

Display Screen Equipment (DSE) Policy and Procedure

[Policy reference no CO026/02/2024]

November 2021

The current version of all policies can be accessed at the NHS Sheffield CCG Intranet site <http://www.intranet.sheffieldccg.nhs.uk/policies.htm>



Policy Audit Tool

To be completed and attached to any document which guides practice when submitted to the appropriate committee for consideration and approval.

Please give status of Policy: Revised		
1.	Details of Policy	
1.1	Policy Number:	CO026/02/2024
1.2	Title of Policy:	Display Screen Equipment (DSE) Policy and Procedure
1.3	Sponsor	Director of Finance
1.4	Author:	Sue Laing Corporate Services Risk and Governance Manager Reviewed by Ian Plummer – Health and Safety Manager, SYB Shared Service and Sue Laing, Corporate Services Risk and Governance Manager
1.5	Lead Committee	Governance Sub-committee
1.5	Reason for policy:	Good practice
1.6	Who does the policy affect?	All staff
1.7	Are the National Guidelines/Codes of Practices etc issued?	Yes
1.8	Has an Equality Impact Assessment been carried out?	Yes
2.	Information Collation	
2.1	Where was Policy information obtained from?	National Guidance/Good Practice NHS.UK-Opticians: Federation of (Ophthalmic and Dispensing) Opticians (FODO) Health and Safety Executive webpage
3.	Policy Management	
3.1	Is there a requirement for a new or revised management structure for the implementation of the Policy?	No
3.2	If YES attach a copy to this form.	
3.3	If NO explain why.	Systems and processes already in place
4.	Consultation Process	
4.1	Was there external/internal consultation?	Yes
4.2	List groups/persons involved	JSCF (25 January 2017) FODO
4.3	Have external/internal comments been included?	Yes
4.4	If external/internal comments have not been included, state why.	
5.	Implementation	
5.1	How and to whom will the policy be distributed?	Weekly Round-up / Team Briefings Health and Safety webpage Health and Safety Group
5.2	If there are implementation requirements such as training please detail.	Training is implicit within the document. Health and Safety training booklet issued to all new starters as part of local induction.
5.3	What is the cost of implementation and how will this be funded	Already in place

6.	Monitoring	
6.2	How will this be monitored	Health and Safety Group
6.3	Frequency of Monitoring	Quarterly

Document Control Information

Table of revisions

Date	Section Revision	Author
February 2018	8.2 – recording of assessments	Ian Plummer
February 2018	Appendix 2	Ian Plummer
February 2018	Appendix 3 – Further clarity around claiming for spectacles	Sue Laing
February 2018	Clarity with regard to process	Sue Laing
February 2018	Includes reference to Staff Physiotherapy Service	Sue Laing
February 2018	Changes to Eye and Eye Sight Test request form	Sue Laing
February 2018	General updates relating to layout etc	Sue Laing
August 2018	Clarity with regard to Eye and Eyesight Examination Section 10	Sue Laing
August 2018	Clarity with regard to DSE specific corrective appliances and review of voucher cost Section 10.1	Sue Laing
August 2018	Clarity with regard to Reclaiming fees Section 10.2	Sue Laing
August 2018	Review of DSE1 claim form for reimbursement of costs	Sue Laing
January 2021	Minor wording changes	Ian Plummer/Sue Laing
January 2021	Changes to Line Managers responsibilities	Ian Plummer
January 2021	Changes to Health and Safety Shared Services responsibilities	Ian Plummer
January 2021	Updated link to NHS.UK website re reimbursement of corrective appliances	Sue Laing

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Display Screen Equipment (DSE) Policy and Procedure

Policy and Procedure for the Provision and Use of Display Screen Equipment (DSE)

1. Policy Statement

It is the policy of NHS Sheffield CCG to ensure that all work involving Display Screen Equipment (DSE) is undertaken in such a way as to prevent unreasonable risk to those carrying out the work. NHS Sheffield CCG will seek to ensure that all relevant statutory requirements are complied with.

The arrangements described below form part of the NHS Sheffield CCG Health and Safety Policy. The purpose of this document is to provide practical information on how to ensure that the health effects associated with the use of DSE are properly assessed and suitable action is taken to minimise the risks.

2. Introduction and Purpose

This policy has been developed to ensure that the CCG complies with the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Display Screen Equipment Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

NHS Sheffield CCG will identify users of Display Screen Equipment (DSE); and carry out an assessment of work stations and, as far as reasonably practicable, introduce measures that will eliminate or minimise possible health effects such as upper limb pain and discomfort, eye and eyesight effects, and fatigue and stress.

3. Scope

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

4. Definitions

CCG The CCG is defined as NHS Sheffield Clinical Commissioning Group

DSE Any alphanumeric or graphic display screen, regardless of the display process involved and the term DSE covers both conventional display screens and other types such as liquid crystal or plasma displays used in flat panel screens, touch screens and other emerging technologies. The term DSE includes any portable DSE i.e. laptop and handheld computers, personal digital assistant devices and some portable communication devices.

DSE User A “user” is defined as being an employee who habitually uses DSE

equipment as a significant part of their job requirements.

Where it is clear that the use of DSE is more or less continuous on most days, the individual concerned should be considered as a user under the DSE Regulations.

Where there is less continuous or less frequent use of DSE, other factors connected with the job must be assessed. It will generally be appropriate to classify the person concerned as a DSE user if they:

- Normally use DSE for continuous or near-continuous spells of an hour or more at a time; and use DSE in this way on a more or less daily basis.
- Have to transfer information quickly to or from the DSE.
- The performance requirements of the system demand high levels of attention and concentration by the user where for example, the consequences of error may be critical.

