

# Display Screen Equipment Policy

Draft 2

<b>Department / Service:</b>	Health & Safety	
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<b>Accountable Director:</b>	Chief Operating Officer	
<b>Approved by:</b>	TLG Trust Leadership Group	
<b>Date of Approval:</b>	25 <sup>th</sup> October 2017	
<b>Review Date:</b>	15 <sup>th</sup> January 2021	
<b>This is the most current document and should be used until a revised version is in place</b>		
<b>Target Organisation(s)</b>	Worcestershire Acute Hospitals NHS Trust	
<b>Target Departments</b>	All	
<b>Target staff categories</b>	Various	

## Purpose of this document:

Worcestershire Acute Hospitals NHS Trust shall, so far as is reasonably practicable, avoid the need for staff to undertake any work on display screen equipment that will involve a risk of them being injured. The Trust will make a suitable and sufficient assessment of the display screen equipment and all workstations to ensure that they meet the requirements of the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992. The Trust will also provide information and training, and provide vision screening at the request of individual users.

## Key amendments to this Document:

Date	Amendment	By:
1/4/09	Policy reviewed by H&S Manager, Occupational Health Department and HR Policy Working Group. No significant amendments necessary.	H&S Manager
1/4/11	Policy reviewed by H&S Manager, Occupational Health Department and HR Policy Working Group. No significant amendments necessary.	H&S Manager
1/4/13	Policy reviewed by H&S Manager, Occupational Health Department and HR Policy Working Group. No significant amendments necessary.	H&S Manager
22/6/15	Documents extended until 1 <sup>st</sup> August 2015	Rab McEwan
11/16	Documents extended for 12 months as per TMC paper approved on 22 <sup>nd</sup> July 2015	TMC
04/17	Reviewed with changes made to assessment process	H&S Manager
01/20	Document extended for 12 months whilst in the process of appointing a new Health and Safety Manager.	Samantha Reid

## Display Screen Equipment Policy

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## 1. Introduction

The Health and Safety (Display Screen Equipment) Regulations 1992 came into force on 1st January 1993 and were made under the Health and Safety at Work etc., Act 1974. They supplement the general duties placed on employers and others by the 1974 Act and the broad requirements of the Management of Health and Safety at Work Regulations 1999. The Health and Safety (Miscellaneous Amendments) Regulations 2002 made changes to the 1992 Regulations. The purpose of this policy is to ensure that the Trust complies with the requirements of the above legislation.

## 2. Scope of the Policy

The policy covers the use of all display screen equipment. It includes any alphanumeric or graphic display screen, regardless of the display process involved. Examples may include computers and sonography. It does not include the use of equipment such as calculators, cash registers, window typewriters, portable systems not in prolonged use or any equipment having a small data display required for direct use of that equipment e.g. digitised blood pressure meter.

## 3. Definitions

**3.1 Display screen equipment (DSE)** includes any alphanumeric or graphic display screen, regardless of the display process involved. It does not include calculators, cash registers, portable systems not in prolonged use, systems aboard any means of transport, or any equipment having a small data display required for direct use of that equipment e.g. digitised blood pressure meter.

**3.2 User** is an employee who habitually uses display screen equipment as a significant part of their normal work. In practice this is likely to mean someone who uses DSE continuously for 1 or more hours per day, for three or more days per week.

**3.3 Workstation** is an assembly comprising display screen equipment; any optional accessories to the DSE; any disk drive; telephone; modem; printer; document holder; work chair; work desk; work surface or other item peripheral to the DSE and the immediate work environment around the DSE.

## 4. Responsibility and Duties

### 4.1 Departmental/Ward Managers will:

- Before work on DSE commences, ensure that users complete a self-assessment of their workstation (Questions 1-42) using the self-assessment form (see Annex A). The final section of the assessment form will be completed by suitably trained manager. If there are any particular problems with the workstation being assessed then the H&S Manager or Occupational Health can advise.
- Implement any preventative and protective measures identified by the assessment, taking into account the user concerned, the equipment, software, and environment. (See Annex A)

- Review the assessment annually and immediately if there is any significant change to the equipment, the environment or the working practice that may affect the level of risk.
- Ensure that users are provided, at their request, with vision screening via the Occupational Health Department
- Plan the activities of users so that breaks or changes of activity periodically interrupt their work on DSE
- Provide basic instructions on the safe adjustment of the users equipment, e.g. chair, screen etc.(See Annex B)
- The Manager will ensure that the user is provided with a copy of the DSE information which can be accessed via the H&S page of the Trust intranet site.
- Where required, seek advice for the purchase of DSE equipment from the Health and Safety Manager.

