that are required for DSE work. Receipts will be required with the claim form and proof of requirement for DSE from the optician.

9.6   If the employee wishes to obtain additional requirements from the basic frames and lenses then they should meet this at their own cost.

9.7   Users are entitled to further tests at regular intervals after their first test and in between if they are having visual difficulties that may be considered to be aggravated by their DSE work.
In determining those intervals, factors such as the ages of the employees, the intensity of DSE work, and relevant health factors should be taken into account.

9.8   DSE users are not obliged to have such tests performed.

10.0   Monitoring and Review

10.1

Aspect of compliance or effectiveness being monitored	Monitoring Method	Individual department responsible for the monitoring	Frequency of the monitoring activity	Group /Committee / forum which will receive the findings/monitoring report	Committee/individual responsible for ensuring the actions are completed
Adherence to this Procedure / Policy	H&S Team Audit	Health & Safety Team	Annual	Health and Safety Group	Manager of User

10.2   Where deficiencies are identified, the Health and Safety Team, Manual Handling Team and Occupational Health Manager will liaise directly with local managers to address.

10.3   This policy will be reviewed in three years or earlier as a result of concerns identified through monitoring, changes in practice or other local or national initiatives.

11.0   Equality Impact Assessment

No one as a consequence of this policy is placed at a disadvantage over others. (Refer to Appendix 6)

12.0   References
The Health and Safety (Display Screen Equipment Regulations) 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002

The Health and Safety at Work (etc.) Act 1974

The Management of Health and Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

Provision and Use of Work Equipment Regulations 1998

Mid Essex Health & Safety Policy

Appendix 1

Letter to Manager re Referral to Optician

Date ....

Dear ....

Re: Your Staff Member ....

Under the Health & Safety (Display Screen Equipment) regulations 1992 (as amended), Occupational Health identify the need for an ophthalmological examination and/or corrective appliances (spectacles). This is in accordance with the Trust DSE Policy.

A need has been identified with the above member of your staff and a formal referral has been made.

In agreement with yourself, the employee is entitled to reasonable time off work, with pay, to take the ophthalmological examination.

Following written verification by the optician of the need for optical correction, the employee is entitled to a contribution up to a maximum of £ 20 towards the eyesight test and up to a maximum of £ 80 towards the cost of any single vision spectacles required specifically for use at display screen equipment.

Please be assured that our referral process is very stringent and that there is much documentary evidence to show that the numbers of employees entitled to provision of spectacles in strict accordance with these regulations are very few.

If you have any queries, please do not hesitate to contact either myself or the occupational health manager.

Thank you

Yours sincerely

Occupational Health Adviser.

Referral Letter to Optician   **Appendix 2**

To: ....

      ....

      ....

Employee Name: ....

This letter introduces the above employee as a Display Screen Equipment User, as defined by the Health & Safety (Display Screen Equipment) Regulations 1992 (as amended), who requires an eyesight test in connection with their use of display screen equipment.

Mid Essex NHS Trust will meet the cost of the eyesight test of up to £20, and make a contribution up to a maximum of £80 (including VAT) towards the cost of any single vision spectacles prescribed for use when operating display screen equipment. If the employee wishes to spend more than this amount they may do so provided they settle the additional costs themselves.

Please would you complete the section below and return it to our employee in order that they may claim reimbursement of these costs.

Yours sincerely

Occupational Health Adviser

✂...

I confirm that I have examined …….…………………………….. eyes and conclude that:

Spectacles are required for the use of display screen equipment   Yes/No*

Spectacles are required for general use only (i.e. not DSE)   Yes/No*

No Spectacles are required   Yes/No*

A re-test is recommended in .... months   Yes/No*

* Please delete as appropriate

Signed: .... Date: ....

Appendix 3

EXERCISES FOR KEYBOARD WORKERS

1. Hold your hands out in front of you and spread your fingers apart as far as possible, maintain for count of 5, relax and repeat.

2. Link hands behind the chair back and pull back shoulders.

3. Clasp hands together and extend your arms straight above your head. Lean to the left and then to the right so that you can feel your sides stretching.

4. Roll your shoulders forward and backwards in big circles several times.

5. Bend your head forward and slowly turn it like a pendulum to look up to the right and then up to the left. Then with your head and neck in a neutral position, slowly turn your head to look down to the right and then down to the left.

6. Straighten both arms and bend the wrist of one hand back with the fingers of the other hand; then bend that wrist downwards. Change hands and repeat. Relax and repeat the exercise.

7. Fold your arms and twist the upper part of your body first one way and then the other way.

8. From a neutral head position, put finger on chin directly backwards in a straight line to produce a 'double chin' whilst keeping your face straight ahead. This will stretch the back of your neck.