Workstation An assembly comprising:

- DSE equipment whether provided with software determining the interface between the equipment and its operator or user, a keyboard or any other input device.
- Any optional accessories to the DSE
- Any telephone, modem, printer, document holder, work chair, work desk, work surface or other peripheral to the DSE and
- The immediate work environment around the DSE

Risk Assessor A person trained to complete DSE assessments.

Corrective appliances The outcome of an eye test could be that the user requires “special” frames and lenses specifically for DSE use. These are spectacles that are prescribed to correct the vision defects at the viewing distance or distances used specifically for the DSE work concerned.

Normal corrective appliances Normal corrective appliances are spectacles prescribed by the optician for any purpose **other** than for specific use with DSE. The cost of these spectacles **will not** be met by the CCG if they are suitable for DSE work.

5. Legal Context

This policy is based upon the following relevant statutory provisions and guidance:

- Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002
- L26 Guidance on the Health and Safety (Display Screen Equipment) Regulations
- The Management of Health and Safety at Work Regulations 1999 -

- The Workplace (Health, Safety and Welfare) Regulations 1992 -

6. Health Effects Associated with DSE Work

It has been established that the following health problems may arise from the intensive use of DSE:

- Work-related upper limb disorders and problems of backache, muscle fatigue, etc caused by poor posture.
- Temporary visual fatigue caused by factors such as poor lighting, glare, reflections, flickering screen, concentrated DSE work and poorly positioned DSE. There is no evidence of DSE work being associated with permanent damage to eyes.
- Soreness of the eyes.
- Fatigue and general stress related to such factors as unfavourable environmental conditions and task planning.

. There is no current medical evidence to suggest any link between DSE work and miscarriage or birth defects, therefore there is no reason for an individual who is pregnant, or seeking to become pregnant, to avoid working with such equipment.

No adverse health effects have been found to arise from the use of DSE and electro-magnetic radiation (no harmful emissions).

7. Responsibilities

7.1 NHS Sheffield CCG

The policy sets out the basic requirements needed to provide and maintain an environment in which display screens can be operated without risk to health. NHS Sheffield CCG will ensure that all employees designated as users have an analysis made of their workstation. Such an analysis must look at the equipment, the furniture and the immediate working environment. It must be carried out in the first instance by the member of staff to whom the assessment applies. Any risks to health must be identified, evaluated and reduced to an acceptable level. Actions taken as a result of the assessment will , and reasons why will be documented.

7.2 Accountable Officer

The Accountable Officer has overall responsibility for Health and Safety within the organisation and for ensuring that the CCG complies with its statutory obligations with regard to Health and Safety.

7.3 Director of Finance

The Director of Finance is the Executive Lead with responsibility for Health and Safety. S/he is responsible for providing assurance to the Governing Body that the systems and processes in place meet the organisation's statutory obligations around DSE.

7.4 Competent Person

The role of competent person for health and safety as defined by the Health and Safety at Work Act 1974, is provided to NHS Sheffield CCG by the Rotherham CCG Health, Safety and Security Shared Service.

7.5 Executive Leads and Senior Managers

All executive leads and senior managers are responsible for ensuring that the DSE Policy and Procedure is effectively implemented in all areas within their control and ensuring that resources are made available to implement the policy and procedure effectively.

The responsibility for ensuring that DSE assessments are carried out is a function and responsibility of line management, this task can be delegated to a competent person or persons.

7.6 Corporate Services Risk and Governance Manager

This post holder is responsible for reviewing and co-ordinating implementation of this policy.

7.7 Corporate Services Facilities Manager

In addition to ensuring the health and safety of users as far as is reasonably practicable, the post holder will:

- support staff to carry out a self-assessment of their workstation, which takes into account the DSE and any associated furniture or other equipment, the working environment and the member of staff
- take action to eliminate or reduce the risks as low as reasonably practicable, those issues identified as a result of the assessment
- provide guidance on eye and eyesight tests as and when requested, ensuring staff are aware of the requirement for regular testing
- receive completed DSE self-assessments for review ensuring a copy is forward to HR for personal files Retain records of DSE assessments undertaken

7.8 Health, Safety and Security Shared Service

The Health, Safety, Fire Safety and Security Shared Service will provide advice and support to the organisation on health and safety management as set out within the South Yorkshire and Bassetlaw Shared Services Memorandum of Understanding including:

- ensuring that all managers are kept up-to-date with any changes in DSE regulations
- discussing any recommendations with managers where necessary

- liaising with the line manager to ensure that any workstation which may be contributing to work related ill health is risk assessed and risk reduced to the lowest reasonably practicable level.
- conducting non-clinical DSE assessments as required.
- providing suitable and reasonable recommendations to ensure workstations are designed according to the users ergonomic needs to reduce the risk of ill health to the lowest reasonably practicable level.
- Liaison with the Corporate Services Facilities Manager with regard to the implementation of any actions identified from the assessment.

7.9 Line managers

Line managers are responsible for identifying which of their staff are users and ensuring DSE self-assessments are completed by them. Line managers must also ensure that all such assessments are recorded and actioned where required.

If the DSE self-assessment indicates that further advice is required. A copy of the DSE self-assessment must be forwarded to the Corporate Services Facilities Manager

Line managers must ensure that staff identified as users are trained and competent in the use of DSE. Training will include ways of reducing risk or injury or ill health to staff, in particular, physical (musculo-skeletal) problems, visual fatigue and mental stress.

Specialist advice, including assessment for users where unusual circumstances apply, such as a pre-existing medical condition is available to line managers from the Occupational Health Service, Access to Work Scheme and the Staff Physiotherapy Service. Staff should make contact with a member of the HR team in the first instance.