#### 4.2 Those staff that have been assessed as users will:

- Use safety equipment where provided
- Follow instructions provided for the safe use of equipment
- Not interfere with safety measures or controls
- Report any hazards/risks associated with use of the equipment to their manager
- Report to their manager any adverse health effects which may be attributable to use of DSE i.e. aching or soreness to muscles and/or joints, headaches, tingling in hands etc.
- Ensure they are trained in the use of any workstation upon which they are required to work
- Ensure they are informed of the risks to health and safety
- Attend Occupational Health for vision screening at their request

### 5. Policy detail

#### 5.1 Occupational Health

Before work on DSE commences, and on request of a user, the Occupational Health Department will carry out vision screening. If problems of visual acuity at screen distance are detected, Occupational Health will provide users with a referral letter, and a VDU Eye Care Voucher which should be redeemed at Specsavers Opticians.

Users whose tests show that they require special corrective appliances solely and specifically for display screen (VDU) work will be entitled to a free pair of corrective spectacles (See information contained on copy of issued VDU Eye Care Voucher) Users will not be entitled to this service if their normal glasses can be used for the purposes of viewing the screen.

At the request of a user, vision screening will be repeated every two years after the original screening.

Occupational Health can also carry out DSE Assessments of workstations where there are particular problems which cannot be assessed or resolved by the local manager.

## 6. Implementation

### 6.1 Plan for dissemination

This policy will be communicated to accredited staff side/safety representatives and Trust managers and made available to all staff via the Trust’s intranet site.

### 6.2 Dissemination

See above.

### 6.3 Training and awareness

As part of the Trust’s Health & Safety Training Programme managers will receive basic instruction on set up and assess a DSE workstation and be aware of the key issues associated with ergonomics

Users will be provided with adequate training and information regarding the safe use of their workstations. This will be achieved by receiving simple instructions from their managers on how to adjust their chair, screen and any other associated equipment. They will also be required to view the DSE Power point presentation and read through a copy of the User Pack both of which are available on the intranet on the H&S page.

Staff will be informed of this policy during Corporate and local induction and during their 3 yearly risk management update training. Staff will be required to receive health and safety training regarding the safe use of DSE as per the Trust’s Training Needs Analysis i.e. upon employment or when identified as a ‘user’ and following any significant changes to either the workplace or the workstation.

## 7. Monitoring and compliance

As part of the Divisional H&S Reports presented quarterly to the H&S Committee each Division will ensure that they report on progress towards completing their DSE Assessments and in particular areas where assessments have not been completed.

## 8. Policy Review

The Trust’s Health and Safety Committees will review this policy every two years or following any significant changes to working practice or legislation.

## 9. References

Health and Safety at Work, etc. Act 1974	
Management of Health and Safety at Work Regulations 1999	
Health and Safety (Display Screen Equipment) Regulations 1992	
Health and Safety (Miscellaneous Amendment) Regulations 2002	
Risk Management Strategy	
Risk Assessment Policy	
H&S Strategy	
H&S Policy	

## 10. Background

### 10.1 Equality requirements

There is no equality issues associated with this policy.

### 10.2 Financial risk assessment

There may be associated costs involved in complying with this policy.

### 10.3 Consultation

This policy will be consulted on via the Trust H&S Committee structure as a health and safety document.

### 10.4 Approval process

This policy will be finally approved by the JNCC and TMG.