All exercises should be performed in a seated position.

Appendix 4

Display Screen Equipment
Risk Assessment

Workstation Location and No (if applicable) : …………………………………………

DSE User name :   ………………………………………….

Job Title: ………………………………………………………….

Checklist Completed by: …………………………………………

Assessment Checked by: ………………………………………….

Date of Assessment : …………………………………………

Any Further Action Needed? Yes/No :   …………………………………………

Follow Up Action Completed On :   …………………………………………..

Date of last eye test: …………………………………………………

DSE assessment review date: …………………………………………………

This checklist can be used as an aid to risk assessment and to help comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations.

Work through the checklist, marking either the 'yes' or 'no' column against each risk factor:

- 'Yes' answers require no further action.
- 'No answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.

Assessors should check later that actions have been taken and the problem resolved.

Remember the checklist only covers the workstation and work environment.
You also need to make sure that risks from other aspects of the work are avoided, for example by giving users health and safety training, and providing breaks or changes of activity.
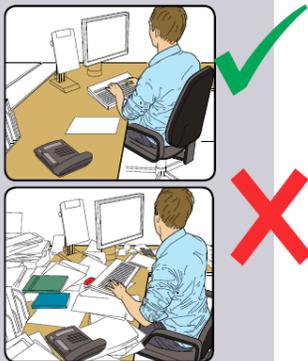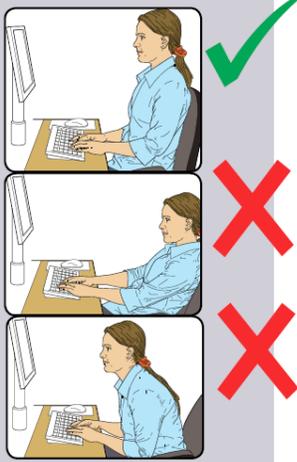**Advice on these is given in:** *Working with DSE INDG36(rev4): A brief guide*
HSE Books Published 04/13 or Advice on these is given within HS 08 and the Managers Guide (Appendix 5).

Risk Factors	Tick		Things to Consider	Action to Take
	Yes	No		
1. Display Screens				
Are the characters clear and readable? 			The screen should be clean and cleaning materials should be made available. Check that text and background colours work well together.	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, ie free of flicker and jitter?			Try using different screen colours to reduce flicker, eg darker background and lighter text. If problems still exist, get the set up checked, eg by the equipment supplier.	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt? 			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: • swivel/tilt is absent or unsatisfactory; • work is intensive; and/or • the user has problems getting the screen to a comfortable position.	
Is the screen free from glare and reflections? 			Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of reflections. Screens that use dark characters on a light background are less prone to glare and reflections.	
Are adjustable window coverings provided and in adequate condition?			Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare filters as a last resort and seek specialist help.	
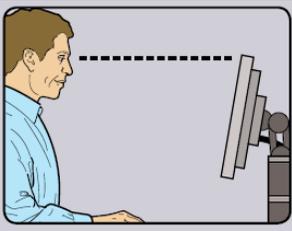
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2. Keyboards	Yes	No	Things to Consider	Action to Take
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).	
Does the keyboard tilt?			Tilt may not be built in.	
Is it possible to find a comfortable keying position?			Try pushing the screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	
Does the user have a good keyboard technique?			Training can be used to prevent: • hands bent up at the wrist; • hitting the keys too hard; • overstretching the fingers.	
Are the characters on the keys easily readable?			Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	
3. Mouse, trackball etc	Yes	No	Things to Consider	Action to Take
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user?			Most devices are best placed as close as possible, eg right beside the keyboard.	

			Training may be needed to: • prevent arm overreaching; • tell users not to leave their hand on the device when it is not being used; • encourage a relaxed arm and straight wrist.	
Is there support for the device user's wrist and forearm?			Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.	
Does the device work smoothly at a speed that suits the user?			Response speeds can be changed on most pc's via the control panel. See if cleaning is required (eg of mouse ball and rollers). Check that the work surface is suitable. A mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	
4. Software	**Yes**	**No**	**Things to Consider**	**Action to Take**
Is the software suitable for the task?			Software should help the user carry out the task, minimise stress and be user friendly. Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages	

5. Furniture	Yes	No	Things to Consider	Action to Take
Is the work surface large enough for all the necessary equipment, papers etc?			Create more room by moving printers, reference materials etc elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible rearrangement.	
Can the user comfortably reach all the equipment and papers they need to use?			Rearrange equipment, papers etc to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements and static awkward postures.	
Are the surfaces free from glare and reflection?			Whilst most desk surfaces will be matt finish, large quantities of white paper will reflect light and glare. Consider collecting papers together, or using mats and blotters to reduce reflections and glare.	
Is the chair suitable?			Stand in front of the chair. Adjust the height so the highest point of the seat, (when in the horizontal position), is just below the knee cap.	
Is the chair stable and in good repair?			•Adjust the back rest forwards and backwards as well as up and down so that it fits the hollow in your lower back.	

