Bradford Teaching Hospitals NHS
NHS Foundation Trust

DISPLAY SCREEN EQUIPMENT POLICY

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DISPLAY SCREEN EQUIPMENT POLICY

1. General Policy Statement

Bradford Teaching Hospitals NHS Foundation Trust attaches the greatest importance to the Health and Safety of its staff, patients and other persons who visit its Hospitals. It is important that management and staff work together positively to achieve an environment, which minimises risks to the lowest level practicable.

The Foundation Trust recognises the importance to the health and safety of staff of properly designed workstations and the providing of a suitable working environment. The Foundation Trust recognises that a safe system of work may depend on adequate equipment and facilities together with the training to ensure the competence of its workforce in using display screen equipment.

In order to ensure the well-being of staff, and the efficient and effective use of equipment, the Foundation Trust will take the following steps:

i. Design tasks so that the need for excessive use of keyboards is removed, if this is not possible, formal breaks will be introduced.
ii. Ensure that each users workstation and working environment is assessed if the environment changes.
iii. All workstations and working environments will meet the requirements of the Display Screen Equipment Regulations 1992.Workplace (Health , Safety and Welfare) Regulations 1992.
iv. Provide information and training to enable staff to arrange workstations and equipment to meet their individual needs.
v. Advise staff of the facilities that are available for eye sight testing.

2. Introduction

1. The “Health and Safety (Display Screen) Regulations 1992” lay down minimum health and safety requirements for users working with display screen equipment.

2. The main risks associated with Display Screen Equipment (DSE) are:

   Disorders of the back, neck, arms and hands
   Headaches and migraines
   Eye strain but not eye damage
   Fatigue and mental stress

3. Musculoskeletal disorders to staff can be caused by repetitive movements, poor postures, manual handling activities as well as DSE.

4. Managers must be aware of the need to risk assess all work activities undertaken within their department and implement the relevant controls as outlined in the “Manual Handling”, “Display Screen Equipment”.

5. The regulations and this policy provide a flexible framework within which effective arrangements can be developed to meet the specific needs of Foundation Trust staff. They are for the protection of both employees and others who work for the Foundation Trust, Agency/Self Employed workers, who are defined as “Users”. The regulations and this policy also apply to those “Users” who may be required to work away from the Trusts premises, for example at a workstation at home or at another employers workstation.

3. Aim

1. To identify Display Screen Equipment users in line with the “Display Screen Equipment Regulations 1992” and reduce the risks associated with DSE use to the lowest practicable level.

2. To help minimise the risks associated with working with DSE, the Foundation Trust will undertake a programme of assessments for individuals and their workstations via trained departmental assessors. The full involvement of staff members concerned will be required in order to highlight poor ergonomic design or set up. All users will have access to sufficient information, instruction and training relating to associated risks so individuals can adapt work activity/environment to reduce the hazards to the lowest possible level on a day-to-day basis.

4. Definitions

Display Screen Equipment (DSE) is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens and those used in emerging technologies such as laptops, touch-screens and other similar devices. The policy extends to keyboards and other equipment used with display screens for example medical scanning equipment. It also includes workstation furniture and the work environment for DSE work, and any other peripheral equipment.

5. **User** - Where the policy refers to a "user" this means a member of staff who habitually uses DSE as a significant part of their normal work. A "user" is defined as:

   1. A person who depends on the use of Display Screen Equipment to do the job.
   2. A person who uses Display Screen Equipment for continuous spells of an hour or more at a time.
   3. A person who uses Display Screen Equipment for short periods but adds up to a significant proportion of time, *i.e. 40% of the working day.*
   4. A person who needs to apply high levels of attention and concentration to the work that they do, using fast transfer of information between user and screen.
   5. A person who needs significant training or skills in the use of Display Screen Equipment to do the particular job.

6. **Operator** - means a self-employed or contracted person similarly occupied.

7. **Workstation** - A workstation consists of:

   1. Display screen equipment.

   2. Any computing device, telephone equipment, printer document holder, work chair, work
      desk, work surface or any other item that is peripheral to the display screen equipment and the immediate work environment.
      (See Appendix B Part 1 for Guidance on Minimum Workstation Requirements)

8. **Organisational Responsibilities**

   1. **The Chief Executive** as the Accountable Officer has overall responsibility for health & safety within the Trust and must ensure the identification and control of all risks in relation to *'Display Screen Equipment'* is undertaken and managed.

   2. **Divisional General Managers and Directors are** accountable for disseminating the process through their Managers. They will support their Managers in giving priority to the purchase of equipment and any additional aids identified by a Display Screen Equipment risk assessment. In addition Divisional General Managers will ensure that an appropriate level of investigation and suitable action is taken as outlined in the policy for reporting adverse incidents, hazards and near misses associated with Display Screen Equipment.

9. **Line Managers** have a responsibility to implement this policy and to ensure that the use of display screen equipment in their department is carried out in accordance with this Policy and that all reasonable steps are taken to maintain and improve health and safety standards. Managers are responsible for ensuring that risk assessments are carried out and that relevant staff receive appropriate training in the use of display screen equipment. Managers should ensure the following:

    1. All DSE "Users" are identified including: "Mobile Device Users" and "Home workers" and a list is kept up to date and held within the department/service area.

    2. That suitable aids, equipment and furniture identified by DSE risk assessments are provided and maintained to minimise the risk of musculoskeletal injury to DSE users.

    3. That staff receive training in the use of DSE equipment and this is identified in their Personal Development Plans.

    4. To identify departmental DSE assessors and continue to ensure their competency for the role by updating their skills and practices through Trust training programmes.
       To inform WHWBC if a DSE Risk Assessor has left the Trust or moved departments

    5. To periodically review the list of users, risk assessments and control measures in place.

    6. Referral should be made to the Workplace Health & Well-being Centre for further assessment based on the risk assessment findings if musculoskeletal problems are identified.

