

## Display Screen Equipment Policy

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**Lincolnshire Community Health Services NHS Trust**

**Display Screen Equipment Policy**

**Background**

This policy has been developed in accordance with the Trust's corporate health and safety policy; it falls within scope of the Trust's risk management strategy and overall management arrangements for health and safety.

**Statement**

This policy provides the Trust with the basis of compliance with statutory compliance.

**Responsibilities**

Responsibilities set out within this policy are a simple extension of those contained within the Trust's corporate health and safety policy.

**Training**

Skills training will be required for nominated DSE risk assessors and awareness training for managers and individual users of DSE. Training will be identified via a training needs analysis

**Dissemination**

The Trust will disseminate this policy to those employees who have a direct responsibility for its implementation.

**Resource implication**

Workforce Services (Formally HR) is required to produce specific DSE risk assessments.

**Lincolnshire Community Health Services NHS Trust**  
**Health and Safety Risk Assessment Policy**

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## Display Screen Equipment Policy and Procedure

### 1. INTRODUCTION

This policy has been developed to ensure that Lincolnshire Community Health Services Trust (LCHS) NHS Trust complies with the requirements of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Display Screen Equipment Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. Incorrect use of display screen equipment can cause ill health and injury.

### 2. SCOPE

The Trust recognises its duty to ensure that all staff complies with the Regulations. This policy encompasses all staff employed by the Trust including permanent, temporary, bank, volunteers and staff working from home. It applies to all workstations used for LCHS Trust activities, regardless of who has provided them.

It is the responsibility of each manager to ensure that adequate resources are allocated to assessment of risk from display screen equipment work and elimination or control of those risks. Each manager shall ensure that they have suitable and sufficient information to undertake initial DSE assessment with the individual.

It is the manager's responsibility to ensure that all appropriate risk assessments are completed and that they are reviewed at appropriate times i.e. when the conditions covered by the assessment have changed and on a biennial basis.

### 3. DEFINITIONS

Display screen equipment (DSE) - This term covers any alphanumeric or graphic display screen, regardless of the technology involved, with the exception of televisions, calculators and display typewriters. Personal Computers comprise the majority of display screen equipment in the Trust.

User - This policy applies to all workers who habitually use display screen equipment as a significant part of their normal work (daily, for continuous periods of an hour or more).

Workstation - The term 'workstation' includes the display screen equipment, keyboard, mouse or any other input devices; the immediate work environment, work chair, work desk, work surface, printers and document holder. The regulations and this policy also applies to portable DSE in prolonged use (e.g. more than an hour), including laptop, handheld computers.

Risk Assessment - A risk assessment is simply a careful examination of what, in the workplace could cause harm to people. Carrying out suitable and sufficient risk assessments will allow the individual and manager to jointly assess each DSE workstation.

Hot desk - A hot desk is a DSE workstation that is made available for ad hoc use in premises occupied by the Trust and is available to any member of staff in support of the Trust's strategy for mobile working.

Shared desk - A shared desk is a DSE workstation that's use is primarily reserved for use by individual team members in support of local service delivery needs. However a

shared desk workstation may be made temporarily available upon an individual request for general staff use in circumstances where there will be no adverse effect upon local service delivery needs.

Handheld Portable Device – This is any electronic device that can easily be carried. It is a small computing device that is designed to be held and used in the hands, has a stylus, key or touch screen and normally battery operated. Portable devices (other than laptops) are; iPad, smartwatches, pagers, tablets, smartphones electronic recording devices that may also be referred to as handheld device or mobile device.

#### 4. POLICY STATEMENT

The Trust aims to secure the health and safety of its employees and others in so far as is reasonably practicable by:

- Ensuring that each workstation and situation is risk assessed and kept under review, taking into account the DSE, furniture, working environment and the User
- Taking all steps necessary to remedy any risks found as a result of the assessment
- Taking all steps necessary to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- Arranging for the provision of eye tests following a risk assessment
- Arranging for the supply of any corrective appliances where these are specifically required for DSE work
- Advising existing employees and all prospective employees of the risks to health through DSE work and how these may be avoided

#### 5. ROLES AND RESPONSIBILITIES

The roles and responsibilities set out below are specific to this policy but are an extension to those set out within the Trust's corporate health and safety policy.

##### Chief Executive

The Chief Executive is accountable for ensuring compliance for health and safety within the organisation, this includes: the provision of resources to apply the requirements of this policy for it to be effectively implemented in all areas within of the Trust through policy development, organisational arrangements, implementation, performance monitoring, audit and review.

