

Display Screen Equipment Policy

Reference No:	P_HS_14
Version:	6
Ratified by:	LCHS Trust Board
Date ratified:	14 September 2021
Name of originator/author:	Health & Safety Advisor
Name of approving committee:	Health & Safety Committee
Date Approved:	21 July 2021
Date issued:	September 2021
Review date:	May 2023
Target audience:	All staff that use Display Screen Equipment
Distributed via:	LCHS Website

Lincolnshire Community Health Services NHS Trust

Display Screen Equipment (DSE) Policy

Background	This policy has been developed in accordance with the Trust's corporate health and safety policy and details the management arrangements for the safe use of DSE.
Statement	This policy provides the Trust with the basis for 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	Training will be required for the backcare adviser nominated as DSE risk assessor and awareness training for managers and individual users of DSE. Training will be identified via a training needs analysis
Dissemination	This policy will be disseminated Trust wide via the internet & intranet .
Resource implication	e-Learning Training package for DSE users to be maintained.

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 Display Screen Equipment Regulations.

2. SCOPE

These Regulations apply to all employees (including bank and volunteers) who habitually use DSE for a significant part of their normal work. These employees are defined as “users”.

As a rule of thumb employees that use DSE continuously for an hour a day or more must be defined as a user and the Regulations will apply to them.

This policy applies whenever they work with DSE, no matter where the location may be. This includes those who work at home through either formal or informal arrangements. In addition, all workstations must meet the minimum requirements of the Regulations, not just those of ‘users’.

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. Computers and smartphones comprise the majority of display screen equipment in the Trust.

User - An employee would be defined as a “DSE users” if they:-

- normally use DSE for continuous or near-continuous spells of an hour or more at a time
- use DSE in this way more or less daily
- have to transfer information quickly to or from the DSE

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.

Risk Assessment - A risk assessment is simply a careful examination of what, in the workplace could cause harm to people.

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:

- Providing compliant workstations and arrangements to assess the risks from using DSE
- Taking steps to remedy the risks found as a result of the assessment
- Encouraging staff to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- Arranging for the provision of eye tests, if desired, 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 ultimately accountable for ensuring compliance with the Regulations. This includes ensuring that an adequate DSE Policy is produced and the resources are available to implement it.

Executive lead for health and safety

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

Ensuring that arrangements are in place to enable the successful implementation of the policy on a day to day basis.

Service Managers

Service Managers will be responsible for;

Ensuring that the policy is enacted in areas under their control. They will feedback information on compliance to the H&S Committee as required/requested and, where necessary, take remedial actions to improve standards.

Line Managers

Managers will identify the employees working for them who use DSE long enough to be designated as users.

They will then ensure the users complete the DSE e-Learning training and those based at a regular workstation, undertake a self-assessment of their workstation using the form in Appendix 2

Once users have completed the training, assessed their workstation and made the necessary adjustments to work comfortably, managers will review the completed assessment to ensure the necessary actions to satisfy minimum requirements are achieved for that user at that workstation.

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

Support DSE users when experiencing a vision problem or requests a vision test in accordance with this policy.

Escalate 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

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.

Managers will ensure that their agile/mobile workers are aware of the need to dynamically assess each workstation/situation when using DSE and take the appropriate steps to make themselves comfortable, otherwise limit their use. For example laptops should be used in suitable environments. *(The use of laptops in vehicles is not recommended and continual use not at a suitable table or chair should be kept to a minimum, no longer than 20 minutes without a break).*

Employees/ Users:

All employees who use DSE should view the E-learning training package and ensure that they understand the risks of using DSE and how to avoid them including how to adjust their workstation to achieve comfort.

If in doubt ask!

USERS working at the same workstations regularly, should complete workstation assessments using the form in Appendix 2 and report any issues to their manager. They must ensure their workstation is correctly adjusted to meet their individual needs and take short frequent breaks away from DSE work activity. They must ensure the workstation and surrounding area is kept clean, tidy and free from clutter and trip hazards, especially when hotdesking.

