



Safe Use of Display Screen Equipment Guidance

This procedural document supersedes: CORP/HSFS 12 v.4 - Display Screen Equipment Guidance



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Amendment Form

Version	Date Issued	Brief Summary of Changes	Author
Version 5	15 October 2018	Amended to reflect change from Care Groups to Divisions.	Neil Donegan
Version 4	19 August 2015	<ul style="list-style-type: none"> • Title changed from policy to Guidance • Reference to Care Groups (CG) • Updates and modifications to various sections 	N P Donegan
Version 3	May 2011	<ul style="list-style-type: none"> • Title change • Reference to Clinical Service Units (CSU) • Added 'Equality Impact Assessment' at item 4. • Items re-numbered from item 4 	Mr I Soulsby

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1. INTRODUCTION

The Health & Safety (Display Screen Equipment) Regulations 1992 specify minimum health and safety requirements for work with display screen equipment.

The requirements of the regulations can be summarised as follows:

- All work stations must be analysed to assess and reduce risks to health and safety.
- All workstations must conform to a minimum standard.
- Work routines must be arranged to incorporate breaks or changes of activity.
- Eyesight tests must be made available together with the provision of corrective appliances in certain cases.
- Training must be given in how to use a workstation safely and how to recognise hazards.
- Users should be provided with information about all aspects of health and safety relating to their workstations.

2. PURPOSE

This document has been developed to describe the way in which the Regulations are to be implemented by the Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust.

3. DUTIES AND RESPONSIBILITIES

Managers/Heads of Department will be responsible for ensuring that the standards of the regulations are implemented and followed, in conjunction with the Health and Wellbeing department and the Health and Safety Adviser.

4. PROCEDURE

4.1 "Display Screen Equipment" means any alphanumeric or graphic display screen, regardless of the display process involved.

"Workstation" means an assembly comprising:

- Display Screen Equipment.
- Any optional accessories to the Display Screen Equipment.
- Any disk drive, telephone, modem, printer, document holder, work chair, work surface or other item peripheral to the Display Screen Equipment; and
- The immediate work environment around the Display Screen Equipment. "User" is defined as "an employee who habitually uses Display Screen Equipment as a significant part of normal work". Further guidance on who constitutes a user can be found at Appendix 3.

"Where a display screen is in use but the Display Screen Equipment Regulations do not apply, the assessment of risks and measures taken to control them should take account of ergonomic

factors applicable to display screen work. This is also true where these Regulations do not apply because the display screen is not used by a "user".

All workstations that may be used for prolonged periods must conform to the minimum standard for workstations listed in Appendix 1.

The main health risks with DSE are musculoskeletal disorders, stress and visual fatigue. While the risks to individual users are often low, they can still be significant if good practice is not followed.

Managers should ensure that a workstation assessment is carried out using the assessment form at Appendix 2.

If, as a result of an assessment, it is identified that remedial action is required in order to meet the minimum standard required by the Regulations, the Manager/ Head of Department is responsible for ensuring that the remedial action is carried out. All workstations that may be used by "users" must comply with the minimum standards for workstations at the time of first use. The Health and Safety Adviser is available to advise as appropriate.

It is the responsibility of the Division/department that purchases, or has purchased, display screen equipment or software, to provide the resources to ensure that the display screen equipment, software and furniture conform to the minimum standard.

4.2 Laptops/Tablets and Handheld Devices

Portable DSE such as laptops, tablets and handheld devices are subject to the regulations if in prolonged use for work purposes. Staff who habitually use portable DSE should be trained in how to minimise risks, for example by sitting comfortably, angling the screen so it is easy to read, and taking frequent breaks. Wherever possible, portable DSE should be placed on a firm surface at a comfortable height. Where portables are in prolonged use at the user's main place of work, additional steps can be taken to reduce risks e.g. by using a separate keyboard and mouse or by using a docking station.