7.10 All Staff

Staff have a duty to take reasonable care of themselves and other staff who may be affected by their acts or omissions. In the context of working with DSE this requires employees who are users to:

- ensure they comply with this procedure
- undertake a DSE self-assessment of their work station
- Review and update the self-assessment if any significant changes arise with the workstation such as a change in work load, an office move, increased working hours, a new workstation or installation of a new piece of DSE
- Make use of any control measure that has been deemed necessary by the DSE assessment. Take reasonable steps to ensure their own health, safety and welfare whilst using DSE
- Inform the employer about any condition which may affect their ability to undertake work on DSE.

- Adhere to instructions training and guidance provided by the employer in relation to DSE.
- Report any problems, concerns or potential hazards they encounter via Datix as soon as possible, in line with the Incident Reporting Policy
- Take reasonable care of corrective appliances, and maintain in good condition
- Complete training as required

7.11 Occupational Health Service

The service will:

- Receive any user by referral, who may be experiencing physical problems which they attribute to the layout of their DSE workstation, for health assessment and advice.
- Provide suitable and reasonable recommendations to managers and ensure workstations are designed according to the user's medical needs to reduce the risk of ill health to the lowest level reasonably practicable.

7.12 Staff Physiotherapy Service

The Staff Physiotherapy Service is an occupational physiotherapy service available to CCG staff. The Service is staffed by experienced senior NHS physiotherapists and is separate from mainline physiotherapy services.

This is a musculoskeletal self-referral physiotherapy service and will review any condition that affects the musculoskeletal system which includes low back pain, neck pain, sciatica, tennis elbow, repetitive strain injuries, arthritis, fractures, muscle strains and soft tissue injuries, joint pain, etc. The Service will also undertake DSE assessments where a clinical condition has been identified.

8. Application of the Display Screen Equipment Policy

8.1 Workstation Assessment

NHS Sheffield CCG will ensure that a 'suitable and sufficient' assessment of a user's workstation is carried out. The assessment should include consideration of how far the DSE and workstations generally meet the requirements of the work environment and the work routine. The posture of the user must also be assessed.

In cases where there are unresolved issues, further assessment may need to be completed. Support in such circumstances is available from the Occupational Health Service and the Access to Work Scheme (<http://www.direct.gov.uk>).

8.2 Recording of Assessments

All DSE users are required to self-assess their workstation using the standard DSE assessment form (**Appendix 2**) which is also available on the CCG web site <http://www.intranet.sheffieldccg.nhs.uk/copy-of-health-and-safety/display-screen-equipment.htm>

The form includes an advice column that should enable the user to take action themselves and to record any action to take.

The completed DSE self-assessment should be forwarded to your line manager and where there are no issues highlighted a copy should also be forwarded to the HR team who will add the assessment to your personal file.

Where issues are identified the completed self-assessment should be forwarded to the Corporate Services Facilities Manager who will advise on the arrangements for a full DSE assessment to be undertaken.

The outcome of the assessment will be shared with the member of staff and a copy forwarded to their line manager. If special equipment is required the facilities team should be advised and a plan of action will be agreed accordingly.

The completed DSE assessment should be forwarded to the HR team for inclusion on your personal file by your line manager.

8.3 Review of Workstation Assessments

Assessments should be reviewed every two years or sooner if there are any significant changes. If a new employee is employed at an existing workstation, an assessment must be carried out. The assessment is relevant to each user, not the workstation. If during that period, significant changes to the workstation, environment, task or individual occur a new assessment should be carried out to identify any new hazards which may arise. The assessment may also be reviewed if the user has individual cause for concern, for example, musculo-skeletal disorder.

Examples of significant changes include:

- a workstation is relocated
- a major change in workstation furniture
- a substantial increase in the amount of time required to be spent using display screen equipment
- a substantial change in other task requirements (e.g. more speed or accuracy),
- a major change to software used
- a major change to the hardware (screen, keyboard, input devices etc), including replacement of an unrepairable item with a new one, even if the replacement is the same model
- if environmental conditions such as the lighting are significantly modified

Recommendations made following a risk assessment, must be reviewed after three months.

8.4 Shared Workstations

Persons who share a workstation with one or more people should each undertake their own individual assessment.

8.5 Use of Laptops

As in many organisations, the use of laptops is increasing, with staff working in a variety of locations, including at home, few of which may have been designed and planned for display screen work. If a laptop is used for long periods of time it will be classed as an item of DSE. If a laptop is used for prolonged periods, an attempt should be made to find a sensible compromise that retains the benefits of mobile working but removes the risk of causing harm to staff.

For prolonged use of a laptop in a fixed location, such as, an office where the user is constantly present and using the laptop, the provision of 'docking stations' or laptop risers should be considered as these enable full size, good quality display screens and full size keyboards and mouse to be used. Such an arrangement allows the laptop to be used as a portable device in the normal way; but, when in the office, the laptop user has access to a full size keyboard and screen, using only the laptop's processor and disc drive, and effectively turning the laptop into a fixed workstation. This will offer the user the flexibility inherent in using a laptop but remove problems that can occur such as back, shoulder, neck and wrist pains.

*See also Guidance Document on the use of Laptops **Appendix 4.***

8.6 Use of Tablets, Smart Phones etc.

The use of these types of equipment is becoming increasingly prevalent; these appliances are designed for work of a short duration and should not be used in preference to a desk top computer set up.

9. Work Related Concerns

All users should seek the advice of the Occupational Health Department if, after prolonged periods of use of the equipment, they become aware of any of the following:

- Backache
- Tired eyes/headache
- Aches or pains in hands or arms
- Impairment of grip or movement of fingers or other joints
- Other health issues that may be affected by DSE work.

When managers are making Occupational Health referrals in these circumstances, a copy of the latest DSE Assessment should be forwarded with a letter of referral.