##### Executive lead for health and safety

The executive lead for health and safety will be responsible for;

Providing assurance to the Chief Executive and the Trust board that a robust process for delivery implementation and review of this policy. This responsibility includes ensuring that the Trusts is meeting legislative compliance whilst reducing the risk of the onset of musculoskeletal disorders for users of DSE

##### Service Managers

Service Managers will be responsible for;

Providing assurance to the Trust's executive lead for health and safety that a robust process for delivery, implementation and review of this policy and its associated.

Compliance being recorded within their annual health and safety implementations plans which are submitted to the HSC for monitoring purposes.

Supporting the related provision of adequate information, instruction, training and supervision to ensure this policy is adopted and consistently implemented in areas of their organisational responsibilities.

Ensuring pre-procurement processes are in place for sustainable provision of DSE, workstations and working environments that fully consider the health and safety of users, in particular reducing hazards associated with the onset of musculoskeletal disorders.

Enabling their management teams, individual line managers and users of DSE in areas of their organisational responsibilities to meet their responsibilities set out within this policy.

Escalating aspects of significant non-compliance with this policy to the Corporate Risk Register

### Line Managers

Line Managers will be responsible for;

Providing assurance to their respective Service Manager that implementation and review of this policy and adequate information, instruction, training and supervision is adopted and consistently implemented in areas of their organisational responsibility.

Undertake basic workstation assessments in conjunction with individual user in induction, where user concerns are raised or witnessed during daily operational activities and at intervals not exceeding two years.

Incorporating safe workstation design into work areas within areas of their organisational responsibilities. When, a new additional workstation is to be installed, a risk assessment is carried out to ensure that:

- It fully complies with the DSE Regulations and Trust policy.
- By its installation it does not create problems for other users or contravene statutory requirements.

Seeking the support of the Trust's Head of Estates and Facilities when planning, designing considering changes to service delivery which may impact upon compliance with this policy

Seeking the support of specialist advisors in circumstances in which the safety, health and wellbeing of any recognised user of DSE may be adversely affected.

Supporting DSE users when experiencing a vision problem or requests a vision test in accordance with this policy, they are entitled to receive (at the Trust's expense) such vision/ eyesight tests, and where the vision test indicates, corrective spectacles.

Escalating to the Service Manager and the local risk register any significant and related preventive and protective measure which they have no authority or resource to implement

Encouraging staff side representatives to participate in the design and introduction of new DSE related processes and working environments.

Maintain up to date electronic or written records of all the risk assessments, action plans and reviews.

To ensure that all employees when working from their base have access to a suitable docking station (if continual use if IT is required for more than 1 hour) with separate monitor, keyboards and mouse, so that their laptop can be used in a work station configuration.

Ensure that staff do not put themselves at risk when mobile working i.e. using laptops should be used in suitable environments. *(The use of laptops in vehicles is unacceptable and continual use not at a suitable table or chair should be kept to a minimum, no longer than 20 minutes without a break).*

Ensure all staff that use DSE, arrange their workload in such a way that they take short frequent breaks away from DSE work activity.

Ensure all staff that use DSE are aware that they are to notify their Line Manager of any problems arising from, or affecting their use of DSE equipment.

Employees/ Users:

Are to ensure their DSE workstation is correctly adjusted to meet their individual needs and take short frequent breaks away from DSE work activity.

Setting up and maintaining proper use of a DSE workstation (including ancillary equipment) to support continual good posture therefore minimising the risk of the onset of DSE related conditions.

Supporting their immediate line manager to full comply with this policy and undertake with their line manager a basic DSE assessment and record findings on the form at Appendix 2.

Will ensure their workstation and surrounding area is kept clean, tidy and free from clutter and trip hazards.

To ensure that when working from their base they access monitors and separate keyboards, so that the laptop can be used in a work station configuration.

Ensure they do not put themselves at risk when mobile working i.e. using laptops should be used in suitable environments. *(The use of laptops in vehicles is unacceptable and continual use not at a suitable table or chair should be kept to a minimum, no longer than 20 minutes without a break).*

Bring to the attention of their manager/ supervisor any health and safety concerns related to their DSE, furniture and/ or working environment including ill health condition they believe to be DSE related.

Shall attend all training courses provided in relation to DSE and the workplace environment.

### The Occupational Health Department

Take the lead on ill health issues that have been identified by the following process: -

Where a problem has been identified through the DSE and Portable Equipment Checklist being completed and, where employees Line Manager/ Health and Safety Advisor or Back Care Team are unable to improve matters

A period or repeated period of sickness absence which is clearly related to a musculo-skeletal ache/ pain where there is good evidence of DSE, ergonomic causation.

