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Lead Employer Trust

Display Screen Equipment Policy

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Summary of Changes

Date of change	Changes Made	Location of Changes	Changes approved	Version
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1. Operational Summary

1.1 Policy Aim

This policy will describe the process for managing risks associated with the use of Display Screen equipment, by all Lead Employer Trust (LET) employees.

1.2 Policy Summary

The LET recognises, and accepts, its responsibility as an employer to provide a safe and healthy workplace and work equipment, for all its employees. The LET works with all Host Training Organisations to ensure they comply with legal requirements imposed by the Health and Safety (Display Screen Equipment) Regulations 1992, the Health and Safety at Work Act 1974, and all supporting legislation. The LET has a legal duty to meet the minimum health and safety requirements for work with DSE. This document provides guidance on the technical requirements and other health and safety requirements that have to be achieved for users of DSE and portable DSE.

1.3 What it means

The LET will work with the Host Training Organisations to protect the health, safety and welfare of all LET employees that are required to use DSE as part of their job, by annual risk assessments and encouraging good ergonomic design of equipment, furniture, the working environment and the job.

2. Introduction

The Workplace (Health, Safety and Welfare) Regulations 1992 requires in general, precautionary measures to be taken within all workplace environments. The Health and Safety (Display Screen Equipment) Regulations are concerned with specific precautions to be taken with respect to the use of display screen equipment, the main hazards of which are musculoskeletal disorders, visual fatigue, eye strain and stress.

This policy interprets these and other regulations with the aim of maintaining the health and wellbeing of all LET employees who use display screen equipment including portable systems.

By complying with this policy, you should be able to set up and use Display Screen Equipment in an office or other environments and reduce the risk of

musculoskeletal disorders including Work Relevant Upper Limb Disorders (WRULDs)

WRULDs cover a range of disorders, which can include pain in the hands, arms, shoulders and neck. These disorders may be related to an individual's work within the Trust and must be investigated and then risk assessed.

Any member employees who think they may be suffering from WRULD, visual fatigue or musculoskeletal problems should report the fact to their line manager and their HR contact at the LET.

3. Purpose

This policy provides a strategy to prevent and reduce risks from using DSE, however local Host Training Organisation Policies will also need to be followed.

Whilst DSE risks cannot be totally eliminated, the risks can be assessed and this can lead to a significant improvement in the reduction of risk.

4. Duties

4.1 Practice Managers or Organisational Chief Executive: Has ultimate responsibility for managing health and safety and has delegated executive responsibility for all DSE risk matters to the Chief Operating Officer.

4.2 Executive Director of HR and Organisation Development: Will be responsible for the overall co-ordination, implementation and monitoring of the DSE Policy.

4.3 The LET is responsible for liaising with the Host Training Organisations to ensure their local policies are being fully implemented and risks are being addressed.

4.4 General Managers: Will be responsible for ensuring that the policy is fully implemented in all their areas of responsibility and ensuring all risks are addressed.

4.5 Operational Managers/Line Manager/LET HR Contact: Will be responsible for ensuring that all assessments are adhered to within their area. Provide support to staff if risks are identified.

The host training organisation, via their own policies, will ensure that effective monitoring takes place including spot checks and annual inspections through departmental safety auditing. They will check DSE assessments and request

referrals to occupational health (via the LET) when appropriate e.g. health risk is identified. Follow up any actions and order equipment as and when required.

4.5 All employees: Will, where relevant complete the LET's on-line Display screen equipment e- learning module.

They will comply with information, training and instruction in the safe use of DSE.

They will assist in the completion of any DSE risk assessments required by the DSE Regulations.

Report any incidents involving the day-to-day use of DSE, using the Host Training Organisation's Incident Reporting system or escalation to the LET.

Report any ill health symptoms arising from their work with DSE to their ward/department manager at the first possible opportunity.

5. Definitions of Terms Used

5.1 Policy - Provides a statement of intent together with an operational process.

5.2 Display Screen - This includes all alphanumeric or graphic computer display screens including laptops, handheld devices and security screens.

5.3 Workstation - An assembly of an area comprising of a keyboard, telephone, printer, document holder, work chair and desk and other items peripheral to the display screen equipment.

5.4 Display Screen User: An employee who has limited discretion over the extent and use of a display screen and who, as a consequence of the frequency, duration, intensity and pace of spells of continuous display screen equipment use, may be at risk of musculoskeletal problems, visual fatigue and stress.