9.1 Rest Breaks

The user, in discussion with their line manager should organise their work pattern to ensure that they do not spend excessive periods working continually on DSE duties without any form of break. Breaks do not need to be non-productive time e.g. telephone or filing work is a DSE break. Breaks or changes of activity are particularly important for users working with portable equipment not working at a docking station. Portable equipment users may require longer breaks or changes of activity to compensate for poorer working environments which can impact particularly on posture.

Suitable rest breaks depend on the nature of the work. The CCG acknowledges the

HSE suggestion that periods of work between breaks should be at least fifty minutes but not greater than 120 minutes and that breaks should be between 12 and 15 minutes duration.

Users should be provided with appropriate time away from the DSE in relation to the number of hours worked. Whilst it is the CCG's duty to provide appropriate breaks it is the user responsibility to ensure these are away from their work station.

10 Eye and Eyesight Examination

There is no evidence that working with DSE causes any permanent damage to eyes or eyesight. Users are entitled to eye and eyesight examination with an optometrist as soon as possible after request and thereafter every 2 years via discussions with their line manager.

The 'user' will be required to pay for the consultation, the cost of which will be reimbursed by the CCG. The optician must be asked to complete the form at **Appendix 3** which should be returned to the relevant line manager in the first instance for authorisation prior to reimbursement via the Easy electronic expenses claim system.

10.1 DSE specific corrective appliances

Evidence has shown that in most working populations only a minority (usually less than 10%) will require special corrective appliances for DSE work. Those who do may include users who already wear spectacles or contact lenses, or others who have uncorrected vision defects.

The CCG will contribute towards the costs involved where there is a change of lenses, or where new glasses are required to correct vision defects at the viewing distance or distances **used specifically for the Display Screen Equipment work concerned**. The CCG will ask the Optometrist to provide written confirmation of this fact and for the breakdown of the associated costs.

Employers are only obliged to pay for basic frames and lenses and will reimburse up to £59.30 (current at August 2018), which is the voucher cost of glasses with single vision lenses. The user may if they wish, contribute to the cost to purchase a more costly appliance, eg designer frames, treated lenses etc.

In accordance with DSE Regulations, employers are not responsible for contributing to the cost of glasses (corrective appliance) if the eye and eye sight test shows that the individual requires them for any other purpose than to correct vision defects at the normal display screen viewing distance. Where an ordinary prescription is suitable, employers are not obliged to pay for glasses.

10.2 Reclaiming Fees

Employees may only reclaim fees from the CCG by completing the Eye Test Claim Form (DSE1), attaching the original receipt and forwarding to their line manager for approval prior to re-imburement via the CCG's Expenses Scheme.

Please note: the CCG will not be liable for the cost of the basic DSE eyesight test or the cost of any necessary DSE Special Corrective Appliances if the request has not been acknowledged by the manager prior to the eye sight test.

a) Reimbursement of Eye Sight Test

The CCG will reimburse the cost of an NHS sight test in accordance with the Federation of (Ophthalmic and Dispensing) Opticians (FODO) and as set out on the [NHS.UK website](#) at the time of application and if the individual is not automatically entitled to free NHS sight tests. The maximum reimbursement will be revised annually in line with national amendments to this fee.

b) Reimbursement of Corrective Appliances

The CCG will reimburse the Voucher cost of glasses with single vision lenses up to the value of £59.30 (reviewed July 2020) in accordance with the Federation of (Ophthalmic and Dispensing) Opticians (FODO) and as set out in the [NHS.UK webpage](#).

Where bifocal or varifocal spectacles are prescribed as special corrective lenses the CCG will meet the costs associated with providing a basic frame and the prescribed lenses (up to a maximum of £59.30) having gained assurance that these lenses are appropriate.

11. Training and Awareness

All staff will receive information on safe use of DSE through their local health and safety induction process in the form of the Health and Safety work booklet “***What you should know about...Health and Safety at Work***”. Additionally, guidance on how to set up your workstation can be found at **Appendix 1**.

As part of local induction, managers should satisfy themselves that staff are able to recognise the hazards associated with the workplace and the associated control measures.

In addition to the training described above, should anyone require support, advice or guidance on any element outlined in this procedure they should speak to their line manager, their health and safety group representative, or contact a member of the Facilities Team

12. Dissemination

Staff will be notified of new or updated procedural documents by publication in Weekly Round-Up and Team Briefings. All policies and procedural documents are available to members of the public under the Freedom of Information Act via the CCG’s Publication Scheme.

13. Review

This policy will be reviewed on the 1st anniversary of adoption and subsequently every three years until rescinded or superseded or following changes in legislation.

14. Equality and Diversity Statement

NHS Sheffield is committed to ensuring that it treats its employees fairly, equitably and reasonably and that it does not discriminate against individuals or groups on the basis of their age, disability, gender, gender reassignment, race, religion and belief, pregnancy and maternity, marriage and civil partnership and sexual orientation. If you have any concerns or issues with the contents of this policy or have difficulty understanding how this policy relates to you and/or your role, please contact the Document Owner/Author.