- An ill health referral from an employee's GP
- A work related accident or incident
- A disability or incapacity

### Head of Estates and Facilities

Supporting management to deliver compliance within this policy regarding the maintenance, refurbishments and repair to suitable working environments, design and layout of DSE workstation services following the specifications and recommendations in accordance with current legislation.

### Health and Safety Advisor and Back Care Team Lead

Assist Managers in identifying the correct workplace furniture or equipment to alleviate/ reduce specific ill health related issues.

Provide advice and guidance on good working practices and methods to prevent or alleviate identified ill-health problems.

Monitor and audit the effectiveness of this Policy, in liaison with managers.

Liaise with all levels of line management in providing advice and guidance on the policy and risk assessment process.

Support managers and supervisors when undertaking risk assessments through the provision of practical advice and guidance.

In conjunction with Managers provide practical training in the risk assessment process. Work with the Occupational Health where work related ill health issues have been identified, and/or work with appropriate Managers in resolving workstation layout and design issues.

### Health and Safety Committee (HSC)

The Health and Safety Committee will be responsible for;

Provide an assurance forum for Service Managers representatives to report upon the implementation and effectiveness of this policy within their respective areas of responsibility.

To monitor and review the implementation of this Policy

## 6. GENERAL APPLICATIONS

The DSE Regulations 2002 shall apply to employees covered as Users and are designed to protect Users whether they are employed to work;

- At their own employers workstation
- At a workstation at home
- Hot desk
- At another employers workstation

## 7. APPLICATION TO SPECIAL GROUPS OF WORKERS

### Agency workers/ Self Employed

In situations where the worker is an employee of an agency or is self-employed, the agency, self-employment business and the Trust as host employers, have duties under the DSE Regulations 2002. The following list seeks to clarify those responsibilities

### Employment Agencies/ Self Employed:

- 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 (The Trust) carry out their duties to:
  - Conduct risk assessments of the workstations used
  - Ensure their workstations comply
  - Plan for breaks or changes of activity for users

### Host Employers Should:

1. Assess risks to agency workers using Trust workstations
2. Ensure all workstations comply with regulatory requirements
3. Ensure activities are planned so that agency worker users can have the required breaks
4. Provide training to agency workers users when their workstation is being modified
5. Provide information to agency workers about risks, risk assessment and risk reduction measures

### Home Workers and Mobile Workers

If a DSE user is employed to work at home, or at other locations away from their main base including agile working, DSE regulations are not relaxed, whether or not the workstation is provided in whole or in part by the employing Trust.

As it is not practical to visit the homes of individual users who habitually undertake DSE related activities at home the user's respective line manager will encourage them to complete a DSE self-assessment and be prepared to discuss the outcome of the self-assessment to establish an agreed approach to safe working.

To work effectively, any Home Working / Mobile / Agile Working arrangement has to meet the business needs of the service. LCHS NHS Trust is committed to work life balance and as far as possible operates flexible working practices for suitable staff.

Home working/ mobile working, forms part of those flexible working arrangements and will be based on business need and managerial decision.

Specialist advisor support may include a home visit where issues raised through the self- assessment process indicate potentially significant safety issues.

The Trust reserves the right to provide ancillary DSE equipment for home use. The decision making process will include but not be limited the;

- Need for habitual home working
- Availability of alternative working arrangements
- Outcome of the self-assessment
- Advice of a specialist advisor

## 8. ASSESSMENT AND REDUCTION OF RISKS

To enable the Trust to comply with the requirements of the Regulations, all workstations must be risk assessed and regular reviews carried out in accordance with the criteria set out in Appendix 2.

The purpose of the Assessment is to identify the risks to Display Screen Equipment (DSE) users, which arise out of, or in connection with their use and to eliminate or reduce any risks identified.

## 9. RISK ASSESSMENT

The DSE User makes an initial assessment of their workstation with their manager. This is carried out using the **Display Screen Equipment and Portable Equipment Checklist** (Appendix 2). Once completed the DSE User is to review the checklist with their Line Manager and seen additional support from specialists identified in the flowchart at Appendix 1.

