

**TRUST POLICY & PROCEDURE FOR THE USE AND OPERATION OF DISPLAY
 SCREEN EQUIPMENT**

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Contact for Review	Health & Safety Manager

Executive Lead Signature	Director of Workforce Management
Approving Executive Signature	Director of Patient Experience & Chief Nurse

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TRUST POLICY FOR DISPLAY SCREEN EQUIPMENT

1. Introduction

The Health and Safety (Display Screen Equipment (DSE)) Regulations 1992 as amended 2002 and Guidance sets down minimum health and safety requirements for display screen equipment. Display screen equipment covers display screens for computers and microfiche units, but excludes televisions, scientific and medical equipment.

2. Purpose and Outcome

In line with the Trust Health & Safety policy statement the Trust will provide, a safe working environment to every employee. This policy applies to all workplaces and staff employed as both 'users' and 'operators' and forms part of the Trust Risk Management/Health and Safety Manual. The policy is directly concerned with Display Screen Equipment (DSE). The Trust will in consultation with employees and their representatives comply with the relevant regulations and guidance.

3. Definitions used

User: Normally uses DSE for **continuous or near-continuous** spells of an hour or more at a time; **and**

Uses DSE in this way more or less daily; **and**
Transfers information quickly to or from the DSE; **and also**
Need to apply high levels of attention and concentration; **or are**
Highly dependant on DSE **or have**
Little choice about using it; **or**
Needs special training or skills to use DSE

The same criteria applies to part-time workers.

Operator: Is a self-employed person working within the organisation.

Workstation: exists wherever there is DSE (including portable DSE) in prolonged use and comprises all the equipment and furniture for the job and includes environmental factors (e.g. lighting, temperatures, humidity etc).

Corrective Appliances

'**Special**' corrective appliances (usually spectacles) provided to meet the requirements of the DSE Regulations will be those appliances prescribed to correct vision defects at the viewing distance or distances used specifically for display screen work concerned.

'**Normal**' corrective appliances are spectacles prescribed for any other purpose.

'**Normal**' corrective lenses are at the user's own expense.

4. Key Responsibilities (Duties)

4.1 Chief Executive

Has overall responsibility to make effective the management of health and safety within the Trust as outlined in the Trust Health and Safety Policy.

4.2 Trust Board, Directors, and Associate Directors

Are responsible for the implementation of all Trust policies within their areas of responsibility.

4.3 Head of Facilities

Has responsibility to ensure effective monitoring of and liaison with the contracted management services and their contracted responsibilities for the implementation of this policy.

4.4 Ward/Department/Line/Contracted Managers and Supervisors

Are responsible for Ensuring that the areas under their control are managed effectively to prevent or adequately control the potential harm in the use of display screen equipment.

4.5 Strategic Health and Safety Committee

Has the function to review six monthly analysis and trend reports provided by Risk Services for discussion. The committee will also be responsible for making recommendations to the Strategic Risk Committee as appropriate.

4.6 Employees

Are responsible for:

Ensuring their own health and safety and that of others who may be affected by their actions and inactions.

Co-operating with management where they receive information, instruction and specific training on procedures and protective measures and this policy.

Co-operating with management in ensuring that they themselves and others operate in a safe environment by following safe practices. Reporting any working conditions to management that may give rise to risk.

4.7 Other users of the premises

All users of the premises have a responsibility to ensure their own area of work is controlled and managed so as to avoid the potential for to themselves and others.

Where problems are identified they must be drawn to the attention of the manager of the ward/department concerned at the earliest opportunity.

5. Implementing the policy

Each Division or Department shall make arrangements for the effective management of display screen equipment work consistent with Trust Policy.

Managers are responsible for ensuring identification of workstations, and competent assessors using the Trust's risk action pack to carry out suitable and sufficient assessments of display screen workstations. **Assessment Check List is available on the intranet (flo) and can be found via a site search for DSE.**

All the necessary measures are taken to remedy any risks found as a result of the assessments, incorporate changes of task within the working day and review software to ensure that it is suitable to the task and not unnecessarily complicated.

Arrange for the free provision of eye & eyesight tests **by contracted competent persons** during employment, at regular intervals thereafter for identified users, arrange for the appropriate contribution of corrective appliances where they are required specifically for working with display screens (**see appendix 2**).

Ensure that identified users receive training appropriate to the workstation and display screen tasks they are required to carry out.

Analysis and subsequent risk assessment must be comprehensive, considering both:

The results of the analysis of the DSE workstation (equipment, furniture, software and environment)

Organisational and individual factors, including things like workloads and working patterns, provision of breaks, training and information, and any special needs of individuals (such as people with a disability).

The form of the assessment needs to be appropriate to the nature of the tasks undertaken and the complexity of the DSE workstation.

Portable Display Screen Equipment

Portable DSE, such as laptop and notebook computers, are subject to the DSE Regulations if they are in prolonged use.

Some design compromises inherent in portables can lead to postural and other problems (for example a bent neck, or headaches arising from the low, fixed position of the screen). One way of tackling such risks is to avoid prolonged use and take more frequent breaks. When working in an office, a docking station should be used with the portable.

Breaks

In many tasks, natural breaks or pauses occur as a consequence of the inherent organisation of the work. Wherever possible, jobs using DSE should be designed to consist of a mix of screen-based work to prevent fatigue and to vary visual and mental demands. Where work cannot be so organised, for example in jobs requiring only data or text entry or screen monitoring requiring sustained attention and concentration, deliberate breaks or pauses must be introduced.

It is not appropriate to lay down requirements for breaks that apply to all types of work; it is the nature and mix of demands made by the job that will determine the length of break necessary to prevent fatigue.