### DISPLAY SCREEN EQUIPMENT WORKSTATION ASSESSMENT

<b>Name of User:</b>	<b>Location:</b>
<b>Workstation Identification:</b>	<b>Date of Assessment:</b>

**Summary: Action required YES/NO If YES, priority: HIGH/MEDIUM/LOW**

#### A. GENERAL – Use of DSE

	QUESTION	YES	NO	OCC
1.	Approximately how many hours per day do you spend using a computer? ...Hrs			
2.	Does this equipment present a risk to the user?			
3.	Does most of your work involve typing i) Continuously (e.g. writing reports, letters, data entry etc)?			
	ii) Intermittently (e.g. obtaining information etc)?			
4.	Does your work often involve using the mouse continuously?			
5.	Do you often need to work intensively at the computer for 1 hour or more without getting a short break away from it? (e.g. paper work, photocopying etc)			
6.	Are you only allowed to take breaks at specific times?			
7.	Do you regularly use a telephone at the same time as using the keyboard?			
	If YES, is a headset provided?			
	If not provided, would a headset be useful?			
8.	Have you received information concerning the health and safety aspects of computer work and the arrangements for the provision of eye and eyesight tests?			

#### B. EQUIPMENT – Display Screen

	QUESTION	YES	NO	N/A
9.	Are the characters on the screen well defined and clearly formed?			
10.	Is the image on the screen stable with no flickering?			
11.	Is the brightness or contrast adjustable?			
12.	Does the screen swivel and tilt easily?			
13.	Is the screen free from reflective glare?			

#### Keyboard

	QUESTION	YES	NO	N/A
14.	Is the keyboard separate from the screen?			
15.	Is the keyboard adjustable?			
16.	Have you adequate space in front of the keyboard to rest hands?			
17.	Does the keyboard have a matt surface?			
18.	Are the symbols on the keys adequately contrasted and legible?			

### Work Desk or Work Surface

	QUESTION	YES	NO	N/A
19.	Do you have adequate space on your desk for all associated workstation equipment?			
20.	Does your desk have a low reflective surface?			
21.	If you have a document holder, is it stable and adequately positioned so as to minimise head and eye movement?			
22.	Do you have adequate space in order to achieve a comfortable position?			

### Work Chair

	QUESTION	YES	NO	N/A
23.	Is your work chair stable?			
24.	Does it allow for ease of movement and a comfortable posture?			
25.	Is it adjustable in height?			
26.	Does the seat back adjust in both height and tilt?			
27.	Do your feet rest flat on the floor?			

### C. ENVIRONMENT – General

	QUESTION	YES	NO	N/A
28.	Do you have any trailing electrical leads around your workstation?			
29.	Are any electrical leads stretched to their limit?			
30.	Is access to and from your workstation clear and obstacle free?			
31.	Do you have any associated shelving in the vicinity of your workstation?			
32.	If so is it easily accessible?			

### Space requirements

	QUESTION	YES	NO	N/A
33.	Can you change and vary your working position?			

### Lighting

	QUESTION	YES	NO	N/A
34.	Is the lighting adequate for you to view the keyboard and associated documents?			
35.	Do you have natural lighting?			

### Reflective glare

	QUESTION	YES	NO	N/A
36.	Are the windows in your area provided with effective curtains or blinds			

### Noise

	QUESTION	YES	NO	N/A
37.	Do you have workstation equipment that is particularly noisy?			

38.	Is there any noise emitting machinery in your vicinity which disturbs your concentration?			
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**Heat**

	QUESTION	YES	NO	N/A
39.	Are you exposed to any excessive heat whilst at your workstation?			

**Humidity**

	QUESTION	YES	NO	N/A
40.	Do you experience any problems with dry eyes or sore throat?			
41.	Do you wear contact lenses?			

**Operator/Computer interface**

	QUESTION	YES	NO	N/A
42.	Is your software suitable for the task?			
43.	Is it easy to use?			

The next section must be completed by a suitably trained Manager while the user is undertaking their typical DSE tasks.

**D. POSTURE AT THE WORKSTATION**

OBSERVATION	YES	NO	COMMENTS
Are the shoulders relaxed?			
Are the upper arms relaxed by the side of the body?			
Are the forearms horizontal or sloping down, and wrists generally at a neutral angle when keying and/or mousing?			
Are the wrists/arms free of any direct pressure (i.e. not rested on edge of desk)?			
Is the seat height appropriate?			
With the chair at the correct height are the feet supported?			
Is the back upright and the lower back supported?			
Is the backrest at an appropriate height and angle?			
Is the screen height appropriate for the user?			
Is the viewing distance to the screen acceptable?			
Is the head/neck generally in an upright posture?			
Is the head facing forwards (i.e. no twist)?			
Is the keyboard in an appropriate position?			
Is the mouse in an appropriate position?			