The Trust will have the availability of trained specialist assessors to assist managers and users who have the completed self-assessments and require additional clarity, support and guidance

Specialist assessors will be trained to be familiar with the main requirements of the regulations and have the ability to;

- Identify hazards (including less obvious ones) and assess risks from the workstation and the kind of DSE work being done; for example by reviewing one completed by the worker
- Draw upon additional sources of information on risk as appropriate.
- Draw valid and reliable conclusions from assessments and identify steps to reduce risks
- Make a clear record of the assessment and communicate the findings to those who need to take appropriate action, and to the worker concerned
- Recognise their own limitations as to assessment so that further expertise can be called on if necessary

Risk assessment may highlight areas, which require corrective action to reduce risks. The responsible manager will agree what action will be taken and record this on the risk assessment form (see Appendix 2). The manager is to ensure that any action plans recommended by the specialist advisor is carried out.

## 10. RISK ASSESSMENT REVIEWS

The Risk Assessment must be carried out and/ or reviewed, when any of the following occur:

- A major change to, or replacement of software used
- A change to, or replacement of the hardware (screen, keyboard, etc.)
- A change in, or replacement of workstation furniture
- An increase in the amount of time spent in using the equipment
- A change in the task
- If the workstation is moved
- If the environment is changed, i.e., building modification or alteration
- If a person or user highlights a problem, or an episode of ill health occurs

If none of these applies, then periodically every 2 years.

## 11. REST BREAKS

The user, in discussion with their manager should organise their work pattern to ensure that they do not spend excessive periods working continually on display screen equipment duties without any forms of break. Breaks do not need to be non-productive; time should be visually away from the display screen.

The Trust acknowledges the HSE suggestion (for workstations) that periods of work between breaks should be at least 50 minutes but not greater than 120 minutes and that breaks should be between 12 and 15 minutes duration. However, breaks or changes of activity are particularly important for mobile working users not working at a docking station. Portable users may require longer breaks or changes of activity to compensate for poorer working environments which can impact particularly on posture.

LCHS Trust staff can use a laptop on a suitable table with adequate room, chair and lighting but should not work for longer than 1 hour unless they are docked to a suitable workstation.

## 12. WORK WITH PORTABLE DSE

Work with portable DSE, namely laptop computers, is on the increase and when subjected to prolonged use is subject to the DSE Regulations. The use of docking stations or alternatives, are to be provided and used in Trust premises as these will assist in avoiding many of the ergonomic risks with portable DSE.

The risks that are associated with portable DSE are different to those of a desktop computer, these can be attributable to the size, design and function of the hardware, for example keyboards are smaller and there is normally a lack of keyboard or screen separation making it more difficult to operate the keys or to achieve a comfortable working posture.

A more vigorous and reinforced attitude to taking **regular breaks** and/ or changes of activity for portable users not working at docking stations is essential and must be adhered to when using portable DSE. If in use at a workstation location without docking it is not acceptable for prolonged use, greater than 1 hour, without being docked.

Portable DSE is also used in a wider range of environments which are poorly suited to DSE work, cramped or non-adjustable workplaces. It is therefore important that users of such equipment are given advice from their respective line managers and emphasised that usage must be restricted to less than 20 minutes. It is however, unacceptable to use laptops in vehicles for ergonomic and security reasons.

#### Manual Handling Risks:

When moving between locations, keep in mind:

- Not only the Portable DSE but also such items as spare batteries, printers, papers, files etc. that have to be carried does not exceed a recommended weight limit of 8kg (this is a guide and may be reduced dependant on the person).

Other factors to consider:

- The loading and unloading of this equipment into cars
- The distances they are to be carried
- The terrain (i.e.: - hills, stairs)
- The environment (dry, wet, snow, slippery surfaces etc.)
- Consider using wheeled luggage or trolley
- Do not carry items that may not be required

#### Risk of Theft and the Possibility of Assault/Mugging

Take precautions such as:-

- Not leaving portable computers on show in parked cars
- Not advertising by carrying portables in bags with the manufacturers logo
- Avoid going to places where theft may occur during unsociable hours
- Design tasks to avoid lone working in circumstances where theft is likely

Further guidance can be given by the line manager and guidance from the Lone Worker policy.

### **13. SPACE REQUIREMENTS**

There must be adequate space (on desk and around person) to permit postural changes. This includes thighs, knees, lower leg and feet. The following is **guidance ONLY** taken from BSEN ISO 9241-5 for the work desk and surface:

- Floor to top clearance 705mm - 735mm
- Floor to thigh clearance min 650mm
- Kneehole depth min 600mm
- Kneehole width min 600mm
- Desk Depth 600mm + depth of monitor

The work surface of a desk should be large enough and flexible to accommodate all equipment and paperwork in an arrangement acceptable to the user i.e. visual display unit, keyboard, documents and other related equipment.