Those who use DSE at various locations/ workstations MUST undertake a “dynamic” workplace assessment each time they have a new workstation and make suitable adjustments to achieve comfort and work safely. Wherever facilities allow they should use docking stations and access monitors and separate keyboards, so that the laptop can be used in a proper work station configuration.

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

Employees must 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.

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 assessment being completed and, the employees Line Manager/ Health and Safety Advisor or Back Care Adviser 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 (Shared Service)

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 Adviser

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

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

6. WORKSTATIONS IN LCHS PREMISES

All workstations, shared desks and hot desks in LCHS premises will be established in accord with the requirements of the schedule to the Regulations. The requirements are features that should be found in a workstation, such as separate screens and keyboards, adjustable chairs and suitable lighting.

The workstations can then be adjusted by the individual users to meet their needs.

To enable the Trust to comply with the requirements of the schedule, all new workstations must be brought to the attention of Estates or the H&S adviser before they are established.

7. 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 seek additional support from specialists if required (as identified in the flowchart at Appendix 1).

Specialist advisers will 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.

8. 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 reviewed every 2 years.

9. 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 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.

LCCHS 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.

10. 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. Docking stations or alternatives, are provided to be 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, not recommended to use laptops in vehicles for ergonomic and security reasons.

Smartphones/PDAs

Smartphones do not need a DSE self-assessment unless used habitually for prolonged periods at work.

They are of a small design which can place strain on the thumbs if used frequently for prolonged periods of time.

Uses should follow these basic rules to minimise the risks

- Don't use for extended periods of time
- Don't use when a fixed computer workstation or landline phone is available
- Don't use when driving
- Keep messages as short as possible

Flex muscles frequently

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.

11. 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.

12. EYE SIGHT EXAMINATION AND TEST

Eye and Eyesight Test (Trust employees only)

Employees who are regular DSE users are entitled but not obliged to undergo, an appropriate eyesight test that LCHS will pay for. All such tests must be arranged through the user's line manager. They will issue the user with an eye and eye sight request form (Appendix 3)

These tests are specifically for 'users' of DSE at the typical screen reading distance and include an eye examination. They are undertaken by an optometrist or doctor.

(They are not a full eye test)

Repeat testing will be provided at a frequency specified by the optometrist at the first examination.

Early repeat testing may be provided where the employee's medical advisor has reason to believe that they have visual difficulties that have arisen from the use of DSE.

Where an employee experiences visual difficulties and has reason to believe that these may be caused by work with DSE they will be offered an eye and eyesight test.

All agreed costs of eyesight tests will be met, provided that the testing has been arranged in accordance with the procedure.

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 cost of provision of corrective appliances will be borne by the respective Service to which the user is assigned to.

Users should wear the spectacles whenever they use their DSE and are personally responsible for the safekeeping of them. These are supplied in accordance with a statutory requirement, in the interests of health and safety.

Should spectacles become damaged, the Trust is responsible for repair or replacement, unless deliberate negligence on the part of the employee is indicated. Where there is a change in will bear the cost of replacement.

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)

13. 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.

14. 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.

15. FURTHER ADVICE AND GUIDANCE

Extensive further advice on working safely with DSE is available in the Health and Safety Management System on the staff intranet.