4.3 Work Routines

The Regulations require that the daily work of "users" is periodically interrupted by breaks or changes of activity. The purpose of this requirement is to prevent the onset of fatigue not to provide an opportunity for recuperation. Informal breaks, away from the display screen equipment, or other tasks appear to be more effective in relieving visual fatigue than formal rest breaks.

4.4 Eye and Eyesight Tests

The Trust has a legal obligation to provide eye and eyesight tests where required for designated users" further definition of users is found in Appendix 3. The Health and Wellbeing Department will offer these tests to "designated users" that have been notified in accordance with paragraph 3 above. The detailed arrangements are described in Appendix 4.

4.5 Provision of Corrective Appliances

Should the eyesight test identify that the user requires a prescription specifically and solely for VDU use then single vision glasses will be provided at a basic cost. Users will need to pay the additional cost for more expensive glasses.

5. TRAINING/ SUPPORT

All "users" must be provided with health and safety training in the use of any workstation upon which they may be required to work. In addition all "users" must be given information about the risks from display screen equipment and workstations and measures to reduce the risk.

6. MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where Reported to
Compliance with this policy will be monitored as part of the Trust's Risk Management and Safety Audit programme.	Divisional and Ward/Department managers. Reviewed as part of safety inspections.	Annually or when a new user starts	Reviewed via the risk register and reported through ward/department meetings where any shortfalls will be addressed.

7. EQUALITY IMPACT ASSESSMENT

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment For All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified. See Appendix 6.

Consideration must be given to Mental Capacity Act 2005 Policy and Guidance, including Deprivation of Liberty Safeguards (DoLS) (PAT/PA 19)

8. REFERENCES

Health & Safety (Display Screen Equipment) Regulations 1992.

Provision and Use of Work Equipment (PUWER) Regulations 1998.

APPENDIX 1

MINIMUM STANDARDS FOR WORKSTATIONS

- 1 This appendix outlines the minimum requirements for workstations specified by The Health & Safety (Display Screen Equipment) Regulations 1992. The requirements only relate to components that are present in the workstation concerned.
- 2 **Equipment**
 - a) **General comment**

The use of the equipment must not be a source of risk for operators or users.

The cleanliness of the Display screen equipment must at all times be maintained in accordance with Standard Infection Control Precautions Policy – PAT/IC 19.
 - b) **Display screen**
 - ❖ The characters on the screen should be readable and the image should be free from glare, reflection, flicker and movement.
 - ❖ The brightness and contrast controls should be adjustable
 - ❖ The screen must swivel and tilt easily and freely to suit the needs of the operator or user.
 - c) **Keyboard**
 - ❖ The keyboard should be adjustable and separate from the screen with enough space to rest hands in front of the keyboard
 - ❖ The keyboard should be glare free and the characters on the keys should be easily readable
 - d) **Work desk or work surface**
 - ❖ The work desk or work surface have adequate space for documents, monitor, keyboard etc.; and be free from glare and reflections
 - ❖ There shall be adequate space for operators or users to find a comfortable position. There should be sufficient space underneath the workstation to allow movement of the legs
 - e) **Work Chair**
 - ❖ The work chair should be stable and allow easy freedom of movement and a comfortable position.

- ❖ The seat should be adjustable in height and the seat back should be adjustable in both height and tilt.
- ❖ A footrest should be made available to any operator or user who wishes to use one.