## 14. EYE SIGHT EXAMINATION AND TEST

### Eye and Eyesight Test (Trust employees only)

A free full eye and eye sight test is available upon request for all Trust employees who are designated users of DSE. Requests for a full eye and eye sight test can be made through the individual user's immediate line manager.

The line manager will facilitate the request for an eye and eye sight test by issuing the user with an eye and eye sight request form (Appendix 3) which the user must submit to the optician prior to the eye sight test.

The user must return the completed eye and eye sight request form to the issuing line manager after the eye and eye sight test. The cost of the eye and eyesight test will be borne by the respective Service to which the user is assigned.

### Provision of corrective appliances (Trust employees only)

Where a Trust employee (user) has undergone an eye and eye sight test facilitated by the Trust in accordance with this policy and the outcome of the test recommends that the user needs corrective appliances when using DSE the Trust will meet the recommendations of the optician by providing free of charge a pair of glasses that can be described as;

- Single vision lens and basic frame.

The Trust employee (user) may wish to purchase frames and lenses above the specification of the basic frame and single vision lens at an additional cost. In these circumstances the employee (user) will be responsible for paying the difference between their choice of frame and lens and the Trust's liability for provision of a single vision lens and basic frame.

The Trust will finance the cost of a single vision lens and basic frame to a maximum of £55.00. This figure will be reviewed annually to ensure it remains current and users of DSE are not disadvantaged. The cost of provision of corrective appliances will be borne by the respective Service to which the user is assigned to.

### Reimbursement of costs

Reimbursement of costs to the user for the provision of an eye and eyesight test and corrective appliances (if recommended) will be made through the Trust's normal reimbursement of out of pocket expenses process.

Costs will only be reimbursed upon production of;

- The completed an eye and eye sight request form
- A receipt for the eye and eye sight test
- Receipt for the single vision lens and basis frame glasses (where recommended)

## 15. RECORDS

Records of all risk assessments, action plans and reviews should be kept until all the identified risks have been rectified or superseded by a new risk assessment or for a period of four years.

**16. EQUALITY AND DIVERSITY**

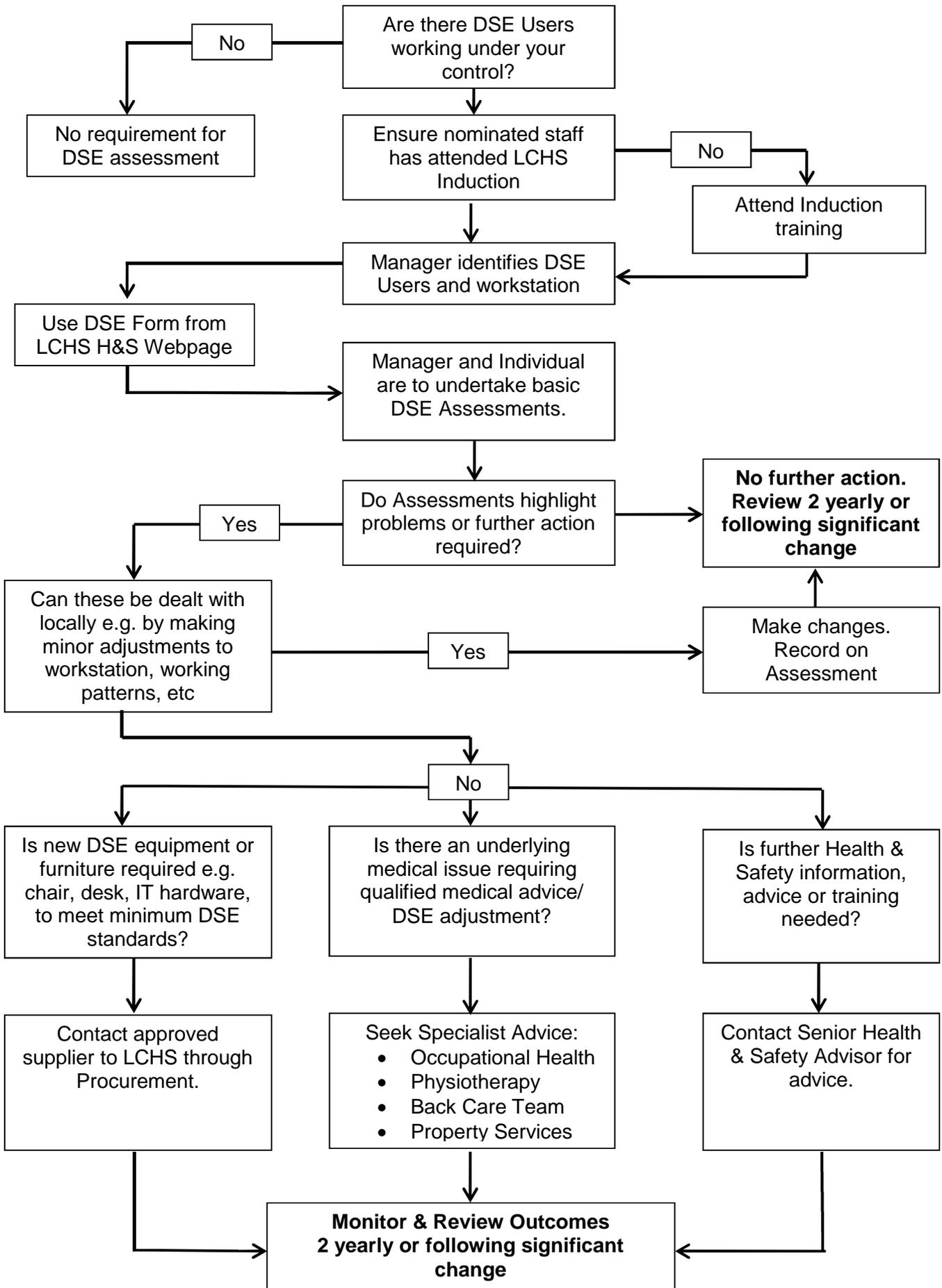
All health and safety related policies undergo a detailed equality analysis screening process which includes validation by the Trust's equality and diversity lead to assure compliance with the nine protected characteristics of the Equality Act 2010.