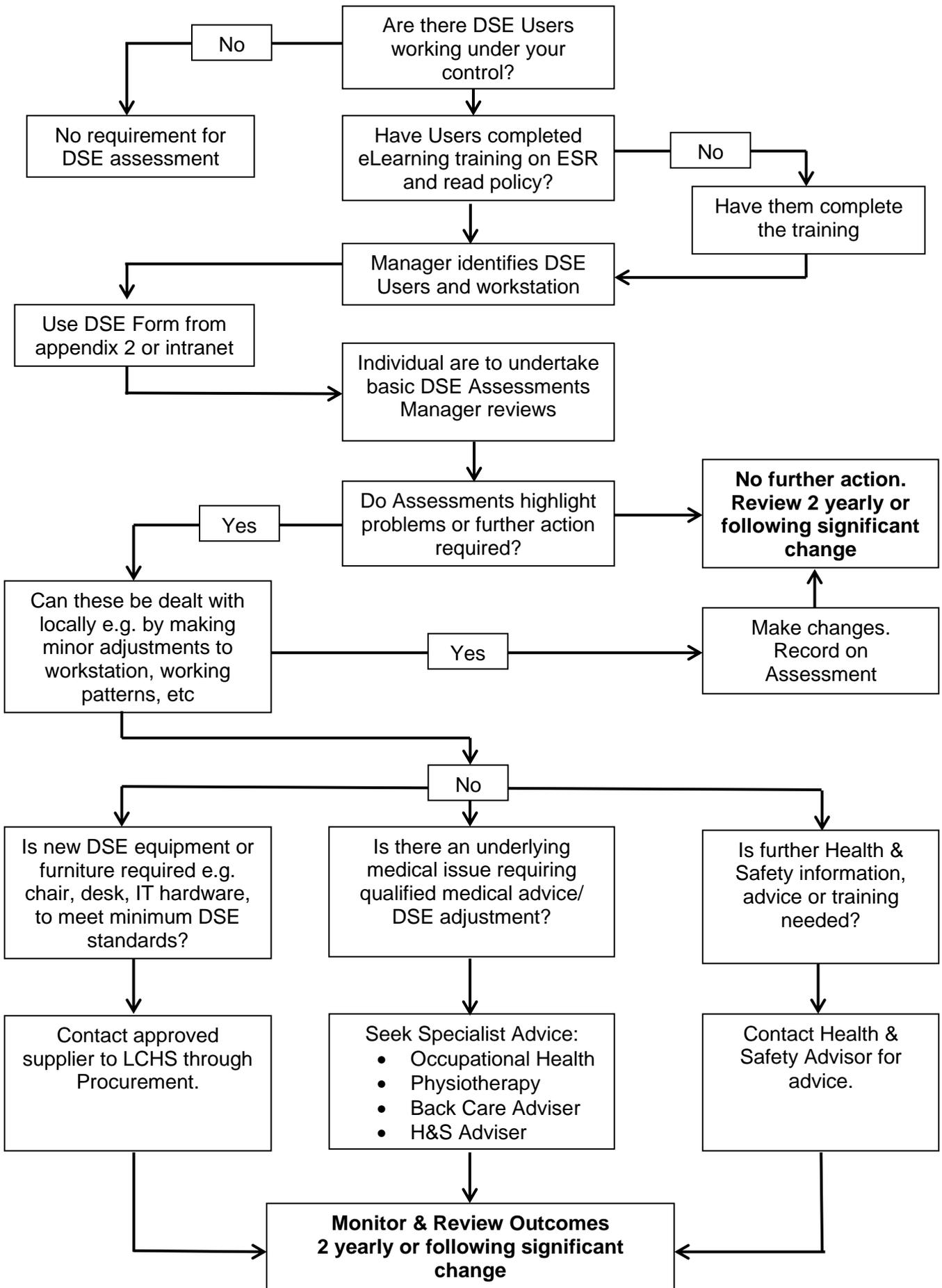
16. MONITORING

Aspect	Monitoring Process	Responsibility	Monitoring Frequency	Assurance Monitoring	Action Plan Development	Assurance Monitoring
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

Appendix 1



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.

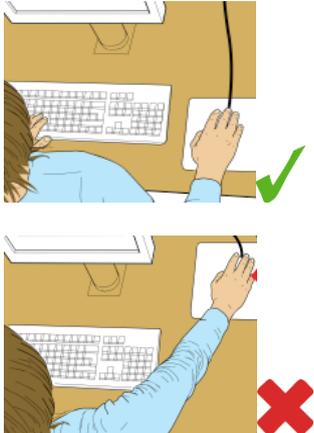
The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying.