    7. Assess risks to Agency and Self Employed workers using their workstations and provide information about risks, risk assessment and risk reduction measures.

    8. Ensure that activities are planned so that all staff including Agency and Self Employed workers can have breaks from DSE work.

    9. Ensure all workstations comply with minimum requirements.

    10. Ensuring users of portable DSE equipment and those who use DSE equipment at home as part of their contract attend DSE training so that they may self-assess and minimise the risks each time they move their workstation.

    11. Assisting Managers in ensuring that all users are competent in the use of Workstation equipment.

    12. Ensure that the Workplace Health and Wellbeing Service is included in any new developments involving the use of IT equipment in the Trust so that optimum interface between the user and the workstation or device can be facilitated.

10. **The Workplace Health & Well-being Service** is responsible for the following:

1. Pre-employment screening to identify any individual who may have an underlying medical condition that would require either a risk assessment or modifications to the work station prior to employment.

2. To carry out complex workstation assessments if, following a risk assessment by the manager/assessor, problems have been identified.

3. Assessment of an employee if a problem has been identified from the initial risk assessment or the employee is experiencing symptoms, which may be related to use of the DSE.

4. Assessing the suitability of job modification and advise on alternative working practices or equipment as appropriate.

5. Offering advice and support in order to assist with an employees' return to work following sickness absence.

6. Determining strategies for the reduction of the risk of musculoskeletal injuries, in the form of Display Screen Equipment training programmes and supporting DSE assessors with local department assessments.

7. Providing general support and advice to Managers, non-clinical professionals and DSE assessors.

8. Providing ergonomic advice along with the Risk Management Team prior to relocation or refurbishment of departments where workstation equipment is used.

9. Liaising with IT and Procurement departments in the identification, purchasing or adaptation of the most appropriate equipment for the job.

10. Providing DSE Risk Assessor training

11. To maintain lists of current trained DSE Risk Assessors

11. **DSE Assessors** will **assist** the responsible manager by:

1. Ensuring the completion of DSE user risk assessments and that necessary changes are implemented.

2. Continue to ensure their competence for the role by updating their skills and practices through Foundation Trust training programmes, keeping up to date with any changes in workstation equipment practices.

3. To act as a local resource for colleagues within the department and communicate information/problems to the Workplace Health & Well-being team.

4. **Employees** designated as a 'User 'of Display Screen Equipment, where equipment is provided for their use, it should be used in a safe manner as detailed in the DSE policy and guidance. Individual accountability will be

necessary in following safe systems of work, which will be reviewed through the staff appraisal process.

5. A DSE risk assessment of the workstation used by each user will be carried out. All DSE users will be responsible for reporting any problems experienced, arising from the use of Display Screen Equipment, to their Line Managers, DSE Assessor and Workplace Health and Well-being Service as soon as possible.

6. Users should report any accidents, incidents and near misses through the "Incident Reporting Procedure".

(Guidance to aid workstation assessments is attached as Appendix B)

12. Temporary & Agency Staff

1. The Manager within the department is responsible for ensuring that minimal training requirements must be identified in all contractual agreements between the Trust and employment businesses i.e. Agency providers and self-employed to ensure safe working practices for all staff. Develop safe systems of work and ensure compliance through supervision.

2. Employment businesses *(Agency/Self Employed workers)* should:

    1. On request provide eye tests and special corrective appliances if required to their employees.

    2. Provide health and safety training to such workers.

    3. Provide information, instruction and training to workers.

    4. Check that the Foundation Trust carries out it duties *(as described above)*.

    5. Agency/Self Employed workers that demonstrate musculoskeletal problems as a result of work carried out at their workstations must be referred back to their employment business.

13. Organisational Procedures

1. The following procedures must be followed in order to ensure that there are minimal risks presented by the uses of display screen equipment.

14. Risk Assessment

1. A risk assessment of the workstation used by each DSE user should be carried out by the user taking account of:

2. Workstation set up and arrangement, including the use of any other peripheral devices or clinical equipment.

3. Suitability of workstation equipment, including portable device use.

4. Posture adopted.

5. Design, nature and repetitiveness of tasks undertaken.

6. The requirements of specific software used.

7. Any influence posed by local environmental conditions *i.e. lighting, humidity, noise, glare, reflections*.

8. Other hazards such as trailing cables.

9. Suitable information, training and guidance will be given to users to enable them to undertake these assessments if there is no departmental assessor. ***(Guidance to aid workstation assessments is attached as Appendix B)***

10. Where DSE assessors are available they will complete more detailed DSE workstation assessments as required and refer to the Workplace Health & Well-being Service as appropriate.

11. All necessary/reasonable measures to remedy risks found as a result of the assessment will be taken.

12. The Department Managers/DSE Assessors will review assessments if the user informs them of the following:

    12.1 Musculoskeletal and visual discomfort.

    12.2 Stress related symptoms.

    12.3 Major changes in the workstation.

    12.4 Relocation or repositioning of the workstation.

    12.5 A significant increase in the amount of time spent working with DSE.

    12.6 A significant change in the nature of tasks or frequency with which they are performed.

    12.7 A change in software which might impact on an assessment e.g. increased speed of interaction.

13. The manager will keep a copy of the DSE risk assessment .

15. Risk Register

1. Any outstanding risks not resolved at a local level need to be identified and escalated onto the Trust Risk Register.

16. Eye & Eyesight Tests

2. Upon request eyesight tests are provided where users of DSE have been identified, and/or identification of a problem following a DSE risk assessment.