**17. MONITORING**

<b>Aspect</b>	<b>Monitoring Process</b>	<b>Responsibility</b>	<b>Monitoring Frequency</b>	<b>Assurance Monitoring</b>	<b>Action Plan Development</b>	<b>Assurance Monitoring</b>
Policy Implementation	Self Assessment	Service Managers	Quarterly	HSC	Service Managers	HSC

The Service Manager has the ultimate responsibility for ensuring that a robust monitoring and assurance process is in place. The compliance status will be recorded and up-dated upon the BU's HSIP which is submitted to the Trust's Health and Safety Committee for reference and assurance purposes on a quarterly frequency.

**DSE Process for Managers – Flowchart**



## DSE Assessment

The following checklist can be used to help you complete a Display Screen Equipment (DSE) risk assessment and comply with the Schedule to the Health and Safety (DSE) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

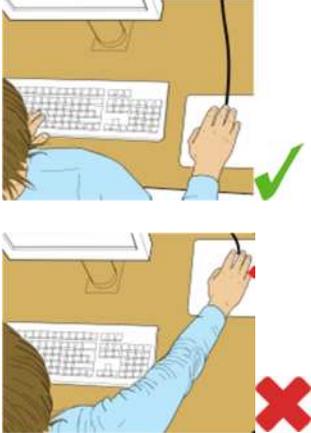
The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying.

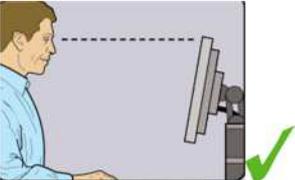
Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:

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

Workstation Location:	
User:	
Checklist completed by:	
Assessment checked by:	
Any further action required:	Yes / No Referred to:
Follow-up action completed:	

Risk Factor	Tick Answer		Things to Consider	Action to take
	Yes	No		
<b>1. Keyboard</b>				
Is the keyboard separate from the screen?			Unless there is a need to use a portable.	
Does the keyboard tilt?			Tilt need not be built in.	
Is it possible to find a comfortable keying position? 			Try pushing the display 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 good keyboard technique?	Yes	No	Training can be used to prevent: Hands bent up at the wrist Hitting keys too hard Overstretching fingers	
Are the characters clear and 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.	
<b>2. Mouse, trackball etc</b>				
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).	
<p>Is the device positioned close to the user?</p> 			<p>Most devices are best placed as close as possible, eg right beside the keyboard.</p> <p>Training may be needed to: Prevent arm over stretching Encourage users not to leave their hand on the device when it not being used Encourage a relaxed arm and straight wrist</p>	
Is there support for the device user's wrist and forearm?			<p>Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>The user should be able to find a comfortable working position with the device.</p>	
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (eg of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.	

