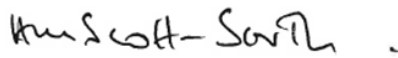


DISPLAY SCREEN EQUIPMENT (DSE) POLICY

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Burton Hospitals NHS Foundation Trust

POLICY INDEX

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POLICY INDEX SHEET
REVIEW AND AMENDMENT LOG

Version	Type of change	Date	Description of Change
4	Review and update	July 2014	To reflect changes to Display Screen Equipment Regulations
5	Review and update	July 2017	Additions to details on implementation, use of portable DSE and hot desking.
6	Review and update	July 2017	Changes to Workstation Assessments.

DISPLAY SCREEN EQUIPMENT (DSE) POLICY

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Burton Hospitals NHS Foundation Trust

DISPLAY SCREEN EQUIPMENT (DSE)

1. INTRODUCTION

The Health and Safety (Display Screen Equipment (DSE)) Regulations 1992 as amended 2002 and code of practice sets 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.

The main risks that arise in work with DSE are musculoskeletal disorders such as back pain or upper limb disorders (sometimes known as repetitive strain injury or RSI), visual fatigue and mental stress. While the risks to individual users are often low, they can still be significant if good practice is not followed. DSE workers are so numerous within the Trust that the amount of ill health associated with such work is significant and tackling it is important.

1.1 Policy Statement

The Trust will take all reasonably practicable measures to ensure that workplaces and care environments under its control are safe and without unnecessary risks of DSE incidents to all persons needing to operate them.

1.2 Scope of Policy

This Policy describes the procedures which should be followed and the factors which should be taken into account by all employees when dealing with aspects of DSE in the workplace. The Policy also addresses the Trust's legal obligations.

All employees are required by their contract of employment to co-operate with the Trust on Health and Safety matters. This includes compliance with this Policy. Any action to the contrary may result in disciplinary action or legal action under the Health and Safety at Work Act etc.1974.

2. AIMS AND OBJECTIVES

The purpose of this document is to enable the Trust to ensure that it provides a safe working environment free from Display Screen Equipment hazards by:-

- a) Ensuring all potential hazards in the workplace have been identified;
- b) Any risk to a person's safety is adequately controlled and, in any case, reduced to the lowest level reasonably practicable; and
- c) Where necessary the appropriate risk assessments and risk reduction methods are in place.

3. DEFINITIONS

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 dependent 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. ORGANISATIONAL RESPONSIBILITIES

4.1 Board of Directors

The Board of Directors have overall responsibility for the management of Health and Safety and will monitor the effectiveness of this Policy by receiving regular reports produced by the Head of Health and Safety via

the Health and Safety Group which reports to the Quality Committee, and Trust Executive Committee.

4.2 Chief Executive

The Chief Executive has as Accountable Officer has responsibility for Health and Safety matters and will ensure that this Policy is implemented in all directorates and where necessary bring any concerns to the Board of Directors..

4.3 Head of Health and Safety

The Head of Health and Safety will monitor the effectiveness of this Policy by reviewing accident statistics, trends and patterns via the Health and Safety Group which reports to the Quality Committee, a committee of the Board. The Head of Health and Safety has responsibility for helping to ensure that this Policy allows the Trust to comply with its legal responsibilities. The Head of Health and Safety will produce written reports showing the effectiveness of this Policy and is also responsible for RIDDOR reporting.

The Head of Health and Safety will also ensure that any information, instruction, supervision and training is given as necessary to ensure the health and safety of workers who use display screen equipment.

4.4 Managers/Supervisors

Managers and supervisors have a responsibility to implement this Policy and to ensure that all workstations provided are in accordance with this Policy and that all reasonable steps are taken to maintain and, where necessary, improve Health and Safety standards. Managers will also bring this Policy to the attention of all employees.

It is the manager's responsibility to ensure that the necessary DSE risk assessments are carried out for the workstations and users under their control and that appropriate action is taken to resolve the issues identified.

4.5 Employees

The employee must:

- Co-operate with their manager in completing workstation assessments
- Comply with any safe systems of work and the use of any equipment provided for Health and Safety, reporting any defects to their manager
- Participate in any training given
- Report any medical condition (including pregnancy) which may affect their work capability

- Report any change in working conditions, equipment, staff which may require reassessment.

4.6 Information Technology Service

The IT department is responsible for ensuring all DSE is serviceable and any reported faults to IT equipment are rectified as soon as possible.

4.7 Other Service Providers

All other service providers using the Trust's facilities must also comply with the Policy.

5. MANAGING THE RISKS

5.1 DSE Workstation Assessments

Each workstation and each individual user will need to be assessed in order to identify which factors may cause harm and to match practical control measures to these factors.

Employees should complete a workstation self-assessment before they use their workstation for the first time and subsequent assessments should be completed should there be a change in the working environment, such as moving office, change of desk layout or suspected health problems arising from employee's use of display screen equipment.

Appropriate arrangements to reduce any risks identified in the assessment should be undertaken and if necessary any additional advice should be sought from the Head of Health and Safety

Any equipment that may be identified in the assessment should be provided and any training given as appropriate.

Ensure any display screen use and specific software use is clearly identified in any job description. Occupational Health may make further recommendations following health screening.

Should any health problems persist following risk assessment and appropriate adjustments then referral to Occupational Health can be considered.

Monitor and review assessments in the light of any changes (i.e. office relocation)

Maintain record of incidents, ill health and training related to display screen equipment in conjunction with the relevant departments (i.e. Governance, Learning and Development etc.)

5.2 Legal Requirements

The Health and Safety at Work Act 1974 requires employers to ensure the Health and Safety of all employees and anyone who may be affected by their work. This includes taking steps to control DSE related hazards and risks as described in the Health and Safety (Display Screen Equipment) Regulations 1992. Employees must not endanger themselves or others and must use any safety equipment provided.

The Management of Health and Safety at Work Regulations 1992 (amended in 1999) specify the five steps required for effective risk control arrangements and employee duties, as well as training and consultation with safety representatives.

Employees are responsible for ensuring that any fault or defect, which they are aware of, is reported to their manager immediately.

5.3 Reporting of Defects

Any defects to any piece of DSE equipment must be reported to IT Service and a request made for the corrective action to be taken. It is a manager's responsibility to ensure that the necessary action is taken and the fault corrected and then re-assessed.

6. IMPLEMENTATION, MONITORING AND EVALUATION

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. The DSE Risk Assessment is available on the intranet under Health and Safety.

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.

Staff should 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.

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.

7. EYE TESTS

- 7.1 The Trust runs an eye test procedure which is controlled by the Occupational Health (OH) Department.
- 7.2 All eye test applications will be assessed by the OH Department on completion of the DSE Risk Assessment.

8. SUPPORT, HELP AND FURTHER ADVICE

Further help and information is available in the first instance from Departmental Managers.

Any queries or help on either this Policy or its implementation is available from the Head of Health and Safety

APPENDIX 1

Points and areas to be considered during assessments:

DSE Risk Assessment Check list

A DSE Risk Assessment check list for display screen workstations is available on the Trust intranet under the Health and Safety Department under the Risk Assessment folder 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.

Areas of concern to consider prior to use of DSE

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 90⁰ 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**

Hot desking – Points for consideration prior to commencing work on a hot desk:

- Review the work station
- Adjust the chair height, back support,
- Adjust the height and distance of the monitor
- Move the telephone so that it is accessible
- Consider use of footrest if appropriate

See above areas of concern to consider prior to using DSE