3. Details of reimbursement of corrective appliance costs are available in Appendix C.

17. Portable Computers

1. Portable DSE equipment is compromised in size in order to be compact, which can make these computers less satisfactory over extended periods of time as it is more difficult to achieve a comfortable working posture.

2. Full size equipment or docking stations with additional monitors should be used whenever possible.

3. The use of tablet or touch screen devices must be assessed for suitability before use to minimise the risk of strain or injury.

4. Users of portable computers must participate in the on-line training in order to minimise the risks each time they set up.

5. The following additional risks maybe associated with portable DSE equipment and needs to be taken into consideration:

   5.1 Manual handling risks when moving between locations.

   5.2 Unauthorised access to Trust confidential information.

   5.3 Theft.

18. Shared or Multi-User Workstations

1. Where workstations are shared by known individuals, whether simultaneously or in shifts, they will be assessed and analysed in relation to the DSE Regulations. Where there is adjustable equipment the assessor will check the range of adjustment to accommodate both very tall and very short users.

19. Education & Training

1. The Trust will provide sufficient information, instruction and training aimed at reducing and minimising the risks of musculoskeletal problems, visual fatigue and mental stress via an e-learning package and education sessions.

2. The Trust provides training courses for all display screen equipment users, portable computer users, assessors, home workers and individual users working in isolation. Contact the Professional Education Department for further information on the courses provided.

3. All training provided by the WHWC will be recorded and kept on a data base in WHWC.

(Guidance on the scope of training is attached as Appendix B Part 2)

20. Incident Reporting & Investigation

1. All risk incidents, near misses and hazards involving display screen equipment, whether there has been an injury or not, must be reported in accordance with the Trust's *'Risk Incident Reporting Policy'*, by completion of an Incident Form (IR1).

2. Managers are responsible for checking and investigating the information and decide on preventive action to be taken to prevent recurrence.

21. Further Guidance/Information

1. Attached at Appendices to this Policy is a "DSE Risk Assessment Toolkit", containing the information and forms required to undertake risk assessments.

2. Further help and advice is available in the first instance from DSE Assessors, Workplace Health & Well-being Centre and Non-Clinical Risk Management Advisors.

3. Enquiries regarding Eye and Eyesight tests and health problems related to DSE use should be made to the Workplace Health & Well-being Service.

4. Further advice or information on the implementation of this policy is available from the Workplace Health & Well-being Centre.

22. Implementation Guidance

1. Attached at **Appendix A** is an Implementation Plan, which details the measures to be undertaken to ensure that the requirements of this policy are fully integrated in the day to day operations. It is in two parts – **Part A** outlines corporate responsibilities and **Part B** outlines individual Manager Responsibilities.

23. Equality Impact Assessment

This policy has been assessed to determine whether there is a possible impact on any of the nine protected characteristics as defined in the Equality Act 2010. It has been found not to have an impact on:

- Age
- Gender
- Gender reassignment
- Marriage and civil partnership
- Race and ethnicity
- Religion and belief
- Sexual orientation

It does have potential impact on:

- Disability – positive impact in relation to making reasonable adjustments for disabled staff to help them continue to do their jobs.
- Maternity /pregnancy – to make reasonable adjustments for pregnant staff if required.

These adjustments are made to ensure that we comply with Health and Safety law.

It has also been assessed to determine whether it impacts on human rights and it is considered that it does not have impact. This assessment will be reviewed when the policy is next updated or sooner if evidence of further impact emerges.

24. Financial Implications

1. There will be not be any additional financial costs associated with this policy.

25. Monitoring & Review

1. Implementation of this Policy will only be effective if adequate evaluation and monitoring is used to check the system and ensure any shortcomings are identified and dealt with. Locally, Managers are responsible for initiating an on-going performance monitoring process within their areas of responsibility. The monitoring should include as a minimum an annual review against a 'Manager's Checklist', ***(see Appendix A, Part B)***.

2. At an organisational level the Health and Safety Committee will be responsible for monitoring that this Policy is being adhered to, and that appropriate actions are being taken to ensure safe use of Display Screen Equipment.

3. The Workplace Health and Wellbeing Centre Manager will monitor and update this Policy as necessary, to reflect any substantial changes in the nature of day-to-day operations, examples of 'best practice' or changes to legislation. This will also include a review of the Key Performance Indicators contained in ***Appendix A***

4. The policy will be reviewed every 2 years unless there are any changes to guidance or legislation in the interim.

26. References

Health and Safety Policy (7/2011) Bradford Teaching Hospitals NHS Foundation Trust

Moving and Handling Policy (8/2011)Bradford Teaching Hospitals NHS Foundation Trust

Work Related Upper Limb Disorder Guidance. Health and Safety Executive London

Risk Incident Reporting Policy (8/2011) Bradford Teaching Hospitals NHS Foundation Trust

Health and safety at Work Act (1974) HMSO. London.

The Management of Health and Safety Regulations (1999). HMSO. London.