Can the user easily adjust software settings for speed and accuracy of pointer?	Yes	No	Users may need training in how to adjust device settings.	
<b>3. Display Screen</b>				
<p>Are the characters clear and readable?</p> 			<p>Make sure the screen is clean and cleaning materials are available. Check that the text and background colours work well together.</p>	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, i.e. free of flicker and jitter?			<p>Try using different screen colours to reduce flicker, e.g. darker background and lighter text.</p> <p>If there are still problems, get the set-up checked, e.g. by the equipment supplier.</p>	
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.	
<p>Does the screen swivel and tilt?</p>  <p>Approx 600mm</p>			<p>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:</p> <ul style="list-style-type: none"> <li>• Swivel/ tilt is absent or unsatisfactory</li> <li>• Work is intensive and/ or</li> <li>• The user has problems getting the screen to a comfortable position</li> </ul>	

<p>Is the screen free from glare and reflections?</p> 	<p>Yes</p>	<p>No</p>	<p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of the reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>	
<p>Are adjustable window coverings provided and in adequate condition?</p>			<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	
<p>4. Software</p>				
<p>Is the software suitable for the task?</p>			<p>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.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	
<p>5. Furniture</p>				
<p>Is the work surface large enough for all the necessary equipment, papers etc?</p> 			<p>Create more room by moving printers, reference materials etc elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible rearrangement.</p>	

<p>Can the user comfortably reach all the equipment and papers they need to use?</p>	<p>Yes</p>	<p>No</p>	<p>Rearrange equipment, papers etc to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	
<p>Are surfaces free from glare and reflection?</p>			<p>Consider mats or blotters to reduce reflections and glare</p>	
<p>Is the chair suitable? Is the chair stable? Does the chair have a working: Seat Back height and tilt adjustment Seat height adjustment Casters and glides</p>			<p>The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.</p>	
<p>Is the chair adjusted correctly?</p> 			<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p>	
<p>Is the small of the back supported by the chair's backrest?</p>			<p>The user should have a straight back, supported by the chair, with relaxed shoulders.</p>	
<p>Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?</p>			<p>If not, a footrest may be needed.</p>	
<p>Are forearms horizontal and eyes at roughly the same height as the top of the DSE?</p>			<p>Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.</p>	

6. Environment			
Is there enough room to change position and vary movement?	Yes	No	Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?			Users should be able to control light levels, e.g. by adjusting window blinds or light switches.  Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (make sure lights don't cause glare by reflecting off walls or other surfaces).
Does the air feel comfortable?			DSE and other equipment may dry the air. Circulate fresh air if possible. Plants may help. 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?
Are levels of noise comfortable?			Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.
7. Other Questions			
Has the checklist covered all the problems they may have working with their DSE?			
Have they experienced any discomfort or other symptoms, which may attribute to working with DSE?			
Has the User been advised of their entitlement to eye and eyesight testing?			
Does the user take regular breaks, away from DSE?			

**DSE Eye Test Form**  
**Standard referral letter for eye and eyesight test**  
**(Employees working with display screen equipment)**

Name of user: .....

Home address: .....

Payroll Number: .....

Job Title: .....

Department:  
.....

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**PART A (To be completed by the manager)**

I confirm that the above named member of staff is classified as a user of display screen equipment, in accordance with the Health and Safety (Display Screen Equipment) Regulations, and is therefore entitled to an eye and eyesight test.

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

Print Name: .....

Designation: .....

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**PART B (To be completed by the user)**

I confirm that I have been advised of my entitlement to an eye and eyesight test and that I have read and understood the trust's display screen equipment guidelines.

I understand that the Trust will only be liable for the costs of an eye and eyesight test if I follow the procedure in these guidelines and the trust will only be liable for the basic cost of any corrective appliances required specifically for display screen work.

I undertake to pay the costs of a sight test and the costs of special corrective appliances and to claim reimbursement (subject to the maximum amounts determined by the trust) by the submission of this form (fully completed) and receipts.

I consent to the information requested overleaf being forwarded to my manager.

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

**PART C (To be completed by the optician) Report of full sight test**

I am conversant with the Statement of Good practice of the British College of Optometrists and that the purpose of the eye test is to determine if this user had any defect of sight requiring correction when working specifically with display screen equipment.

**Date of full sight test:** ..... **Cost of Test:** .....

This user **Does / Does not\*** have a defect in sight which requires correction when working only with display screen equipment.

My additional recommendations are as follows:

.....  
 .....