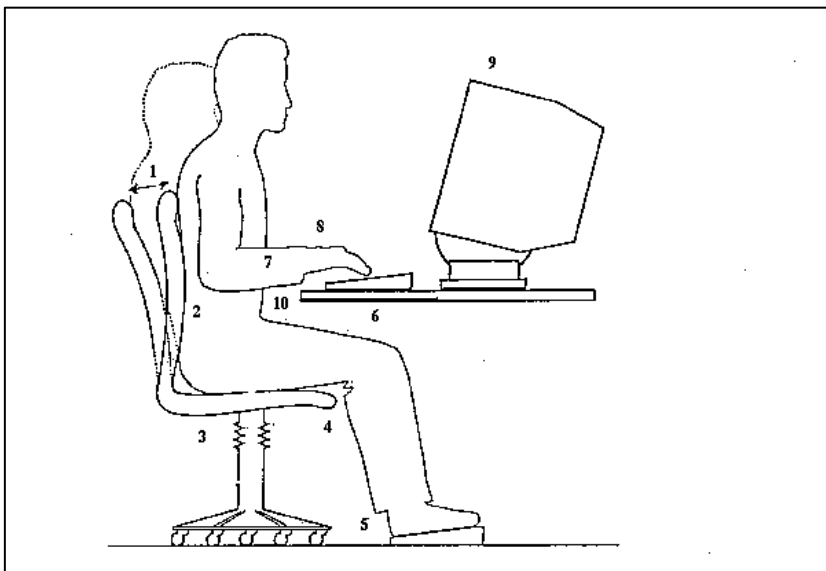
3 Environment

- a) Space requirements, There should be enough room to change position and vary movement.
- b) Lighting, heating and noise, levels of light, heat and noise should be comfortable and lighting should be suitable for VDU use.
- c) There should be suitable ventilation and reasonable levels of humidity

4 Software

- a) Software should be approved by the Trust and be suitable for the task
- b) Software should be easily used with appropriate training and provide feedback e.g. adequate help messages.

SEATING AND POSTURE FOR TYPICAL OFFICE TASKS



1. Seat back adjustability
2. Good lumbar support
3. Seat height adjustability
4. No excess pressure on underside of thighs and backs of knees
5. Foot support if needed
6. Space for postural change, no obstacles under desk
7. Forearms approximately horizontal
8. Minimal extension, flexion or deviation of wrists
9. Screen Height and angle should allow comfortable head position
10. Space in front of keyboard to support hands/wrists during pauses in keying

APPENDIX 2



RISK ASSESSMENT – DISPLAY SCREEN EQUIPMENT

Name _____ Location _____

Item	Question	N/A	YES	NO
1	Is the display screen image clear and are the characters readable?			
2	Is the image free of flicker and movement?			
3	Are the brightness and/or contrast controls adjustable?			
4	Does the screen swivel and tilt?			
5	Is the screen free from glare and reflections?			
6	Is the keyboard adjustable for angle?			
7	Is the keyboard separate from the screen?			
8	Is there enough space to rest hands in front of the keyboard?			
9	Is the keyboard glare free?			
10	Are the characters on the keys easily readable?			
11	Is the mouse as close to the operator as possible?			
12	Is the screen and copy material positioned to avoid bending or twisting of the neck?			
13	Is the work surface large enough for documents, monitor, keyboard etc.?			
14	Is the surface free of glare and reflections?			

15	Is the chair stable and does it allow easy freedom of movement?			
16	Is the height of the chair adjustable?			
17	Is the back adjustable for both height and tilt?			
18	Is there a footrest available, if required?			
19	Does the operator have discomfort using the workstation which improves when not at work?			
20	Is there enough room to change position and vary movement?			
21	Are the levels of light, heat and noise comfortable?			
22	Is the software suitable for the task?			
23	Does the system provide feedback e.g. adequate help messages?			
24	Does the job allow adequate opportunities for regular breaks from using the equipment?			
25	Has adequate training been given on the possible risks arising from the use of the equipment?			
26	Has the operator been given adequate training on how to adjust the position of furniture and equipment?			
27	Does the operator know how to use the brightness and contrast controls?			
28	Has the operator been made aware of the importance of adopting a comfortable posture at the workstation? Has guidance been given regarding the arrangements for: a. Vision screening? b. Eye and eyesight testing? c. Provision of corrective appliances?			

Assessed by..... Signature

Appointment..... Date.....

Date for review.....

Action Required	By (Date)

APPENDIX 3

GUIDANCE IN THE CLASSIFICATION OF A PERSON AS A USER OR OPERATOR

It will generally be appropriate to classify the person concerned as a user or operator if most or all of the following criteria apply:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results;
- The individual has no discretion as to use or non-use of the display screen equipment;
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job;
- The individual normally uses display screen equipment for continuous spells of an hour or more at a time;
- The individual uses display screen equipment in this way more or less daily;
- Fast transfer of information between the user and screen is an important requirement of the job;
- The performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequences of error may be critical.