Health and Safety (Display Screen Equipment) Regulations (1992) HMSO London

Health and Safety (Miscellaneous Amendments) Regulations (2002) HMSO London

HSE Guidance on Regulations Publication L26 Health and safety Executive. London

Workplace (Health, Safety and Welfare) Regulations (1992) HMSO. London

HSE Guide Working with VDU's (www.hse.gov.uk/pubns/ing36)

Oxford Radcliffe Hospital – DSE Policy (2008)

Norfolk & Norwich Hospitals - DSE Policy (2007)

APPENDIX A

Appendix A Part 1: Implementation Plan

Corporate Responsibilities
Communication/Training Plan

1. Goal and purpose of the communication & Training Plan?	☐ Legislative Requirement ☐ Impact on staff safety
2. Target group(s) for communication of training	☐ Medical staff ☐ Nursing and midwifery ☐ Clinical Support Workers ☐ Medical Technical Officers ☐ Health Professionals ☐ Scientific and Technical ☐ Admin & Clerical *(Clinical & Non-Clinical)* ☐ Estates & Facilities ☐ Ward/Dept Managers ☐ Senior Managers
3. Methodology – how will the communication be carried out?	☐ Via intranet & Team Brief ☐ Bullet Point poster located in all staff areas ☐ Team meetings
4. Methodology – how will the training be carried out?	☐ Local Inductions ☐ ½ day classroom session for DSE Assessors ☐ DSE e-learning package
5. Communication/Training delivery?	☐ Clinical Managers ☐ Laboratory Managers ☐ Estates Managers ☐ Workplace Health and Well-being ☐ Risk management
6. Funding	☐ Learning & Developments Budget *(elearning package)* ☐ Local Departments Budget
7. Measures of success, learning outcomes and/or objectives	☐ Ensure compliance with Policy ☐ Ability to use DSE equipment in an appropriate manner ☐ Completion of all documentation
8. Review effectiveness – learning outputs	☐ Measure against goals/purpose ☐ Did it achieve what it set out to achieve ☐ Review of further communication or training needs

1. **Training**

Assessors

The Workplace Health and Well-being team, on a periodic basis, will undertake DSE assessor training. Details of dates will be advised through the Workplace Health and well-being Centre. The training will consist for 1/2 day and by the end of the session the DSE assessors will be able to effectively carry out and report on workstation assessments in line with the regulations. All Supervisors/Managers with responsibility for staff will be accountable for ensuring that their department have the appropriate number of DSE assessors and that the Assessors have fully trained and assessed all employees within the department in the safe use of Display Screen Equipment.

Users

The DSE e-learning training package takes on a two-phased approach. The first phase is initial staff induction, which includes completion of the DSE e-learning package within the month of employment. The second phase consists of refresher training for existing staff members, which is conducted on a three yearly basis.

Upon completion of the training Managers are required to update training records which must include the employees name, the date of training and the subject of training. (A copy of the training records will be forwarded to the Learning & Development Department for input into the Foundation Trust's training database). This will be done electronically via the ESR e- learning management system.

2. **Quality Assurance**

It is essential that this implementation plan is adequately monitored and evaluated In order to ensure its continued effectiveness. This will primarily be done in the following way:

2.1 Changes to the number of people experiencing ill health as a result of DSE use or repetitive movements in their work activity.

2.2 The actual costs of DSE related claims in the last financial year.

2.3 Number of staff trained as assessors' staff trained in DSE.

2.4 Number of User DSE Assessments done.

2.5 Managers check lists completed annually, this is part of the combined risk Assessment.

3. **Part 2 – Local Responsibilities**

As part of this Implementation Plan, Managers are required to undertake an inspection against the following checklist, and thereafter yearly as part of the monitoring/audit process. This is part of the combined risk assessment process and is held in the Risk Management Department.

Part 2 - Checklist for Managers - ***(To be completed yearly)***

Policy – Display Screen Equipment (DSE)

Action Required	**Achieved**	**Date**	**Additional Comments**
Communication 1. Have policy contents been conveyed to all staff?	Yes/No		
2. Is the policy easily accessible for all staff?	Yes/No		
User Identification 3. Has a user identification questionnaire been undertaken to establish which employees are deemed as DSE users?	Yes/No		
4. Do you have a list of DSE users & is it maintained & up to date?	Yes/No		
Training 5. Have all users received the necessary training to carry out display screen equipment duties allocated to them in a safe manner?	Yes/No		
6. Do you have a sufficient number of DSE assessors & have they been adequately trained in DSE & workstation assessments?	Yes/No		
Risk Assessments 7. Has a DSE Risk Assessment been undertaken for all employees deemed as a user to establish any hazards that the user is subjected to?	Yes/No		
8. Has DSE Risk Assessment been undertaken for workstations used by multiple users and are they fully adjustable?	Yes/No		
9. Have the assessments been reviewed and hazards remedied/reduced?	Yes/No		
10. If deficiencies are unable to be resolved at local level, then have you escalated the issues to the appropriate Manager?	Yes/No		
11. Have you held a copy of the users DSE assessment on file to demonstrate compliance?	Yes/No		
12. Have assessments been checked for completion or reviewed after any significant changes?	Yes/No		
Eyesight Tests 13. Upon request have identified DSE users been provided with an eyesight test at the opticians	Yes/No		

APPENDIX B

DSE RISK ASSESSMENT TOOLKIT

CONTENTS

1 Guidance on Workstation Requirements
2 Scope of Training
3 Health & Safety for DSE Equipment Users
4 Display Screen Equipment Risk Assessment Form
5 Display Screen Equipment Process Flowchart

Part 1 - Guidance on Workstation Requirements

Control Measures

Work Schedule

1. Breaks from display screen equipment work are required to prevent the onset of fatigue.
2. Changes of activity in the working day are valuable and should be encouraged.
3. Short frequent breaks preferably away from the screen are more satisfactory than long infrequent ones. As a minimum 10 minutes in every hour looking away from the screen
4. Where possible, the user should be given the discretion to decide the timing and extent of off screen tasks.

Work Equipment

5. Layout and equipment needs to be suited to the individual person using it. If the person has a disability then specialist advice can be sought from the Workplace Health & Well-being Centre and Risk Management team, so the appropriate equipment can be sought.