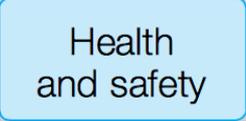
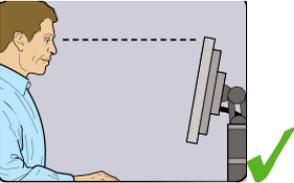
Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:

- '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

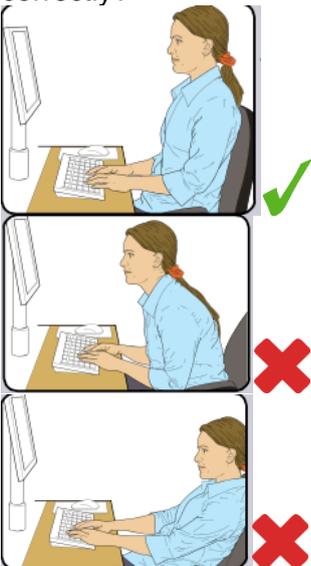
Workstation Location:	
User:	
Checklist completed by:	
Assessment checked by:	
Any further action required:	Yes / No
Follow-up action completed:	Referred to:

Risk Factor	Tick Answer		Things to Consider	Action to take
	Yes	No		
1. Keyboard				
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.	
2. Mouse, trackball etc				
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 over stretching Encourage users not to leave their hand on the device when it 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?			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.	
3. Display Screen				
Are the characters clear and readable?  			Make sure the screen is clean and cleaning materials are available. Check that the 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, i.e. free of flicker and jitter?			Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If there are still problems, get the set-up checked, e.g. 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?  Approx 600mm			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: <ul style="list-style-type: none"> • Swivel/ tilt is absent or unsatisfactory • Work is intensive and/ or • The user has problems getting the screen to a comfortable position 	

<p>Is the screen free from glare and reflections?</p> 	Yes	No	<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:
.....

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:

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 and the basic cost of any corrective appliances required specifically for display screen work, if I follow the procedure in these guidelines.

I undertake to pay the costs of a sight test and the costs of special corrective appliances and to claim reimbursement for the cost (of the test and basic corrective appliance only) 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 Human Resources.)**

Claim for reimbursement

I claim reimbursement of the following amounts, 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 (HR): Date:

Name and title (HR):

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 to 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.

Appendix 6 Equality Analysis

NB - It is the responsibility of the author / reviewer of this document to complete / update the Equality Analysis each time it has a full review and to contact the Equality Diversity and Inclusion Lead if a full equality impact analysis is required

Equality Impact Analysis Screening Form

Title of activity	Display Screen Equipment Policy		
Date form completed	30/03/21	Name of lead for this activity	David Sedman

Analysis undertaken by:		
Name(s)	Job role	Department
David Sedman	Health & Safety Adviser	Corporate

What is the aim or objective of this activity?	To enable compliance with the requirements of the Display Screen Equipment Regulations.
Who will this activity impact on? <i>E.g. staff, patients, carers, visitors etc.</i>	The Policy will have a direct impact on all Trust employees, agency workers, temporary, bank and members of the public. Its application should reduce the risks to them when using DSE.

Potential impacts on different equality groups:

Equality Group	Potential for positive impact	Neutral Impact	Potential for negative impact	Please provide details of how you believe there is a potential positive, negative or neutral impact (and what evidence you have gathered)
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Marriage & civil partnerships	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pregnancy & maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Religion or belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Impacts <i>(what other groups might this activity impact on? Carers, homeless, travelling communities etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

If you have ticked one of the above equality groups please complete the following:

Level of impact

	Yes	No
Could this impact be considered direct or indirect discrimination?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, how will you address this?		

	High	Medium	Low
What level do you consider the potential negative impact would be?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the negative impact is high, a full equality impact analysis will be required.

Action Plan

How could you minimise or remove any negative impacts identified, even if this is rated low?
n/a
How will you monitor this impact or planned actions?
n/a
Future review date: May 2023