Is the other equipment positioned appropriately?			
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**Assessment completed by**

<b>Name:</b>	<b>Position:</b>
<b>Signature:</b>	<b>Date:</b>

**Risk reduction measures and recommendations:**

**Actions taken during the assessment:**

**Actions to be taken:**

Recommendations	Priority (High/Medium/Low)	Action completed (signature & date)

**Review:**

The assessment or relevant parts of it should be reviewed in the light of changes to the DSE worker population, or changes in individual capability, or where there has been some significant change to the workstation such as:

- (a) a major change to software used;
- (b) a major change to any of the equipment (screen, keyboard, input devices, etc);
- (c) a major change in workstation furniture;
- (d) a substantial increase in the amount of time required to be spent using DSE;
- (e) a substantial change in other task requirements (for example greater speed or accuracy);
- (f) if the workstation is relocated (even if all equipment and furniture stays the same);
- (g) if major features of the work environment, such as the lighting, are significantly modified.

**NOTE: On completion of the assessment and effective implementation of suitable preventative and protective measures this form should be filed in the 'user's' personal file.**

## Workstation – Example of good posture



Annex C

Exercises for Display Screen Equipment users to help prevent discomfort

<p><b>Neck</b> a)</p>  <p>Slowly tilt your head to one side to stretch the muscles on the side of your neck. Repeat on the other side.</p>	<p>b)</p>  <p>Tuck in your chin, and turn your chin towards your left shoulder to create a stretch on the right side of your neck. Repeat on the other side.</p>
<p>c)</p>  <p>Tuck in your chin and turn your neck 45 degrees to the left. Gently pull your head down towards your left armpit with your hand. Repeat on the other side.</p>	<p><b>Forearm</b> a)</p>  <p>Turn your palm face up with the elbow straight. Apply gentle pressure with your opposite hand, to extend your wrist and fingers. Repeat on the other side.</p>
<p><b>Shoulders, upper arms and upper back</b> a)</p>  <p>Keep your chin tucked in. With fingers interlaced behind your head, keep your elbows straight out with your upper body upright. Pull your shoulder blades towards each other. Lean over the back of your chair to extend your upper back.</p>	<p>b)</p>  <p>Hold your right elbow with your left hand, and then gently pull your elbow behind your head until an easy tension-stretch is felt in your shoulder or along the back of your upper arm. Repeat on the other side.</p>
<p>c)</p>  <p>Interlock your fingers behind your back. Slowly turn your elbows inward while straightening your arms. You should feel a gentle stretch across your chest and shoulders.</p>	<p>d)</p>  <p>Interlock your fingers, turn palms upwards above your head as you straighten your arms. Elongate your arms as you feel a stretch through your arms and on upper side of the rib cage.</p>
<p><b>Hip, lower and middle back</b> a)</p>  <p>Sit with your left leg bent over right leg, then rest your elbow or forearm, of the right arm on the outside of the upper thigh of your left leg. Repeat on the other side.</p>	

## GUIDELINES FOR COMPLETING EXERCISES

The purpose of completing office based exercises is to encourage you to move in different ways to the posture you are working in. This will assist to prevent discomfort or to relieve existing symptoms of discomfort by encouraging the muscles to relax.

### *To do these exercises:*

- Hold each stretch for approximately 10-15 seconds
- Make sure you feel the stretch only in the area identified. If you feel any discomfort or tension do not complete the stretch
- Do not stretch to the end-range of the movement. You should be aiming for a 'gentle' stretch for each area
- Try to complete all stretches at least once per day
- Seek medical advice if you experience on-going or persistent discomfort.

## MICROPAUSES

### *What is a Micropause?*

- A Micropause is a 5 second break every three minutes or so
- The 5 seconds assist to refresh the muscles that have been held tense whilst you work. It only takes 5 seconds to relax the muscles when held for short periods of time (ie 3 minutes)
- If a muscle is held tense for longer periods of time (eg 1hr), it can take several hours to restore it to normal. It is important to include micropauses into your work routine to avoid muscle tension
- Micropauses can be built in to the work rhythm naturally. For example, when answering the telephone.