15. References and links to other documents

- Health and Safety at Work etc Act 1974 The Stationery Office 1974 ISBN 0 10 543774 3
- Management of Health and Safety at Work. Management of Health and Safety at Work Regulations 1999.
- The Health and Safety (Display Screen Equipment) Regulations 1992 SI 1992/2792 The Stationery Office 1992 (ISBN 0 11 025919 X)
- The Health and Safety (Miscellaneous Amendments) Regulations 2002 SI 2002/2174 The Stationery Office 2002 (ISBN 0 11 042693 2)
- Work with Display Screen Equipment - Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations L26 Second edition 2003, reprinted 2003
- Working with VDUs Leaflet INDG36(rev4) HSE Books 05/13 (ISBN 0 7176 1504 9)
- Homeworking: Guidance for employers and employees on health and safety *INDG226 HSE Books 1996* (ISBN 0 7176 1204 X)
- The law on VDUs: An easy guide: Making sure your office complies with the Health and Safety (Display Screen Equipment Regulations) 1992 (as amended in 2002) HSG90 HSE Books 2003 ISBN 0 7176 2602 4

15.1 NHS Sheffield CCG Related Policies

- NHS Sheffield CCG Health and Safety Policy
- Risk Management Strategy
- Incident Reporting
- Induction, Statutory and Mandatory Training Policy

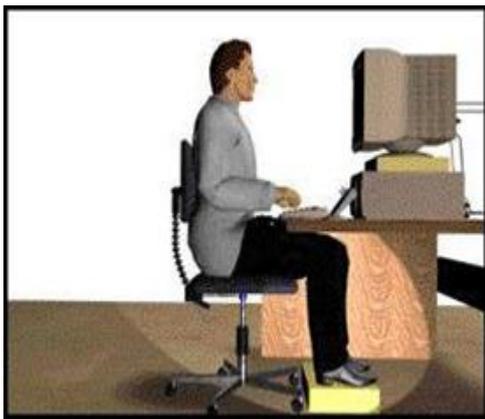
Setting up the workstation

Setting up your workstation correctly is vital to ensuring you reduce the risk of pain and ill health that can be associated with DSE use. It is the responsibility of all DSE users within the Trust to ensure they have followed the DSE policy, set up their workstation and completed a DSE self-assessment. By following the steps below, you should alter the layout of your workstation to ensure you are working safely. Remember, if items are bulky or heavy you should not attempt to move them on your own. The correct set up of your workstation may not feel right at first but it will encourage correct posture and safe working practices.

Step 1 - Your Chair

Adjust the height of your chair so that when you put your fingers on the middle row of the keyboard your hands and forearms remain horizontal.

- Your elbow joint should be at 90 degrees.
- There should be no angle at the wrist.



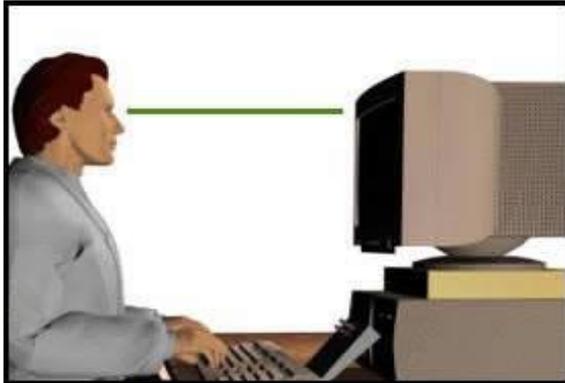
- This may mean your feet are dangling.
- Your knees must also be at about 90 degree angle
- You may require a foot rest in order to ensure that there is no pressure on the bottom of your thigh

Step 2 – The Monitor

Adjust the height of the monitor to ensure that you are looking horizontally at it.

- Your eyes should be level with the top of the screen.
- You can adjust the height of your monitor by using supports. Please ensure that this is safe.
- Ensure your monitor screen is clean.

- Ensure the distance from your eyes to the monitor is sufficient to ensure you can comfortably see without squinting.



- Adjust the screen quality or settings to provide comfortable viewing.
- Ensure the characters on the screen are well defined and clearly formed, of adequate size and with adequate spacing between characters and lines.
- The image on the screen is stable, with no flickering or other forms of instability.
- The brightness and contrast between characters and the background should be easily adjustable by the operator and be easily adjustable to ambient conditions.
- The screen must swivel and tilt easily and freely to suit the needs of the operator.
- Ensure the screen is free of reflective glare and reflections liable to cause discomfort to the 'User'.
- Where secondary monitors are used these should be set in line with the primary one to enable ease of viewing and the same conditions listed above apply.
- Tilt monitor between 5-15% off the vertical line

Step 3 – Your Backrest

Adjust the angle of your back rest and / or your bottom cushion to ensure that your back is supported in your work position.

- If you cannot sit back and upright without the back of your knees touching the front of the seat you will need to change your chair to one with a shorter seat pan.
- If the gap between the back of your knees and the seat pan is over one hand width your legs are not being supported correctly and you will need to change your chair for one with a longer seat pan.
- Adjust the back rest support so that it supports the small of your back

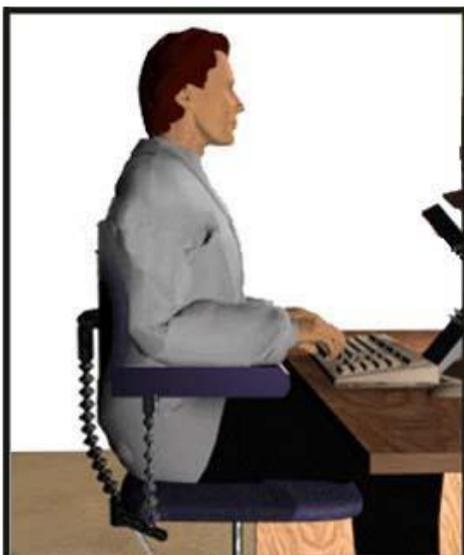


- If the back rest does not fit into the small of your back, you may benefit from a back support
- Ensure that your feet are flat on the floor and your knee is at a 90 degree angle
- If your feet are dangling, you may need a foot rest

Step 4 – Arm Rests

The CCG does not encourage buying chairs with arm rests as they can cause upper limb disorders if used incorrectly.