Work Chair

6. The work chair shall be stable and allow the operator or user easy freedom of movement and a comfortable position.

7. The seat shall be adjustable in height.

8. The seat back shall be adjustable for both height and tilt and be designed to provide lumbar support.

9. Arm rests if preferred must be height adjustable and not prevent access to the desk.

10. A footrest may be necessary where an individual is unable to rest their feet flat on the floor, having made the correct adjustments to their seat.

Display Screen

11. The characters on the screen should be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.

12. The image on the screen should be stable, with no flickering or other forms of instability.

13. The brightness and contrast between the characters and the background shall be easily adjustable by the operator or user, and also be easily adjustable to ambient conditions.

14. The screen must swivel and tilt easily and freely to suit the needs of the operator or user.
15. It shall be possible to use a separate base for the screen or an adjustable table.

16. The screen shall be free of reflective glare and reflections liable to cause discomfort to the operator or user.

Keyboard

17. The keyboard should be tiltable and separate from the screen enabling the operator or user to find a comfortable working position avoiding fatigue in the arms or hands.

18. The space in front of the keyboard should be sufficient to provide support for the hands and arms of the operator or user.

19. The keyboard should have a matt surface to avoid reflective glare.

20. The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard.

21. The symbols on the keys should be adequately contrasted and legible.

Work desk or work surface

22. The work desk or work surface shall have a sufficiently large, low-reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.

23. The document holder if required should be stable and adjustable and should be positioned so as to minimise the need for uncomfortable head and eye movements.

Mouse/Trackballs

24. Intensive use of a mouse or trackball device may give rise to aches and pains in the fingers, hands, wrists, arms or shoulders. Mouse work concentrates activity on one hand and arm (and one or two fingers); this may make problems more likely.

    24.1 Adopting a good posture and technique can reduce risks.

    24.2 Limit the time spent using the mouse.

    24.3 Take frequent breaks e.g. short pauses to relax the arm, using the keyboard or doing non-computer work.

    24.4 Place the mouse close by the keyboard so it can be used with a relaxed arm close to the body and straight wrist.

    24.5 It can help to support your arm e.g. on the desk surface, arm of a chair or a wrist rest.

Environment
As a general rule the provisions of the Workplace (Health, Safety and Welfare) Regulations 1992 should be met.

Space

25. The workstation should be designed so as to provide sufficient space for the operator or user to change position and vary movements.

26. Workrooms should have enough free space to allow people to get to and from workstations and move within the room with ease.

Lighting

27. Any room lighting or task lighting provided should 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 operator or user.

28. Coordinating workplace and workstation layout with the positioning and technical characteristics of the light sources should prevent possible reflections or glare on the screen or equipment.

Reflection and Glare

29. Workstations shall be so designed that sources of light, such as windows and other openings, transparent or translucent wall, and brightly coloured fixtures or walls cause no direct glare and no distracting reflections on the screen.

30. Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation.

31. Anti-glare screen filters should be considered as a last resort if other measures fail to solve the problem. However, most modern machines are fitted with filters as standard.

Noise

32. Noise emitted by equipment belonging to any workstation shall be taken into account when a workstation is being equipped, with a view in particular to ensuring that attention is not distracted and speech is not disturbed.

Heat and Humidity

33. Electronic equipment belonging to any workstation should not produce excess heat, this could cause discomfort to operators or users.

    33.1 There should be adequate space behind the equipment to allow the movement of air.

    33.2 An adequate level of humidity should be established and maintained.

33.3 Plants can also help to control and improve levels of humidity.

Radiation

34. All radiation with the exception of the visible part of the electromagnetic spectrum shall be reduced to negligible levels from the point of view of the protection of operators or users health and safety. Such little radiation is emitted from current designs of the display screen equipment that no special action is necessary to meet this requirement.

Interface between computer and operator/user

35. In designing, selecting, commissioning and modifying software, and in designing tasks using display screen equipment, the employer should take into account the following principles: -

35.1 Software should be suitable for the task.

35.2 Software must be easy to use and, where appropriate, adaptable to the level of knowledge or experience of the operator or user.

35.3 Systems should provide feedback to operators or users on the performance of those systems.

35.4 Systems should display information in a format and at a pace, which are adapted to operators or users.

35.5 The principles of software ergonomics should be applied, in particular human data processing.

Part 2 – Scope of Training

1. In order to reduce or minimise the risks of musculoskeletal problems, visual fatigue and mental stress, users of display screen equipment will need to understand: -

Users

2. The importance of achieving a comfortable posture, and the importance of frequently changing positions e.g. stretching, standing, moving around and looking away from the screen.

3. The correct use of adjustment mechanisms on equipment particularly furniture, so that stress and fatigue can be minimised.

4. The use and arrangements of workstation components to facilitate good posture, prevent over reaching and avoid glare and reflections on the screen.

5. The need for regular cleaning of screens and other equipment.

6. Inspections to pick up defects requiring maintenance is recommended.

7. The need to break up periods of intensive display screen work by changes in activity.

8. The need to report health problems, equipment defects, accidents or incidents promptly and the procedures for doing this.

Managers

9. In addition to the above Managers must understand:

    9.1 How to prioritise remedial measures found necessary by the risk assessment.

    9.2 The benefits to the individual and the Foundation Trust from effective job design.

    9.3 The possible consequences to the health of an individual arising from inappropriate use of furniture or workstation equipment.