I confirm that this employee requires 'specific' corrective spectacles (see below) in order to work with display screen work? **YES / NO\***

If **"Yes"** please specify:

Details:

Cost of Basic Appliance: ..... Date of next test: .....

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

G.O.C. Number: .....

**PART D  
 (Completed by User, Manager and Workplace Services (WS) formally Human Resources.**

**Claim for reimbursement**

I claim reimbursement of the following amounts, subject to the maximum amounts determined by the Trust and attached receipt(s), proof of payment.

Cost of Test: ..... Cost of Basic Appliance: .....

Signed (User): ..... Date: .....

Signed (Manager): ..... Date: .....

Cost Centre Account Code: .....

Approved by (WS): ..... Date: .....

Name and title (WS): .....



## Portable handheld devices

Flexible and Agile workers will increase the usage of portable DSE other than laptops, such as handheld devices, tablets, pads, smart phones etc. These units are likely to present similar risks to those associated with laptops. The smaller size means that the ergonomic limitations of the equipment, their use in unsuitable environments and the risk of theft will all be increased, though manual handling problems will be reduced.

Data entry via a stylus, touch-sensitive screen and handwriting recognition software may be preferable to using an under-sized keyboard, but extended use of these is not recommended (even where battery life permits) as they may present the same opportunities for eyestrain and musculoskeletal problems as any other DSE.

Portable DSE systems as indicated above, in prolonged use, are subject to the regulations. However, some employees may only use such devices intermittently in support of their day to day tasks and its intensity of use of the portable device may vary as a result. These tasks should still be considered in the risk assessment process and steps taken to reduce any residual DSE risks.

Any risk assessment undertaken should at least consider the following regarding prolonged use and situations with such devices; it is recorded and reviewed appropriately by line managers:

- The amount of time spent reading and inputting data kept to a minimum
- Locations and circumstances where these items are used
- Encouraged to use desktop equipment rather than portable equipment if available
- The posture adopted when using portable DSE in certain locations
- Provision of additional equipment to ensure safe usage of DSE
- Suitability of device – Alternative IT may be considered
- The moving and handling issues being faced when transporting including ancillary equipment
- Employees must not use handheld equipment while walking, driving or any other activity that required a degree of concentration
- Potential for theft due to transporting of potentially high value items
- Ensure the individual is trained how to use the device and embedded software
- Understand the data security issues with such devices

Managers should ensure that no one habitually uses hand-held equipment for a significant part of their normal work. Such equipment has uses in the community, but the bulk of the daily DSE work should be carried out on a desktop computer, or using a laptop with suitable, additional equipment such as a docking station, keyboard, mouse and suitable screen in a controlled environment.

## Equality Analysis

Name of Policy/Procedure/Function* - Display Screen Equipment Policy
Equality Analysis Carried out by: - John Pricor
Date: - October 2016
Equality & Human rights Lead: - Rachel Higgins
Director\General Manager: - Maz Fosh

\*In this template the term policy/ service is used as shorthand for what needs to be analysed. Policy/ Service needs to be understood broadly to embrace the full range of policies, practices, activities and decisions: essentially everything we do, whether it is formally written down or whether it is informal custom and practice. This includes existing policies and any new policies under development.

### Section 1 – to be completed for all policies

A	Briefly give an outline of the key objectives of the policy; what it's intended outcome is and who the intended beneficiaries are expected to be	This Policy sets out the requirements for all employees of the Lincolnshire Community Health Service (LCHS). It is applicable to all employees		
B	Does the policy have an impact on patients, carers or staff, or the wider community that we have links with? <b>Please give details</b>	The Policy will have a direct impact on all Trust staff, agency workers, temporary, bank and members of the public		
C	Is there is any evidence that the policy/ service relates to an area with known inequalities? <b>Please give details</b>	No		
D	Will/ Does the implementation of the policy/ service result in different impacts for protected characteristics?	No		
		Yes	No	
	Disability		X	
	Sexual Orientation		X	
	Sex		X	
	Gender Reassignment		X	
	Race		X	
	Marriage/Civil Partnership		X	
	Maternity/Pregnancy		X	
	Age		X	
	Religion or Belief		X	
	Carers		X	
	<b>If you have answered 'Yes' to any of the questions then you are required to carry out a full Equality Analysis which should be approved by the Equality and Human Rights Lead – please go to section 2</b>			
	The above named policy has been considered and does not require a full equality analysis			
	<b>Equality Analysis Carried out by:</b>	John Pricor		
	<b>Date:</b>	October 2016		