- If your chair has arm rests ensure that they are adjustable, static arm rests can cause serious musculoskeletal problems if they are not at the correct height
- If your chair has adjustable arm rests, ensure they are set at the correct height. Your elbow joints should be at a 90^o angle
- If you cannot get close enough to your desk because of the arm rests you may have to have them removed – please contact SHECCG.SPOC@nhs.net who will arrange this for you
- Your elbows should be vertical under your shoulders



Step 5 – The Desk

Ensure that you are sat directly in front of the monitor and keyboard

- Sit close to your desk, allowing for your wrists to be supported by the desk
- Never put anything between the keyboard and you



- If you often have to refer to documents whilst typing, you may benefit from a document holder
- This should be placed at the same height and distance from your monitor
- Do not let cables trail from the desk
- **Do not** use extension leads
- **Never** use pieces of equipment you have brought from home without agreement with your manager
- Ensure there is enough space around you to allow free movement
- Ensure accessories are within reach. I.e. stationery, telephone, other equipment. There should be no overstretching to reach these items. All items regularly used should be within a 45° angle of you
- Ensure you have enough clearance between the underside of the desk and your thighs to prevent entrapment
- Ensure you have enough space under the desk to enable you to get close to the keyboard
- Ensure cables are tied/stored correctly

Step 6 – The Mouse

The mouse needs to be positioned as close to you as possible.

- Aim to work with the mouse with your elbow vertically under your shoulder and right by your side.



- Always have your mouse on the mouse mat if applicable unless it is a laser mouse which does not require one.
- Position any additional equipment e.g. telephones, paper trays and notes in an accessible place to avoid twisting and overstretching.

Step 7 – Environment

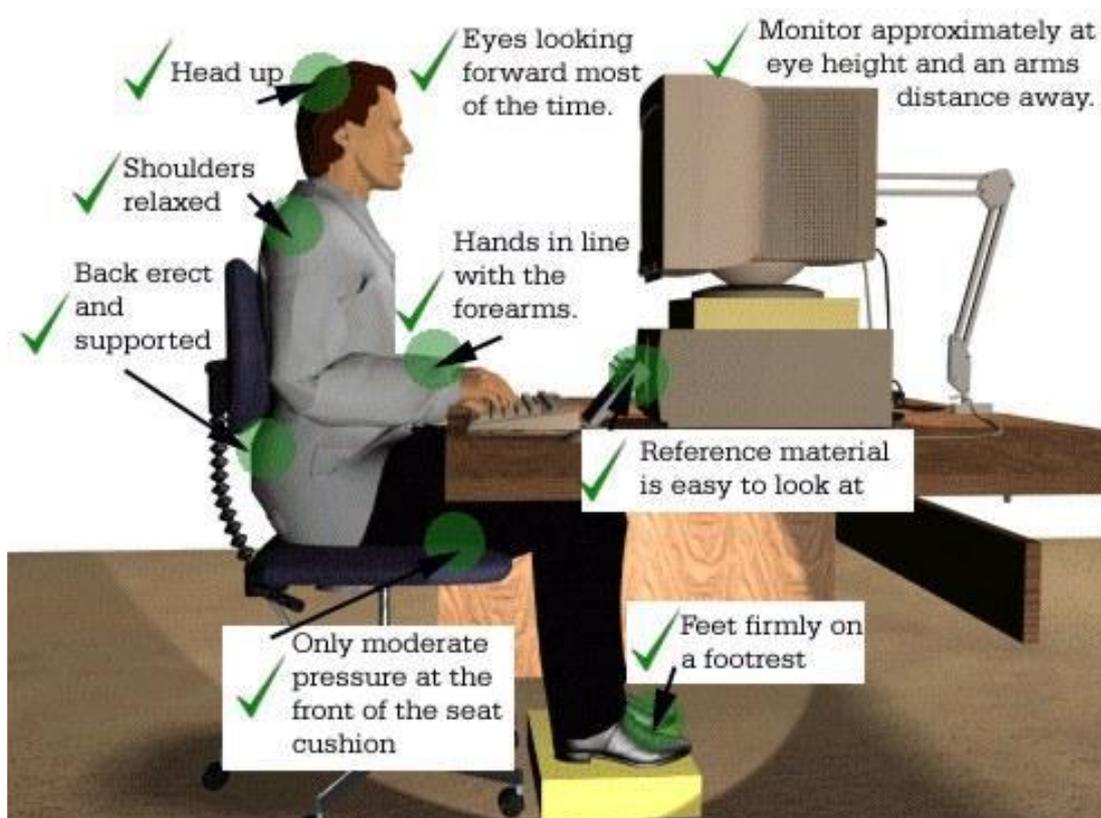
- If you suffer from dry eyes you should report this to your manager and DSE assessor.



- Eliminate glare or reflections on your screen, close blinds or move workstation so that it is at right angles with the window.

Step 8 - Carry out the self-assessment

- See DSE user self-assessment (appendix 2)



Self-assessment form

Display Screen Equipment Workstation Checklist

Workstation location (including desk number)	
User	
Line manager	
Checklist completed by	
Assessment Checked by	
Date	
Follow-up action completed on	
DSE assessment received by the facilities team	
Equipment received on	
Equipment type:	

The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) 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 compliant. You will not be able to address some of the questions and 'Things to consider', eg reflections on the screen, or the user's comfort, until the workstation has been installed. These will be covered in the risk assessment you do once the workstation is installed.

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

'Yes' answers require no further action.

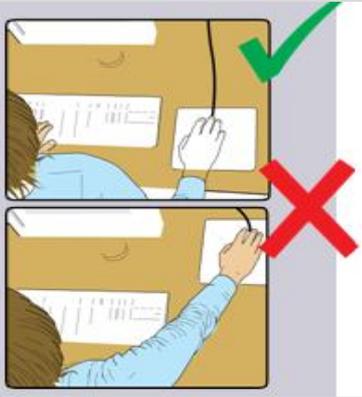
'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column.