APPENDIX 4

PROCEDURES FOR EYE & EYESIGHT TESTS AND PROVISION OF CORRECTIVE APPLIANCES

The procedure for eye and eyesight test is as follows:

- 1 Individuals identified as “users” should be referred in the first instance to the Health and Wellbeing Department using a referral form (Appendix 5).
- 2 Following a vision screening test the Health and Wellbeing Department will inform managers of fitness to work.
- 3 Individuals will be advised by the Health and Wellbeing Department should they need further assessment by an optician and will be issued with an eye test voucher and a referral form (Appendix 5).
- 4 When a user is issued with an eye test voucher, the Health and Wellbeing Department will notify the Finance Department using the second part of the proforma at Appendix 5.

Procedure for provision of corrective appliances

- 1 If the Optometrist performing the eyesight test discovers a defect of sight that requires correction solely for work with display screen equipment, the Trust will pay for the provision of corrective appliances for users. The Optometrist will be requested to certify that the user requires the corrective appliance specifically for work with display screen equipment. The Trust will pay for the cost of a basic appliance or make an equivalent contribution to the cost of a more expensive appliance. The balance must be paid by the user.

APPENDIX 5

Doncaster & Bassetlaw Teaching Hospitals NHS Foundation Trust

Occupational Health Referral for Display Screen Equipment Users

Name of employee: Date of Birth:.....

Job Title:.....Place of work:.....

Manager requesting referral:

Manager's Job Title:..... Contact Number:.....

Date of referral:.....

Declaration by Manager

The above named member of staff is a designated Display Screen Equipment user (Under the HSE definition).

A work station assessment was carried out on..... (Please insert date of assessment).
A copy of this is enclosed.

I understand that following the Occupational Health assessment the employee may be advised to attend a designated optician for a more detailed assessment.

If the employee is advised to attend an optician I agree to fund the cost of the vouchers which will enable them to undergo an eye test and be issued with spectacles for computer use.

Manager's signature..... Date.....

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Date of DSE screen:..... Pass / Fail Referred to Optician: Y / N

Voucher issued by:.....(Block Capitals)

Signature..... Date.....

(OH Nurse/Staff Nurse)

APPENDIX 6 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Service/Function/Policy/Project/Strategy	CSU/Executive Directorate and Department	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Safe Use of Display Screen Equipment Guidance	Estates and Facilities	Neil P Donegan	Existing policy	August 2018
1) Who is responsible for this policy? Name of CSU/Directorate – Estates and Facilities				
2) Describe the purpose of the service / function / policy / project/ strategy? - To ensure all Trust staff are aware of DSE guidance				
3) Are there any associated objectives? Legislation, targets national expectation, standards – Compliance with Policies and legislation				
4) What factors contribute or detract from achieving intended outcomes? – Behaviour and understanding				
5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? Details: [see Equality Impact Assessment Guidance] - No				
<ul style="list-style-type: none"> • If yes, please describe current or planned activities to address the impact [e.g. Monitoring, consultation] – N/A 				
6) Is there any scope for new measures which would promote equality? [any actions to be taken] – N/A				
7) Are any of the following groups adversely affected by the policy?				
Protected Characteristics	Affected?	Impact		
a) Age	No			
b) Disability	No			
c) Gender	No			
d) Gender Reassignment	No			
e) Marriage/Civil Partnership	No			
f) Maternity/Pregnancy	No			
g) Race	No			
h) Religion/Belief	No			
i) Sexual Orientation	No			
8) Provide the Equality Rating of the service / function /policy / project / strategy – tick outcome box				
Outcome 1 ✓	Outcome 2	Outcome 3	Outcome 4	
<i>*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form in Appendix 4</i>				
Date for next review: August 2021				
Checked by: Sean Tyler			Date: 20/08/2018	