Any employee who habitually uses DSE as a significant part of their work.

A user is classified if five or more of the following apply:

- The job cannot be done effectively or at all without the use of DSE
- The user has no discretion over whether to use DSE
- The user requires particular skills to use DSE to do their job
- The user uses DSE for periods of an hour or more at a time
- The user uses DSE in this way more or less on a daily basis

- The task depends on fast entry of information between user and screen
- The performance requirements of the system, requires high levels of attention and concentration by the user, for example, where an error may be critical.

6. Process

6.1 Risk Assessments

The process to assess general risks and document safe systems of work for employees, who use DSE, should be carried out in line with the Host Training Organisation's policy and process.

The principal risks associated with the use of DSE are physical (musculoskeletal) problems, visual fatigue and mental stress. In DSE work, as with other work, ill health can result when the work, workplace and work environment do not take account of ergonomic work requirements. Problems can be prevented by good workplace design, training and consultation.

If a risk or incident requires a complex assessment then the user or manager, should contact the LET to make an Occupational Health referral.

6.1.1 Self-Assessment of Risks

The LET will work with the host training organisations to provide a mechanism by which a suitable and sufficient individual assessment of those workstations which are used for business by all employees.

This assessment should be reviewed annually or at any point if circumstances change.

Problems identified by the assessment should be fully discussed with line manager and assessed / addressed as soon as reasonably practicable. The LET HR contact should also be made aware.

6.2 The Working Environment

Space

There must be sufficient space for workers to change position and vary movements. A minimum requirement of $11m^3$ per person, excluding room taken up by furniture and equipment, is required by the Workplace (Health, Safety and Welfare) Regulations 1992.

Lighting, Reflections and Glare

Room or task lighting (desk lamps etc.) must ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the needs of the user.

So far as is reasonably practicable lighting should be by natural light. The lighting level at the work surface should be between 300 and 500 lux for a combination of screen and non-screen tasks.

Glare and reflections on the screen or other equipment must be prevented by coordinating the layout of the workstation with that of the lighting.

Ideally the screen should be positioned between a row of light fittings, with the line of sight parallel to the light fittings in order to minimize glare.

The screen should also be positioned so that the line of sight is parallel to any windows. These two criteria will be unachievable if light fittings run at right angles to the windows. In such circumstances the best compromise must be achieved. All fluorescent lights should be fitted with an appropriate diffuser designed to minimize glare.

The working environment, walls and surface finishes, should employ soft pastel colours, and where necessary windows should be fitted with blinds, curtains or light reflecting film to avoid glare.

Temperature and Humidity

A reasonable temperature (not less than 16°C after the first hour) must be maintained in the working environment.

Display screen equipment and associated printers, light sources etc. inevitably generate heat. In warm weather or where several units are operating in limited space high temperatures can become a problem.
When this occurs employees must have access to either natural or mechanical ventilation (desk fans etc.). Employees should turn equipment off when not in use.

An adequate level of humidity must be maintained and the levels check with recommended by HSE.

Noise

Display screen equipment should be quiet. Some printers however can produce levels of noise that can be a nuisance. When positioning equipment noise should be taken into account, and if it is likely to cause a distraction or disturb speech it should be positioned away from users or fitted with a noise reduction enclosure.

6.3 Display Screen Equipment

Display Screen

The display screen must:

- Have well defined characters of adequate size (font 12 or above) and spacings which are easily legible.
- Have an image which is stable and flicker free.
- Have controls so that brightness and contrast can be altered by the user and be free from reflections and glare.
- Have an adjustment mechanism that will allow the screen to be tilted and swivelled.
- Be able to use a base or stand in order to achieve an appropriate screen height to prevent a flexed head / neck.
- Have facilities for a user to clean their screen regularly.

The Keyboard

The keyboard must:

- Be separate from the screen and tilt able.
- Have sufficient space between its front and the edge of the work surface to provide hand/arm support for the user.
- Have a matt surface to avoid reflected glare and have easily legible characters.
- Be placed flat or slightly tilted so that wrists are kept in neutral alignment.
- Be placed away from the edge of the work surface to allow wrists/arms to be rested in breaks between keying.

- The mouse should be placed as close to the keyboard as possible.
- When using the keyboard, users should touch the keys lightly, keeping the fingers curved in a natural position.
- The wrists should be relaxed and as neutrally aligned as possible.