### *How to Micropause*

- Stop work during a natural break in your work rhythm
- Stretch out with both arms
- Rest both hands either
  - on the surface in front of you
  - or drop them by your side
- Relax your shoulders and let your elbows hang loose
- Take a deep breath, and as you breathe out let the tension release from your arms
- After a few seconds recommence work

## Annex D

**Work with portable DSE**

Portable DSE such as laptop and notebook computers is subject to the DSE Regulations if it is in prolonged use.

The design of portable DSE can often provide equipment that is less than ideal for achieving a comfortable working posture. In addition many portable devices are used in a wide range of environments some of which may be poorly suited to DSE work. Most users of portable devices will also use desktop computers and other equipment at work. In terms of assessment these users MUST consider the risks associated with using their portable devices including the environment in which it is used and adopted posture.

**Practical points to consider:**

- Look for as low a weight as possible for the portable computer
- Choose as large and clear a screen as possible
- Where available choose a detachable or height adjustable screen. Alternatively use a portable stand that will raise the screen to the correct level
- Consider the use of a docking station which will enable you to use an external keyboard and mouse
- Set up the device on a suitable work surface rather than use on your lap and avoid using a device in a motor vehicle
- Remember that portable devices can be attractive items and targeted for theft. Make sure that is kept secure
- Think about the manual handling aspects of lifting and carrying portable devices
- Breaks and changes of activity are particularly important for portable users not working at a docking station

**Helpful hints – Remember:**

1. Operate the keyboard with your arms relaxed by your side
2. Adopt a balanced head position not leaning forward
3. Position the screen approximately at arm's length
4. Position the screen at about eye level
5. Sit back in chair ensuring good back support
6. Place forearms parallel to desk whilst using the keyboard
7. Place feet flat on floor or on a foot rest
8. Ensure that you have space behind your knee
9. Keep moving throughout your working day to promote good health

### Insert new templates

#### Equality Impact Assessment Tool

To be completed by the key document author and attached to key document when submitted to the appropriate committee for consideration and approval.

	Title of document	Yes/No	Comments
1.	<b>Does the policy/guidance affect one group less or more favourably than another on the basis of:</b>		
	• Race	No	
	• Ethnic origins (including gypsies and travellers)	No	
	• Nationality	No	
	• Gender	No	
	• Culture	No	
	• Religion or belief	No	
	• Sexual orientation including lesbian, gay and bisexual people	No	
	• Age	No	
2.	<b>Is there any evidence that some groups are affected differently?</b>	No	
3.	<b>If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?</b>	N/A	
4.	<b>Is the impact of the policy/guidance likely to be negative?</b>	No	
5.	<b>If so can the impact be avoided?</b>	N/A	
6.	<b>What alternatives are there to achieving the policy/guidance without the impact?</b>	N/A	
7.	<b>Can we reduce the impact by taking different action?</b>	N/A	

If you have identified a potential discriminatory impact of this key document, please refer it to Assistant Manager of Human Resources, together with any suggestions as to the action required to avoid/reduce this impact.

For advice in respect of answering the above questions, please contact Assistant Manager of Human Resources.

**Insert new template**  
**Financial Risk Assessment**

To be completed by the key document author and attached to key document when submitted to the appropriate committee for consideration and approval.

	<b>Title of document:</b>	<b>Yes/No</b>
1.	Does the implementation of this document require any additional Capital resources	Possibly
2.	Does the implementation of this document require additional revenue	Possibly
3.	Does the implementation of this document require additional manpower	NO
4.	Does the implementation of this document release any manpower costs through a change in practice	NO
5.	Are there additional staff training costs associated with implementing this document which cannot be delivered through current training programmes or allocated training times for staff	Possibly
	Other comments: Topical negative pressure or Vacuumed Assisted Closure has been used within the Trust for many years. Implementation of the guideline should contribute to ensuring cost-effective use	N/A

If the response to any of the above is yes, please complete a business case and which is signed by your Finance Manager and Directorate Manager for consideration by the Director of Finance before progressing to the relevant committee for approval