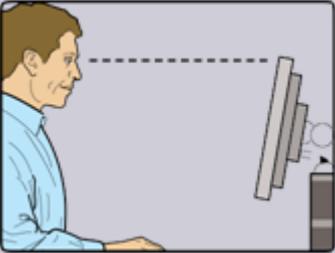
Assessors should check that actions have been taken and have resolved the problem.

The checklist only covers the workstation and work environment, risks from other aspects of the work should also be avoided, e.g. taking breaks or changes of activity. For more advice on these see Working with display screen equipment (DSE): A brief guide (INDG36).

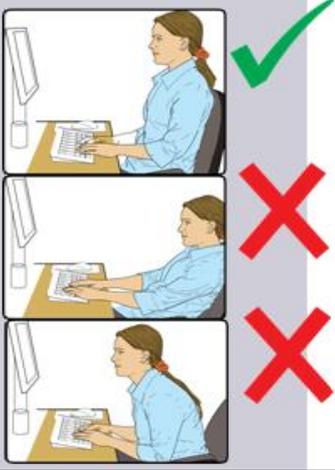
<http://books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=INDG36REV4>

Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
1 Keyboards				
Is the keyboard separate from the screen?	<input type="checkbox"/>	<input type="checkbox"/>	This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).	
Does the keyboard tilt?	<input type="checkbox"/>	<input type="checkbox"/>	Tilt need not be built in.	
Is it possible to find a comfortable keying position? 	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	Training can be used to prevent: <ul style="list-style-type: none"> • hands bent up at the wrist; • hitting the keys too hard; over stretching the fingers.	
Are the characters clear and readable?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	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	

Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
	<input type="checkbox"/>	<input type="checkbox"/>	some tasks (but can be worse for others).	
<p>Is the device positioned close to the user?</p> 	<input type="checkbox"/>	<input type="checkbox"/>	<p>Most devices are best placed as close as possible, eg right beside the keyboard.</p> <p>Training may be needed to:</p> <ul style="list-style-type: none"> prevent arm overreaching encourage users not to leave their hand on the device when it is not being used encourage a relaxed arm and straight wrist 	
Is there support for the device user's wrist and forearm?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	<p>See if cleaning is required (eg of mouse ball and rollers).</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p>	
Can the user easily adjust software settings for speed and accuracy of pointer?	<input type="checkbox"/>	<input type="checkbox"/>	Users may need training in how to adjust device settings.	
3 Display screens				
<p>Number of screens in use – one / two / three (If more than one screen, please answer questions in this section for each screen)</p> <p>Are the top of all screens adjusted to the same level?</p>	<input type="checkbox"/>	<input type="checkbox"/>	Please note the number of screens in use in right hand column.	

Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
Are the characters on the screen / monitor clear and readable?	<input type="checkbox"/>	<input type="checkbox"/>	<p>Make sure the screen is clean and cleaning materials are available.</p> <p>Check that the text and background colours work well together.</p>	
Is the text size comfortable to read?	<input type="checkbox"/>	<input type="checkbox"/>	Software settings may need adjusting to change text size.	
Is the image stable, i.e. free of flicker and jitter?	<input type="checkbox"/>	<input type="checkbox"/>	Try using different screen colours to reduce flicker, eg darker background and lighter text. If there are still problems, get the set-up checked, eg by the equipment supplier.	
Is the screen's specification suitable for its intended use?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt? 	<input type="checkbox"/>	<input type="checkbox"/>	<p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p> <p>However, you may need to replace the screen if:</p> <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. 	
Is the screen free from glare and reflections? 	<input type="checkbox"/>	<input type="checkbox"/>	<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</p>	

Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
			prone to glare and reflections.	
Are adjustable window coverings provided and in adequate condition?	<input type="checkbox"/>	<input type="checkbox"/>	<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	
4 Software				
Is the software suitable for the task?	<input type="checkbox"/>	<input type="checkbox"/>	<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>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>	
5 Furniture				
<p>Is the work surface large enough for all the necessary equipment, papers etc.?</p> 	<input type="checkbox"/>	<input type="checkbox"/>	<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.</p> <p>There should be some scope for flexible rearrangement.</p>	
Can the user comfortably reach all the equipment and papers they need to use?	<input type="checkbox"/>	<input type="checkbox"/>	<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>	
Are surfaces free from glare and reflection?	<input type="checkbox"/>	<input type="checkbox"/>	Consider mats or blotters to reduce reflections and glare.	

Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
Is the chair suitable? Is the chair stable? Does the chair have a working: seat back height and tilt adjustment? seat height adjustment? castors or glides?	<input type="checkbox"/>	<input type="checkbox"/>	The chair may need repairing or replacing if the user is uncomfortable or cannot use the adjustment mechanisms.	
Is the chair adjusted correctly? 	<input type="checkbox"/>	<input type="checkbox"/>	The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.	
Is the small of the back supported by the chair's backrest?	<input type="checkbox"/>	<input type="checkbox"/>	The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the DSE?	<input type="checkbox"/>	<input type="checkbox"/>	Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?	<input type="checkbox"/>	<input type="checkbox"/>	If not, a footrest may be needed.	
6 Environment				
Use of Telephone – Do you make fairly constant use of DSE while making or taking telephone calls.	<input type="checkbox"/>	<input type="checkbox"/>	Consider if headphones are required.	
Is there enough room to change position and vary movement?	<input type="checkbox"/>	<input type="checkbox"/>	Space is needed to move, stretch and fidget. Consider re organising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.	
Is the lighting suitable,			Users should be able to control	

Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
e.g. not too bright or too dim to work comfortably?	<input type="checkbox"/>	<input type="checkbox"/>	light levels, e.g. by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, eg desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).	
Does the air feel comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	Consider moving sources of noise, eg printers, away from the user. If not, consider soundproofing.	