•Sit upright with your arms hanging loosely by your sides. Bend your elbows at about a right angle (90 degrees) and adjust the armrest(s) height until they barely touch the undersides of the elbows.

•Remove the armrests from the chair if this level cannot be achieved or if armrests, in their lowest adjustment, elevate your elbows even slightly.

Does the chair have a working:			The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms, or if they do not function.	
• seat back height and tilt adjustment?				
• seat height adjustment?				
• swivel mechanism?				
• castors or glides?				
Is the chair adjusted correctly?			The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk to allow room to stretch and change position.	

	Yes	No		
Is the small of the back supported by the chair's backrest?			The user should have a straight back, supported by the chair, with relaxed shoulders. Arms on the chair may not be necessary or preferred and should be removed if they raise the shoulders or cause obstruction in any way.	
Are forearms horizontal and eyes at roughly the same height as the top of the screen?			Adjust the chair height to get the user's arms in the right position, then adjust the screen height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a foot rest may be required.	

6. Environment	Yes	No	Things to Consider	Action to Take
Is there enough room to change position and vary movement?			Space is needed to move, and stretch. Check for obstructions and consider reorganising the office layout. Cables should be tidy, out of the way and not a trip or snag hazard.	
Is the lighting suitable, eg not too bright or too dim to work comfortably?			Users should be able to control light levels, eg by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, eg desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).	
Does the air feel comfortable?			Display Screen and other electronic equipment may dry the air. Circulate fresh air if possible. A damp piece of sponge in a saucer, or plants may help humidify the air, though consideration should be given to whether these can be used in clinical areas. Dry eyes can occur when looking at display screens and television screens because the viewer's blink rate is reduced.	

			Remember to blink to refresh the surface of the eyes. Consider a humidifier if discomfort is severe.	
Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source? Closing window blinds in summer will also help. In difficult cases seek advice from Estates.	
Are levels of noise comfortable?			Consider moving sources of noise, eg printers away from the user. If not, consider screens around desk areas, or other soundproofing.	

…/…

7. Final questions to Users

- **Ask if the checklist has covered all the problems they may have working with their DSE**. Changes made as part of this assessment should be given time to take effect. If problems persist, contact Occupational Health or the Safety Team for further support and information.
- **Ask if they have experienced any discomfort or other symptoms which they attribute to working with their DSE**. Users should remember that DSE use outside the workplace will also contribute to physical stresses, and should set their home workstations up in a similar way.
- **Ask if the user has been advised of their entitlement to eye and eyesight testing**. The Trust will pay for eye testing for all employees who are identified as users. This payment is conditional on production of a receipt for testing from an Optician registered with the General Optical Council, submitted with an expenses form to the line manager. Retesting will usually be allowed every 2 years, except in exceptional circumstances
- **Ask if the user takes regular breaks working away from DSE**. Sedentary work, even with good posture should be avoided for prolonged periods. If work breaks (interchanging DSE with other tasks away from the workstation) are not feasible, the User should spend 5 minutes of every hour being active to promote circulation.

Write the details of any comments/problems here:

8.. Employee's Duties

The MHSW Regulations require each employee to properly use any equipment, system of work or other measure provided by the employer in accordance with the instruction and advice that has been given. This general duty extends to the proper use of DSE. A similar, but more general, requirement also exists under s.7 of the HSW Act.

I understand the findings of this risk assessment and agree to comply with the identified remedial actions identified therein.
I also understand my rights to eye and eyesight tests and how to obtain access to it.
It is understood that should I experience any difficulties with the Display Screen Equipment, workstation or my health that I must inform my line manager immediately.

End

Managers should ensure that they record any areas of concern and any required action noted in the assessment in the table below, together with the timescale for completion and the date the actions were completed.

Please record the action taken to solve any problems noted in the DSE assessment in the Action Checklist below

Area of concern	Required Action by whom	Timescale	Date completed
Display Screens			
Keyboards			
Mouse / track ball etc			
Software			
Furniture			
Environment			
Individual factors (e.g. existing injury or condition)			

Appendix 5

Manager's DSE Additional Guidance

As a Manager what do I need to do to comply with the Display Screen Equipment (DSE) Regulations 2002?

As a Manager you have a number of duties set down by these regulations. This guidance supports the information given in the DSE policy and will ensure you can readily fulfil these duties and provide the appropriate arrangements for your staff.

