

## Policies, Procedures, Guidelines and Protocols

Document Details		
Title		Display Screen Equipment Policy
Trust Ref No		691-
Local Ref (optional)		
Main points the document covers		Gives guidance on assessing computer work stations, the provision of equipment and eye sight testing.
Who is the document aimed at?		All staff who regularly use display screen equipment as part of their job.
Author		Hannah Howells, Health and Safety Advisor
Approval process		
Approved by (Committee/Director)		Health and Safety Committee
Approval Date		15/01/2024
Initial Equality Impact Screening		
Full Equality Impact Assessment		
Lead Director		Director of Governance
Category		Health & Safety
Sub Category		Display Screen Equipment
Review date		14/01/2027
Distribution		
Who the policy will be distributed to		All managers who have staff using computers and portable DSE equipment
Method		Safety Alert Policy distribution.
Document Links		
Required by CQC		No
Other		Display Screen Equipment Regulations
Amendments History		
No	Date	Amendment
1	Aug 2014	Format of policy and responsibilities changed to reflect current Trust arrangements
2	June 2015	Section added relating to Tablets
3	August 2017	Changes to reimbursement costs, some formatting changes
4	October 2021	General policy review. Information added about DSE E-learning package, self-assessment and agile working. Workstation Assessment Form updated.
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# Display Screen Equipment Policy

## 1) Introduction

This Policy applies the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992, to ensure, so far as reasonably practicable, that the organisation has a safe working environment for Display Screen Equipment Users.

## 2) Purpose

To provide information to users of DSE equipment to enable DSE to be used in a safe manner, and to reduce the likelihood of any user being affected by upper limb disorders and eyestrain. The incidence of these conditions is thought to be low, but the number of 'users' is high, thus making it a significant risk.

## 3) Definitions

DSE	Display Screen Equipment including desk computers, laptops, tablets.
User	An employee who habitually uses display screen equipment as a significant part of his/her normal work. The individual normally uses display screen equipment for continuous spells of an hour or more at a time. The individual uses display screen equipment in this way more or less daily. In current work situations, more and more employees will be classed as DSE users.
Workstation	A workstation exists wherever there is DSE (including portable DSE) in prolonged use. The workstation is the assembly including the screen, keyboard, other parts of the computer and its accessories (such as the mouse or other input device), the desk, chair and the immediate work environment.
PCD	The DSE regulations apply to portable computer devices, PCD, in prolonged use, and where used for a significant part of the person's normal work.

## 4) Duties

Director of People and Culture

- The Director delegated by the Board to be the lead director with responsibility for ensuring health and safety matters are identified and addressed.

Executive Directors

- All Executive Directors are responsible for the implementation of this DSE policy within their respective directorates

Head of Health and Safety

- The primary role of the Health & Safety Manager is to provide advise the Directors and Managers on all safety, health and welfare matters to ensure the Trust complies with its statutory obligations

Departmental managers must make sure that:-

- all DSE users are provided with information and training
- all DSE workstations within the working environment are assessed
- assessments are reviewed if there is reason to believe that they are no longer valid (for example when working practices change),
- eye-sight tests are supplied to operators on their request
- corrective appliances are provided where identified as a requirement by an optician
- breaks in activity are taken on a regular basis to enable a change in posture

Department Managers are required to plan activity so that work on display screen equipment is periodically interrupted by breaks and changes in activity. It is recommended that this should be in the region of 5 to 10 minutes per hour. An example of this would be where a member of staff enters data and files records rather than have continuous periods of both, they alternate the work between the two. If possible breaks should be taken away from the DSE workstation, and allow the user to stand up, move about and/or change posture.

#### Individual

- Should follow the best practice demonstrated through the DSE training
- Stand up, move about, and/or change posture while using DSE for periods of time.
- Should notify their manager of any injury or illness thought to be caused by, or that could be affected by the work they are carrying out.
- Should report any shortcoming in the health and safety arrangements for their work or workstation to their line manager.

### **5) Information and Training**

All staff identified as DSE Users are required to complete the ESR on line learning package entitled 000 Display Screen Equipment Information and Training.

### **6) Risk Assessment**

On completion of the ESR on-line learning package, DSE users are able to complete their own work-station assessments, using the form available on the Staff zone document library, and to discuss any required actions with their Line Manager who reviews and agrees the assessment.

The workstation assessment needs to be reviewed on a periodic basis, if there is a significant change like workstation relocation or a significant increase in the number of hours use per day, and following any report by the user of ill health due to DSE workstation use.

Where there are a reasonable amount of DSE workstations in use, departments may choose to train a local user to assist with queries and assessments. The Risk Team can support this local user in their training, and with any queries.

Should any specialist ergonomic equipment be requested, or if further information is required, then the Risk Team can support with a review of the local workstation assessment. The Risk Team may refer the DSE user to Occupational Health.

## **7) Eyesight testing and the provision of corrective appliances**

DSE “users” can request an eyesight test by a qualified optician. Re-assessments are provided at the optician’s prescribed interval.

The eyesight test should test vision, include an examination of the eye, and will take into account the nature of the users work, including the distance at which the screen is viewed.

Corrective appliances, normally glasses, are provided if the eye test shows this is necessary.