The Mouse

When using the mouse:

- Sit upright and close to the desk.
- Position the mouse within easy reach so that the arm is close to the body and not over-reaching or at arm's length.
- The wrist should be in a neutral alignment.
- Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk.
- Do not grip the mouse too tightly. Rest your fingers on the buttons and do not press them hard.
- Take breaks from intensive mouse work – even short micro pauses (15-30 seconds every 20-30 minutes) can help, and or spells doing keyboard or noncomputer work.
- Take your hand off the mouse during short pauses and move it around to change position and boost circulation.

Portable Computers and Handheld Devices

Portable computers and other handheld devices have to be compact enough to be easy to carry.
This results in design compromises, such as smaller keyboards and screens, which make portable computers less comfortable and cause more potential risks in prolonged use than normal DSE**.**

Portable computers must comply with the regulations, where they are in prolonged use (more than one hour per day on most days).

It is therefore best to avoid using portable computers for long periods. External keyboards (or 'full' docking stations) must be provided at workstations where portable computers will be in prolonged use.

Wherever possible, portable computers and handheld devices should be placed on a firm surface at the right height for keying.

Users of portable computers may need to carry several additional items along with the portable computer which may result in moving and handling problems.

All users of portable computers should be provided with moving and handling training, and adhere to relevant aspects of the moving and handling risk assessment.

Portable computers are attractive to thieves and so should be locked away, out of sight, when not in use. If possible portable computers or handheld devices should be carried in a briefcase or other bag to avoid attracting the attention of thieves and muggers.

6.4 Workstation Design

The aim is to select and arrange the appropriate components to create an ergonomic workstation that facilitates safe, efficient operational performance and the comfort, health and wellbeing of the user.

The main objective is to achieve a workstation design which will enable and encourage a good working posture by the user.

A good working posture will be facilitated by the following:

- The underside of the work surface must be high enough to allow thigh clearance for all users.
- The top of the work surface should be low enough for the bottom row of keys on the keyboard to be at the elbow height of the seated user.
- Users should be able to position the screen between 350mm to 600mm away (a good personal check is positioned at full arm's length of the individual); the top of the screen should be at eye level with the centre of the screen 15-20o below eye level.
- The keyboard should be positioned and the chair height adjusted so that the user's forearms are approximately parallel to the floor during keying, and the angle at the elbow (between the forearm and the upper arm) is between 70-90o
- The keyboard, screen and any documents in use should be positioned so that no large or rapid changes in focal length or in head or eye movements are required.
- Documents should be easily accessible since frequent repetitive movements, particularly involving excessive twisting of the trunk or arm extension should be discouraged

The Work surface

The work surface must:

- Provide adequate leg clearance and be at a working height which is comfortable to the user. If an employee is significantly taller than average, then desks that rise in height or desk raisers can be considered. Alternatively if the desk is too high, they may require a footrest.

- Be large enough for the task and to accommodate a flexible arrangement of all necessary equipment and individual preference in the arrangement of documents, books and other required ancillary equipment.
- Prevent excessive movement of head and rotation of the body when transferring the gaze from documents to the screen through the provision of document holders where they would be of benefit the user.
- Have document holders which are stable and adjustable, placed as close to the display screen as possible, on the same level and at approximately the same viewing distance as the screen

Chairs

Chairs for DSE work must:

- Be stable (5 star base) and allow freedom of movement and a comfortable position
- Be adjustable in height
- Have back rests which are adjustable in height and tilt
- Have sufficient support for the back, pelvis and buttocks

Users should adjust their chairs in order to facilitate a good working posture and should be provided with a footrest if required to enable the chair to be raised to the appropriate compatible work surface height for DSE work.

Arms and elbows should be at the appropriate height for the work surface and keyboard. Hips should be higher than knees when seated. Feet should rest flat on the floor or on a footrest if the user's feet do not reach the floor.

6.5 Electrical Safety

Staff must ensure that the power is turned off at the socket before cleaning equipment, before replacing consumables, and if the plug gets hot.

Staff should never touch light switches or plugs with wet hands, and electrical equipment should be kept away from water.

Visual Inspections

All items of electrical equipment must be maintained in a good state of repair, and should be subject to a visual inspection prior to use. User checks should cover the cable, the plug, the socket and the equipment itself to ensure that they are all in good condition.

Any potentially hazardous defects or causes of concern should be reported to the Estates Department immediately and the equipment concerned should be taken out of use until it has been inspected and repaired by a qualified electrician. Electrical repairs should only be carried out by persons authorized and qualified to do so. All Electrical equipment should be PAT tested under a regulated programme.