The key requirements are to:

1. Provide training to employees in the use of display screen equipment workstations before they start work with display screen equipment and whenever there are significant changes to the task or the workstation.

2. Carry out a risk assessment of employee workstations

3. Perform a further analysis or risk assessment where an employee;

   a. transfers to a new workstation, or

   b. where significant new work equipment is provided, or

   c. new equipment or new technology are introduced.

4. Ensure that the provision of an appropriate eye and eyesight test is made available to every employee who uses DSE equipment.

What equipment should be assessed?

DSE is usually, but not always, a personal computer at a desk, with a chair, mouse, and keyboard. At a hospital, other workstations may also be DSE and therefore risk assessments will be needed. Some examples include ultrasound scanners, lung function testing equipment and CCTV monitoring stations. If the equipment consists of a screen from which information can be read, a device to input information (a probe, keyboard, joystick) and a chair, it is likely to be DSE. When there is any doubt, confirmation can be made with the Health and Safety Team or Manual Handling Team. Point of sale workstations are not DSE.

How should a workstation analysis or risk assessment be carried out?

There are four stages in the risk assessment process:

Stage 1: Initial consultation with the employee

As a first step the local manager should consult with the employee at the workstation in order to collect information on the main tasks completed at the workstation. It is important to provide the employee with an opportunity to comment during the course of the assessment.

Stage 2: Ask the employee to complete the self-assessment checklist (Appendix 4),

With this information, observe the employee working at the workstation and record whether the workstation meets the minimum requirements detailed in Appendix 1.

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Stage 3: Speak to the employee about any issues which could not be resolved when going through the Checklist Assessment, and close off those that have been resolved.

Prepare an action plan of how the outstanding issues raised from the Assessment Checklist will be addressed, who will take the necessary action and when the actions will be completed. This may require input from Occupational Health, the Trust Manual Handling Team or Health and Safety Team.

A copy of the completed risk assessment should be given to the employee for his or her records and for further follow-up where required. It is the responsibility of the Manager to ensure that the actions are completed.

Stage 4: Review the implementation of the action plan

You will need to revisit the workstation risk assessment if there are still issues to be addressed. You should consult with the employee and observe whether the issues highlighted in the Checklist Assessment have been addressed. When everything is satisfactory, you and the employee should sign the risk assessment document in confirmation.

How should a risk assessment be reviewed?

Periodically, the information should be revisited to ensure that the set up and use of the equipment continues to meet the requirements of the regulations. If necessary or desired a new checklist can be completed.

When any significant changes to set up, software or equipment happen, a new assessment should be made.

What does 'frequent breaks' mean in the Display Screen Equipment (DSE) Regulation?

Breaking up long spells of DSE work helps to prevent fatigue, eyestrain, upper limb problems and back problems. The manager must plan the daily work routine of a DSE user to incorporate breaks; short frequent breaks are more helpful than longer infrequent ones. For every hour of continuous seated DSE work it is recommended to break for 5-10 minutes of mobility away from the workstation (rest breaks). It is also helpful to alternate tasks away from DSE such as filing, or photocopying – any work tasks which involve being away the desk (work breaks).

Are there any risks to pregnant workers?

Although there have historically been concerns raised regarding ill-health among new and expectant mothers using DSE, the results of scientific studies show no link between miscarriage or birth defect and working with display screen equipment.

The layout of workstations may need to be routinely re-assessed over the pregnancy period for new and expectant mothers, to make working arrangements more comfortable. This should be conducted as part of the new and expectant mother risk assessment.

Appendix 6: Preliminary Equality Analysis

This assessment relates to: Display Screen Equipment

A change in a service to patients	N	A change to an existing policy	Y	A change to the way staff work	N
A new policy	Y	Something else (please give details)			

Questions	Answers
1. What are you proposing to change?	**Risk assessment section changed and formatting changes to align with MSB and review of current policy.** **Added Managers guidance to align with MSB** **Quick reference Flowchart to align with MSB** **Updated References** **Expanded on advice given on DSE layout using HSE revised guidance**
2. Why are you making this change? (What will the change achieve?)	**Slight changes to meet legislation and align with MSB policies**
3. Who benefits from this change and how?	**NA**
4. **Is anyone likely to suffer any negative impact as a result of this change?** If **no**, please record reasons here and sign and date this assessment. If **yes**, please complete a full EIA.	**NA**
5. a) Will you be undertaking any consultation as part of this change? b) If so, with whom?	**NA**

Preliminary analysis completed by:

Name	Steve Lewis	Job Title	Senior H&S Advisor	Date	22/11/2018