    9.4 How to seek additional assistance such as medical advice or professional ergonomic support.

Record Keeping

10. Records of training in display screen equipment need to be kept for a minimum of 10 years, to:

    10.1 Demonstrate that the law has been complied with.

    10.2 Show that training is up to date and is relevant to the particular workstation equipment used by the employee.

    10.3 Assist in the defence of any subsequent claim.

Further Training

11. The need for training should be reviewed following the introduction of different or additional equipment/software.

Part 3: Health & Safety for DSE Equipment Users

Health and Safety Self Assessment for Display Screen Equipment Users

If you are classed as a user please read and complete the checklist set out below. The information will be used to ensure that your workstation complies with the Health and Safety (Display Screen Equipment) Regulations. If there are areas where you are able to make adjustments, please do so. If not, or you are concerned about any aspect of this risk assessment, further information and advice will be available from your manager, Workplace Health and Well-being Centre and Risk Management.

Department _____ Location _____

Name _____ Job Title/contact Number _____

Manager _____ Do other people use your workstation? Yes/No

Nature of the job and the 'User'	**Yes**	**No**	**Required Actions/Comments**
Have you received training in how to use the software?			
Can you operate the keyboard at your own preferred pace?			
Are you able to have a break in every hour of DSE use?			
Are you experiencing any physical problems or symptoms that you think might be related to your DSE work? e.g. aches/pains experienced during/after computer use.			(If 'yes' please contact Workplace Health and Well-being Centre)
Are you experiencing restricted joint movement, impaired finger movements or grip or other disability?			
Are you experiencing problems with your vision during computer use?			
Seating			
Does the chair seat adjust for height?			
Is the chair stable – having a minimum of 5 castors?			
Does the chair back adjust for height and tilt?			
Can you easily sit comfortably and place your feet flat on the floor or on a footrest (if required)?			
Desk			
Can you rest your arms on the desk when you are not using the keyboard?			
Do you have sufficient leg room?			
Keyboard			
Are your forearms horizontal when using the keyboard?			
Does the keyboard tilt?			
Can you move the keyboard out of the way when not in use?			
Are the keyboard symbols legible?			
Can you position your keyboard and screen in front of you to work comfortably?			

Display Screen	Yes	No	Required Actions/Comments
Are you able to look directly at the screen without adjusting your posture?			
Is the display screen clear and dust free?			
Are the characters and the image clear?			
Can you adjust the brightness and contrast controls?			
Can you avoid glare and reflections?			
Do you have facilities available for cleaning your screen?			
Is the top of the screen level with your eyes?			
Mouse			
Is the mouse within easy reach?			
Is your wrist straight and well supported when using the mouse?			
The working environment			
Is there adequate space on your workstation to work without restriction?			
Is the area free from any electrical or tripping hazards?			
Is the lighting adequate?			
Is the ventilation adequate?			
Are the temperature and humidity comfortable?			
Are the noise levels acceptable?			
Are the working surfaces stable?			
General Health and Safety			
Is there a regular equipment maintenance program?			
Is there adequate space around your workstation?			
Have you received information and training about working with display screen equipment?			

Please make any other comments here, and then return this form to your manager.

Signature _____ Date_____

Risk Assessment Summary	Yes	No	Required Action
The workstation/user interface is satisfactory			
The workstation/user requires some adjustment/advice			
The workstation is unsatisfactory			

Part 4: Display Screen Equipment Risk Assessment – Assessors Form – to be completed by the Trained Assessor

NO NEED TO COMPLETE UNLESS PROBLEMS ON SELF-ASSESSMENT

Dept/Unit: ..... **Date:** .....
Manager/Assessor..... **Identified User:** .....
Workstation Site: ..... **Hours:** ..... **% DSE:** .....

	Risk Factors	Yes/No	Guidance	Comment & Action Required	Action Date/ By Whom
1.	**CHAIR** Is the chair suitable and stable with swivel mechanism?	☐	The office chair should have a 5 star base with wheels suitable for type of floor surface. If the chair is for use at a high laboratory bench wheels may not be necessary.		
2.	Is the height of the seat adjustable?	☐	The height of chair should enable you to sit with elbows at approximately 90 degree angle and relaxed shoulders while working at the keyboard.		
3.	Is the front of the seat rounded and well padded?	☐	Feet should be flat to the floor, without too much pressure on the backs of legs & knees. *(Foot rest may be required)*		
4.	Is the backrest adjustable in height and tilt?	☐	Sit right back in the chair & use the backrest for support. The back should be straight with relaxed shoulders & supported in the lumbar region.		
5.	Does the chair have arms?	☐	This may sometimes prevent the user getting close enough to the keyboard		
6.	Does the user find the chair comfortable and know how to adjust the chair?	☐	Provide or seek guidance on chair adjustment.		

	Risk Factors	Yes/No	Guidance	Comment & Action Required	Action Date/ By Whom
7.	**DISPLAY SCREEN** Are the characters on the screen well defined?	☐	Cleaning the screen may help, or refer to the IT Service Desk.		
8.	Is text size comfortable to read?	☐	Change settings to suit.		
9.	Is the image free of flicker and movement?	☐	Try using different screen colours, *e.g. darker background and lighter text.* If still a problem, contact the IT Service Desk.		
10.	Are the brightness and/or contrast adjustable? *(Separate adjustment controls are not essential)*	☐	Must be easily adjustable by the user so the screen can be read easily at all times.		
11.	Does the screen swivel and tilt?	☐	Swivel/Tilt mechanism can be added. May need to replace if swing/tilt absent or unsatisfactory; work is intensive; or user has problems in achieving comfortable position.		
12.	Is the screen free from reflection/glare?	☐	Try to re-arrange the screen/desk. Adjust the lighting or window coverings. Consider an anti-glare screen		
13.	Is the screen at a suitable height?	☐	The top of the screen should be at or just below the Users eye level. If glasses are worn the head should be in the midline position.		