Plugs and Sockets

Plugs and sockets should be positioned in the least hazardous position compatible with the room layout.

All equipment should be fused at the correct rating.

Multi-socket adapters should not be used

The use of extension cables should be avoided whenever possible.

Any sign of scorching on the electric socket should be reported, and the socket should not be used until it has been checked.

Cables

Equipment with frayed or damaged cables should be taken out of use until the cable is replaced.

The cable outer sheath should be securely held in the cable grip, and inner wires should not be visible below the plug.

Detachable power cables should be kept with the equipment to which they belong, in order to ensure incorrect fuse ratings are not put on equipment.

All cables should be routed to eliminate tripping hazards and the possibility of damage to the cable.

If cables must be routed across walkways then they must be protected by a suitable cable cover until such time as the socket can be relocated or additional sockets installed.

6.6 Work Routine

Task Variety

In most tasks involving DSE use, natural breaks or pauses in DSE use occur as a result of the general work routine, as most jobs consist of a mix of DSE and non DSE work.

Job design should permit changes in patterns of activity to allow time away from DSE use. This will allow performance to be maintained.

Rest Pauses

In some DSE work, naturally occurring breaks are less frequent. In this situation where work cannot be organised in any other way and natural breaks in the work do not occur, then rest pauses must be introduced.

Rest pauses should be organized so that they are taken prior to the onset of fatigue rather than to recover from it. Short frequent breaks (micro-breaks) are more satisfactory than longer less frequent ones where the user stretches or changes position. Ideally a period of 5-10 minutes every hour away from DSE work to non DSE work should be taken. No person should be required to work continuously at a display screen for more than two hours without taking a break of 10 minutes from such work.

6.7 Medical Issues

The Occupational Health Department can be consulted by a referral from the LET if there are concerns over health and safety in relation to DSE work.

Eye and Eyesight Tests

All users of DSE have the right to request an eyesight test on commencement of their employment with the LET.

When a change of job or workload means they become a user of DSE.

On request if the user thinks they are experiencing visual difficulties which may be caused by DSE work.

At the request of the user, reviews would be arranged at regular intervals thereafter, normally three yearly or in line with the recommendations of the practitioner carrying out the previous test.

Employees can go directly to an optician of their choice, the LET will pay up to £30 towards the cost of this test. Employees will be required to take a form requesting a DSE eye test to the opticians with them in order to reclaim costs (see Appendix 1).

Provision of Corrective Appliances

If the Optician prescribes corrective appliances (usually glasses) specifically for work with DSE, the LET will pay £60 towards the cost. This will cover the cost of suitable frames and lenses. Employees who wish to upgrade to designer frames will have to fund the excess cost themselves. Glasses required for any other purpose than to correct vision defects at the normal display screen viewing distance are not the LET's responsibility.

Reclaiming Costs

Employees must take a copy of the opticians form (Appendix 1) with them to the opticians in order to reclaim costs. This should be completed by the optician.

The employee will submit the claim via the LET's expenses system. The LET HR contact will retain a record that the employee has reclaimed the cost of the eye test, the LET will fund an eye test every three years.

7. Training and Support

As stated in the current legislation, users of DSE should be provided with adequate information, instruction and training as is necessary to ensure health and welfare of DSE users on the use of their workstations and software applications.

Training (e learning module) should always be completed annually. It will include information regarding the employer/employee responsibilities to comply with current legislation, the potential risks associated with DSE use, how to adjust furniture, how to organise the workplace and tasks, reporting of any problems.

Completion of training and assessment will be automatically recorded in the ESR record.

8. References

Workplace (Health, Safety and Welfare) Regulations (1992)
Health and Safety (Display Screen Equipment) Regulations (1992, as amended in 2002)

Working with VDU's, Health & Safety Executive, IND G 36 (rev 1) 5/02
Laptop computer User Guide – Human Focus Publishing Ltd European standard EN ISO 9241
BS EN ISO 9241 – 5: (1999) "Ergonomic requirements for office work with visual display
Lighting at Work HSG (1997)
Seating at Work HSE (1997)
VDU's An Easy Guide HSE (1994)
HSE: The Law on VDU's An Easy Guide (2002)
HSE A Pain in Your Workplace – Problems and Solutions (1994)
Health and Safety Executive
https://www.hse.gov.uk/
Chartered Institute of Ergonomics and Human Factors
https://www.oshcr.org/about/ciehf/
National Back Exchange
http://www.nationalbackexchange.org

Appendix 1: Request for DSE Eye Test

Please complete this form and give to the employee to take to the optician.