7 Final questions to users		
	Yes	No
Has the checklist covered all of the problems identified when working with their DSE?		
Do you experience any discomfort or other symptoms which might be attributed to working with DSE?		

Have you been advised of your entitlement to eye and eyesight testing		
Do you take regular breaks working away from DSE?		
Please include details of any identified problems below		

A copy of this self-assessment checklist should be shared with your line manager and to HR for inclusion on your personal file.

Where issues are identified please forward a copy of the completed self-assessment to the Corporate Services Facilities Manager who will advise on the arrangements for a formal risk assessment to be undertaken.

NB A copy of the completed self-assessment will be retained by the Corporate Services Facilities Manager unless otherwise requested

Report of Full Eye (Test to be completed by the Optician)

In line with the Display Screen Equipment Regulations 1992 (as amended 2002) staff may claim towards the cost of lenses where their 'normal corrective appliances' (glasses or contact lenses) cannot be used.

Optometrist to complete the following and return to the bearer, as it will be required for any claim for refund of expenses.

Employee Name			
Job title			
Directorate		Base	
This is to confirm that an eye examination was carried out on:			
I confirm that the above named does/does not require corrective appliances for use specifically with Display Screen Equipment only <i>(please delete as appropriate)</i>			
Usually wears glasses or contact lenses?	Yes	No	
<p>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.</p> <p>I certify that the spectacles detailed in the attached prescription are required specifically for Display Screen Equipment use only</p>			
Name of Optometrist			
GOC No			
Signature of Optometrist			
Dated			
Company name/stamp address			
Optician Telephone number			

LAPTOP COMPUTERS: HEALTH AND SAFETY GUIDELINES

The CCG fully recognises its duties under the Health and Safety (Display Screen Equipment) Regulations (As Amended). We have produced these guidelines, which apply to all users of laptop computers, employed by the CCGs'.

Due to the compact design of laptop computers and the smaller size of the screen and keyboard, users may experience discomfort if certain precautions are not taken for usage. The CCG policy for usage recommends the following to be considered by users and adopted as working practice. Note that in this context a laptop computer is defined as a portable computer having a screen size, as specified by the manufacturer, of not less than 350mm (14 inches).

- Leave enough working room in front of the laptop to rest your wrists and forearms whilst carrying out work.
- Ensure that you adopt an upright sitting position and do not crouch over the laptop computer.
- Use a mouse which is separate to the laptop wherever possible.
- Always adjust the angle of the laptop screen in order to reduce or eliminate reflections.
- If any discomfort is experienced when using a laptop, stop work, take a break. If this continues inform your line manager.
- Whilst working at the office, use a desktop computer or laptop docking station when available.
- Ensure that whilst using the laptop with a docking station, the screen is at the correct height in order to prevent discomfort from having to look up or down at the screen.
- Take regular breaks away from the laptop.
- Ensure that the laptop is on a solid, flat surface.
- Never overload the laptop carrying case with additional folders, etc., to prevent injury through awkward lifting and stress on the shoulders, neck and spine.
- Distribute the load in your laptop carrying case as evenly as possible.
- When carrying your laptop in public area be aware of your own personal security and the environment you are in.
- Do not use the laptop in your car whilst stationary: the limited space and sitting position could lead to discomfort.

NHS Sheffield CCG Equality Impact Assessment 2018

Equality Impact Assessment

Title of policy or service:	Display Screen Equipment Policy and Procedure	
Name and role of officer/s completing the assessment:	Sue Laing, Corporate Services Risk and Governance Manager	
Date of assessment:	29 January 2020	
Type of EIA completed:	Initial EIA 'Screening' <input type="checkbox"/> or 'Full' EIA process <input checked="" type="checkbox"/>	

1. Outline	
<p>Give a brief summary of your policy or service</p> <ul style="list-style-type: none"> • Aims • Objectives <p>Links to other policies, including partners, national or regional</p>	<p>This policy has been developed to ensure that the CCG complies with the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Display Screen Equipment Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.</p> <p>See section 15</p>

Identifying impact:

- **Positive Impact:** will actively promote or improve equality of opportunity;
- **Neutral Impact:** where there are no notable consequences for any group;
- **Negative Impact:** negative or adverse impact causes disadvantage or exclusion. If such an impact is identified, the EIA should ensure, that as far as possible, it is justified, eliminated, minimised or counter balanced by other measures. This may result in a 'full' EIA process.

2. Gathering of Information

This is the core of the analysis; what information do you have that might *impact on protected groups, with consideration of the General Equality Duty.*

(Please complete each area)	What key impact have you identified?			For impact identified (either positive an or negative) give details below:	
	Positive Impact	Neutral impact	Negative impact	How does this impact and what action, if any, do you need to take to address these issues?	What difference will this make?
Human rights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Carers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Marriage and civil partnership (only eliminating discrimination)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other relevant groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
HR Policies only: Part or Fixed term staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

IMPORTANT NOTE: If any of the above results in ‘**negative**’ impact, a ‘full’ EIA which covers a more in depth analysis on areas/groups impacted must be considered and may need to be carried out.

Having detailed the actions you need to take please transfer them to onto the action plan below.

3. Action plan				
Issues/impact identified	Actions required	How will you measure impact/progress	Timescale	Officer responsible

4. Monitoring, Review and Publication				
When will the proposal be reviewed and by whom?	Lead / Reviewing Officer:	Sue Laing	Date of next Review:	February 2021

Signature:	
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Once complete please forward to SHECCG.Comms@nhs.net via email