6. Monitoring Compliance and Effectiveness

It is essential that this policy is adequately monitored and evaluated in order to ensure effectiveness. This will be primarily done in the following ways:

Monitoring Requirement	<ul style="list-style-type: none"> • To undertake appropriate risk assessments for the management of work with display screen equipment. • Audits using the Trust Health, Safety and Environment Audit • Trends of incidents/problems related to work with display screen equipment
Monitoring Method	<ul style="list-style-type: none"> • The audit will be annual The aims: • Compliance with standards • Results and action plans from auditing shall be provided to Risk Services • Risk Services to provide incident/analysis trends from the Trust Incident Reporting System to the Strategic Health & Safety Committee.
Report Prepared by	Health and Safety Manager
Report presented to:	Strategic Health & Safety Committee
Frequency of Report:	Annually

REFERENCES

Health & Safety [Display Screen Equipment] Regulations 1992.

Working With VDU's INDG36 Revision 3 1999.

Health & Safety (Miscellaneous Amendments) Regulations 2002.

Management of Health & Safety at Work Regulations 2002 as ammended.

Health & Safety at Work etc. Act 1974.

Points and subjects to be considered during assessments:

Assessment Check list

An assessment check list for display screen workstations is available under **Tools/find a form/risk services** on the Trust intranet for staff to access and complete and supply to their department assessor/manager for action to overcome any problems highlighted.

Postural problems may be overcome by simple adjustments to the workstation such as repositioning equipment or adjusting the chair. Postural problems can also indicate a need to reinforce the user's training (for example on correct hand position, posture, how to adjust equipment). New equipment such as a footrest or document holder may be required in some cases.

Visual problems may also be tackled by straightforward means such as repositioning the screen or using blinds to avoid glare, placing the screen at a more comfortable viewing distance from the user, or by ensuring the screen is kept clean. In some cases, equipment such as window blinds or more appropriate lighting may be needed.

Fatigue and stress may be alleviated by correcting obvious defects in the workstation as indicated above, and ensuring the software is appropriate to the task. In addition, as in other kinds of work, good design of the task will be important. Wherever possible, the task should provide users with a degree of personal control over the pace and nature of their tasks.

Training and information must be provided, not only on health and safety risks but also on the use of software, it should be aimed at musculoskeletal problems, visual fatigue and mental stress and the requirements of the legislation.

Subjects

Where appropriate, the following subjects should be considered to enhance efficiency as well as ensuring that the relevant health and safety requirements of the DSE Regulations are satisfied.

- Adequate lighting
- Adequate contrast, no glare or distracting reflections
- Distracting noise minimised
- Leg room and clearances to allow postural changes
- Window covering if needed to minimise glare
- Software appropriate to the task, adapted to the user
- Screen: stable image, adjustable, readable, glare/reflection free
- Keyboard: usable, adjustable, detachable, legible

- Work surface: space for flexible arrangement of equipment/documents
- Chair: stable and adjustable
- Footrest if user needs one.
- **Security measures when not in use and to prevent theft**

NOTE that it is the demands of the task, rather than the capabilities of any particular equipment, that are the deciding factor.

- The chair must be on five castors and be adjustable in height and for the position of the backrest.
- The users feet must reach the floor or be supported by a footrest.
- The monitor must be directly in front of the user with the top of the screen level with the eyes of the user.
- The keyboard must be movable, independent of the screen, and be in good repair and condition.
- The screen should not be affected by glare. Bright lights can cause glare directly into the screen.
- The user should plan work breaks from the screen.
- Users should be encouraged to adjust furniture to allow the correct posture to be adopted, with elbows at an angle of 90° with the lower arm parallel to the floor.
- The user requires training appropriate to the work that they do. This can be carried out during the course of the assessment with the user.
- The assessment is not complete until the preventative and protective measures have been implemented. This may entail furniture changes/purchases.

Portable Display Screen Equipment - Points for consideration during assessment :

- Weight of portables and accessories
- Provision of wheeled transit trolley
- Choose as large a screen as possible
- Lightweight carrying case with handle & shoulder straps
- Tilt adjustable keyboards on laptop
- Use of docking stations
- Friction pads on bottom of portable to prevent slipping
- Ensure portable has sufficient memory and speed for applications
- Avoid using portable in lap
- Longer and more frequent breaks may be required
- **Consider security arrangements for portable when not in use**

APPENDIX 2

PROVISION OF GLASSES SOLELY FOR VDU USE

Procedure

1. Employee requests free eye & eyesight test for VDU glasses
2. Manager checks eligibility against Display Screen Equipment Policy
3. If eligible, Manager to complete this form (Appendix 2) and send to HR, Level 5, RDH
4. HR to send employee a voucher which should be taken to Boots/ D&A for the free eye & eyesight test and; if required glasses solely for VDU use.

Managers should read the Trust policy on Display Screen Equipment – Section 4 (4), before completing section 1 of this form. Subject to line manager approval. provide a free eye & eyesight test and if required, a pair of glasses solely for VDU use. This will be provided through a single supplier appointed by the Trust. - Please ensure that staff are eligible for provision of free eye & eyesight tests and VDU glasses

SECTION 1

This section to be completed by the Head of Department/ Manager

Member of staff Department

Internal address for voucher to be sent to

.....

Payroll NumberCost Centre

I declare that the above named person is entitled to provision of a free eye & eyesight test and if required, glasses solely for VDU use in accordance with the Trust policy on Display Screen Equipment.

Signed Title

SECTION 2

This section to be signed by Manager

Signed

APPENDIX 3

The following graphic indicates the correct positioning and posture for a person working at a display screen equipment workstation.

N
a
F
N
b