The employee named below is a habitual user of Display Screen equipment as defined in the Health and Safety (Display Screen Equipment) Regulations 1992.

Name of Employee:	Hospital Base:

Department:	Manager:
Job Title:	Time spent on DSE tasks
Daily…….(hours)	

TO BE COMPLETED BY OPTOMETRIST

Please complete this form and return to the individual. I confirm that I am acquainted with the optometrists' guidelines on the visual requirements of DSE users as identified in the current edition of the AOP handbook and the following is the result of my examination.

1. Satisfies the standards with no visual correction ☐
2. Satisfies the standards with a visual correction specifically for DSE use ☐
3. Satisfies the standard with a visual correction not specifically for DSE use ☐
4. Does not satisfy the standard ☐

5. Further DSE examination required in…… years

Spectacles specifically for DSE should only be supplied when they are necessary and when spectacles for any other use such as driving, TV or reading cannot be used. This applies for example, when the layout of the screen and other equipment/documents is such that an intermediate focus is required and the user cannot see at this distance with any other spectacles. If you have ticked box 2, please indicate below your reasons for prescribing spectacles specifically for DSE use.

The aim of the standard in the guidelines is to ensure comfortable vision and is not proscriptive. Established users who are symptom free, or whose symptoms can be alleviated with appropriate measures, should not be removed from continuing to work with DSE even if they do not meet the standard.

Type of spectacles required

Single vision	Bifocal	Progressive	Other
Reason for supply:			

Name and Address of Optometrist:

Signature of Optometrist: Date:

Equality Impact Assessment

Preliminary Assessment Form **v1/2009**

The preliminary impact assessment is a quick and easy screening process. It should:

- Identify those policies, procedures, services, functions and strategies which require a full EIA by looking at:
  - negative, positive or no impact on any of the equality groups

- opportunity to promote equality for the equality groups
- data / feedback

- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

Division/Department	LET HR Department
Title of policy, procedure, function or service	Display Screen Equipment Policy

Type of policy, procedure, function or service

Existing	☐
New/proposed	x
Changed	☐

Q1 - What is the aim of your policy, procedure, project or service?

To help support and guide employees with the correct Display Screen equipment for their health.

Q2 - Who is the policy, procedure, project or service going to benefit?

All LET Employees

Q3 - Thinking about each group below, does, or could the policy, procedure, project or service have a negative impact on members of the equality groups below?

Group	Yes	No	Unclear
Age		N	
Disability		N	

Race		N	
Gender		N	
Transgender		N	
Sexual Orientation		N	
Religion or belief		N	
Marriage & Civil Partnership		N	
Pregnancy & Maternity		N	
Relationships between groups		N	
Other socially excluded groups		N	

If the answer is "Yes" or "Unclear" you *MUST* complete a full EIA

Q4 – Does, or could, the policy, procedure, project or service help to promote equality for members of the equality groups?

Group	Yes	No	Unclear
Age	Y		
Disability	Y		
Race	Y		
Gender	Y		
Transgender	Y		
Sexual Orientation	Y		
Religion or belief	Y		

Marriage & Civil Partnership	Y		
Pregnancy & Maternity	Y		
Relationships between groups	Y		
Other socially excluded groups	Y		

Q5 – Do you have any feedback data from equality groups that indicate how this policy, procedure, project or service may impact upon these groups?

Group	Yes No Impact	Yes Impact	No	Unclear
Age			N	
Disability			N	
Race			N	
Gender			N	
Transgender			N	

Sexual Orientation			N	
Religion or belief			N	
Marriage & Civil Partnership			N	
Pregnancy & Maternity			N	
Relationships between groups			N	
Other socially excluded groups			N	

Q6 – Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, procedure, project or service?

Yes		**No**	**X**

If you have answered "Yes" now follow the EIA toolkit and complete a full EIA form

Q7 – How have you come to this decision?

No indication that equality groups have been adversely affected by this procedure.

Q8 – What is your priority for doing the full EIA

High	Medium	Low
		X

Q9 – Who was involved in the EIA?

LET HR Department

This EIA has been appr LET Head of Human Resources

Date: **18.5.2023**

Contact number:

0191 275 4769

Please ensure that this assessment is attached to the policy document to which it relates.