	Risk Factors	Yes/No	Guidance	Comment & Action Required	Action Date/ By Whom
14.	**DISPLAY SCREEN *(Cont'd)*** Is the screen at a comfortable distance?	☐	This should be between 350mm and 700mm or where it is comfortable.		
15.	Is the screen predominantly set in front of the user?	☐	The screen must not be offset too far to the left or right, forcing excessive twisting of the neck.		
16.	**KEYBOARD** Is the keyboard separate from the screen?	☐	This is a requirement, unless using a portable device.		
17.	Does the keyboard tilt?	☐	Tilt need not be built in.		
18.	Are the symbols on the keys easy to read?	☐	Keyboards should be kept clean		
19.	Is the keyboard glare free?	☐	Use keyboard with a matt finish. Re-arranging the desk may help.		
20.	Is there sufficient space to rest hands in front of the keyboard	☐	Relocation of screen and other items to provide more space for keyboard, hands & wrists.		
21.	Is the keyboard positioned within easy reach and used with good postures?	☐	Consider how this can be achieved.		
22.	Does the User have good keyboard technique?	☐	Training can prevent hands bent up at wrist; hitting keys too hard; and overstretching fingers.		

	Risk Factors	Yes/No	Guidance	Comment & Action Required	Action Date/ By Whom
23.	**MOUSE, TRACKBALL etc** Is the device suitable?	☐	Mouse/trackballs are general purpose devices and available in different shapes and sizes. Touch screens may be better for some tasks *(worse for others).*		
24.	Is the device positioned close to the User?	☐	For example, right beside the keyboard to prevent over-stretching / reaching. The arm / shoulder should be relaxed and the wrist straight.		
25.	Is there support for the device user's wrist and forearm?	☐	User should be able to find a comfortable working position. Supporting devices may help.		
26.	Does the device work smoothly at speed suitable for the User?	☐	A mouse mat should be used. Keep mouse ball/rollers clean.		
27.	**SOFTWARE** Is the software appropriate to the task?	☐	Software should help the User carry out tasks, minimise stress and be user-friendly.		
28.	Has sufficient training been given in software use?	☐	I.T. provides training courses on all sites. Consider using short cut keys to minimise repetitive work.		
29.	On the whole, is the speed of the software acceptable to the user?	☐	If no, contact IT Service Desk for advice		
30.	**WORKSTATION** Is the work surface large enough for the work being done?	☐	There should be sufficient room to undertake all necessary tasks and contain the monitor, documents, keyboard, etc.		
31.	Is the work surface non reflective?	☐	Rearrangement of desk may help. Consider use of mats or blotters.		
32.	Is the height of the desk suitable?	☐	Thighs should not be pressing against the underside of the desk.		

	Risk Factors	Yes/No	Guidance	Comment & Action Required	Action Date/ By Whom
33.	Is there enough space under the desk?	☐	It should be possible to sit comfortably, and vary movement. There should not be any obstacles under the desk.		
34.	Do you have access to a footrest if required?	☐	Feet should be flat on the floor or on a footrest allowing the knees to be at approx. a 90o angle.		
35.	Is a document holder needed?	☐	If copy typing or transcribing from page to screen a document holder can be very useful. The holder should be as close to the screen as possible. The document holder should be positioned at the same level and distance as the screen.		
36.	Are equipment cables neat and tidy and off the floor?	☐	There should be effective cable management.		
37.	Are the screen, keyboard and mouse used without twisting?	☐	Reconfigure to avoid or minimise twisting.		
38.	Is the use of equipment on the desk equally used, both sides of the user?	☐			
39.	**ENVIRONMENT** **Lighting** Is lighting adequate for the tasks performed?	☐	Consider task lights or up-lighters		
40.	**Noise** Are noise levels reduced so as not to impair concentration or prevent normal conversation?	☐	Consider moving sources of noise away from User.		
41.	**Temperature & Humidity** Is the temperature comfortable?	☐			
42.	Is the humidity comfortable?	☐	Circulate fresh air if possible. Use of plants may help.		
	Risk Factors	**Yes/No**	**Guidance**	**Comment & Action**	**Action Date/ By Whom**

				Required	
44.	**ENVIRONMENT *(Cont'd)*** **Space** Is there enough room to change position, vary movement and enable easy access to the workstation?	☐	Users should be able to move to and away from workstation without obstruction. Consider re-organising the office layout.		
45.	Are there sufficient electrical and network sockets in the appropriate positions?	☐	Contact Estates/IT Departments if insufficient outlets. Cables should be tidy and not a trip or snag hazard.		
46.	**VISUAL** Can you focus on the screen without difficulty?	☐	If visual difficulties are being experienced lighting, glare, reflection and screen quality should be reviewed. After this an eye test may be considered necessary. These must be arranged through the Trust's nominated optician.		
47.	Are eyes comfortable and free from strain, and workday free from headaches?	☐	Eyestrain can be prevented and or reduced by reduction of glare, regular breaks and task rotation.		
48.	**PHYSICAL** Is the workday free from muscular discomfort?	☐	Rearrangement of workstation, seat height & position to ensure good posture and support may help. Review work patterns & methods. Contact WHWBC if you have made changes to your workplace following this assessment but are still experiencing discomfort.		
49.	Are regular and frequent breaks incorporated into the working day?		This will help reduce muscular discomfort and eye strain.		
50.	Is task rotation built into the working day?				
51.	Does the user understand the risks associated with the use of DSE? *(fatigue, stress, visual and postural)*		Provide information and training to the user.		

Assessment Completed by: ***(signed)*** .....……..….....

(name) .....…….....

(title) .....…….....

Agreed by Dept. DSE Assessor ***(signed)*** .....……..….....

(name) .....…….....

Reviewed by Manager : ***(signed)*** .....……..….....

(name) .....…….....

(Date) .....…….....

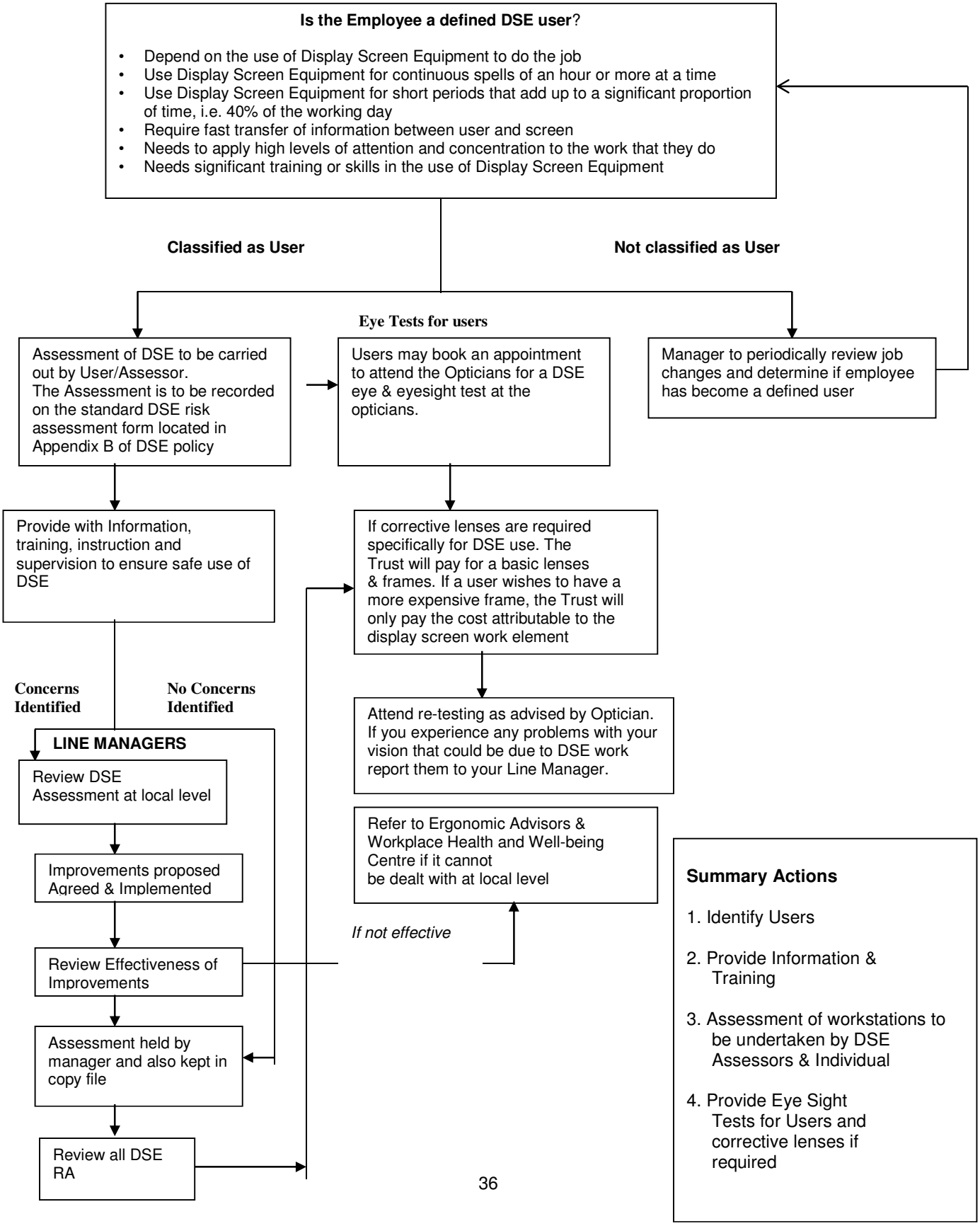
Review Date: ……..

Display Screen Equipment Assessment Report : Action Plan

Department:..... **User**…….. **Completed by:** .....…….....

Ref Item	Action Point	Corrective Action	Responsibility	Completion Date

Part 5 : Display Screen Equipment Flowchart



Appendix C

REIMBURSEMENT OF CORRECTIVE LENSES COSTS

Introduction

Those persons who are defined as Display Screen Equipment users are entitled Through the legislation to an eyesight test, and if corrective lenses are required DSE use only, the Foundation Trust will reimburse the employee.

Eye Sight Testing

All DSE users are encourage to have a regular eye sight test and a re-test at the Discretion of their practitioner. The Foundation Trust will reimburse the employee for the cost of the standard eye test fee. This facility applies equally to those persons who presently wear corrective lenses.

Corrective Appliances

If a user's optician prescribes corrective lenses for DSE work, the Foundation Trust will provide reimbursement at the following rate:

A Lenses

Total cost as prescribed by the practitioner (only if required solely for DSE use)

B Frames

Up to a maximum of £50.00. If employees wish to select frames at a greater Cost they may do so, however, the extra cost above £50.00 will be met by the Employee.

C Contact Lenses

It is not envisaged that contact lenses would be prescribed solely for DSE use.

Making a Claim

Staff should complete the normal expense form enclosing the necessary proof of purchase, and if a claim is being made for corrective appliances a note from their optician confirming that the appliances are required for DSE use at work. The completed form should be authorised by the appropriate Management/Line Manager. Staff will received reimbursement via their salary.

Please do not hesitate to contact the Workplace Health and Well-being Centre on Extension 4171 if you require any further help or assistance.