- DSE user requests eye test
- Manager fills in Appendix 1 form for the colleague to present to an Optician
- Employee arranges test either with their preferred Optician\* or an alternative
- Test is carried out, corrective appliances are issued where appropriate. The form is updated by the optician to show the result of the eye exam.
- Employee attaches purchase receipt to form, and sends to Pay Services
- Pay Services reimburse the employee

\* Preferred Optician - The Community Trust currently uses the pricing structure of Specsavers as the guideline for reimbursement. Local branch at 24 Claremont Street, Shrewsbury Tel: 01743 246 360. Any optician may be used for their eye test, however the Community Trust will only reimburse the employee to the value of £25.00 for the eye test and £19 towards the cost of corrective vision appliances. (Prices last updated February 2021)

## **8) Agile working – Home working**

Employers have the same health and safety responsibilities for employees working from home as for any other employees.

### **Temporary home working**

During any period of temporary home working, employers need to regularly discuss these arrangements with their employees to understand if such work is adversely affecting the health, safety and welfare of their employees.

### **Long-term home working**

Where employers decide to make working from home arrangements permanent, the employee should complete a DSE home workstation assessment with their Line Manager. Workers may need appropriate equipment and advice on control measures.

There are some simple steps people can take to reduce the risks from display screen work:

- breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity
- avoiding awkward, static postures by regularly changing position
- getting up and moving or doing stretching exercises
- avoiding eye fatigue by changing focus or blinking from time to time

Further information is available at

[CIEHF-Working-from-Home-Infographic.pdf \(ergonomics.org.uk\)](#)

**9) Further information**

Further guidance can be sought from the Risk Management staff and the Occupational Health department.

The Health and Safety Executive website [www.hse.gov.uk](http://www.hse.gov.uk) provides up to date information on current legislation, with approved codes of practice and guidance documents.

Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002

Guidance on Regulations, L26

Working with Display Screen Equipment, A brief guide INDG36

Appendix 1

**Authorisation Form: Vision Screening / Eyesight Test**

**NAME (User):** \_\_\_\_\_

**PERSONAL NO** \_\_\_\_\_

**SERVICE** \_\_\_\_\_ **BASE** \_\_\_\_\_

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**(A) To be completed by Occupational Health Service (where appropriate).**

**To the Service Manager:** I have examined the above member of your staff and I recommend that he / she should attend a full eyesight test, at the opticians mutually agreed by yourself and the 'User':

Signature..... (Occupational Health)      Date.....

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**(B) To be completed by the Service Manager.**

**To the Optician \***

I hereby authorise for a full eyesight test up to a maximum value of £25.00 and if necessary corrective appliances specifically for DSE Work up to the maximum value of £19.00. The maximum total claimed will therefore not exceed £44.00.

Signature..... (Service Manager)      Date.....

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**(C) To be completed by the Optician.**

**To the Service Manager:**

I have examined the above member of your staff and have undertaken a full eyesight test, considered the display screen work that they carry out, and do / do not (delete non applicable) recommend the need for special corrective appliances.

I confirm that your member of staff has paid £\_\_\_\_\_ (insert amount paid) for their eyesight test and if applicable for their special corrective appliances.

Signature.....(Optician)      Date.....

**NOTE:**

The 'User' must forward this fully completed authorisation form, together with the receipt to the *Pay Services, 2 Douglas Court, Anchorage Avenue, Shrewsbury Business Park, Shrewsbury, SY2 6LG*. Reimbursement will be processed through the payroll.

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Appendix 2

## **Portable Computer Devices - Guidance Leaflet for Safer Use**



This guidance provides advice to those members of staff who use Portable Computer Devices (PCD) e.g. Laptops/Tablets as part of their work. Portable Computer Devices need to be given the same consideration as a DSE workstation, see Trust DSE Policy.

Laptops and tablet computers are designed to be portable, compact and lightweight in order to be easier to carry. This results in compromised design features like smaller keyboards, the lack of a separate numerical keypad, and touchpads. Prolonged use can lead to discomfort, pain in the neck, back and wrists etc. but steps can be taken to avoid problems from developing.

The ESR on line learning package entitled 000 Display Screen Equipment Information and Training provides best practice information for all DSE users.

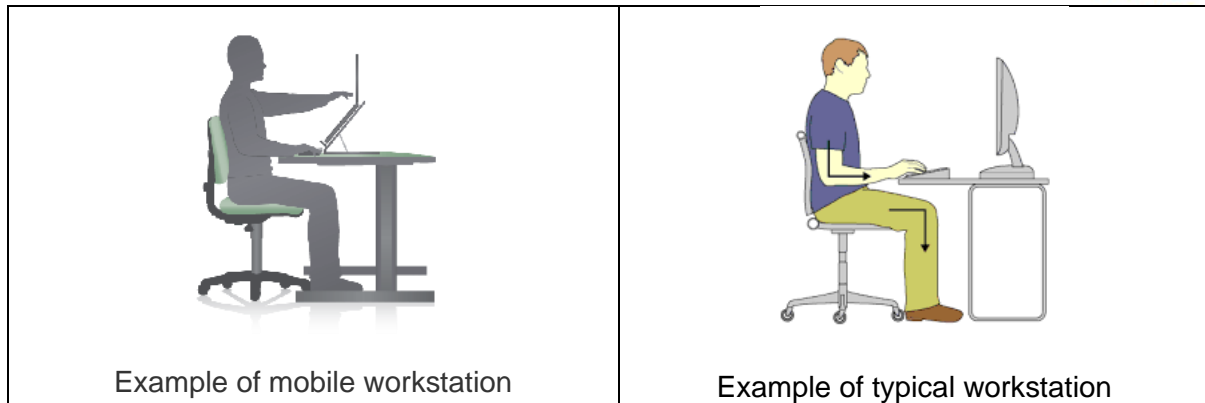
### Laptop Use

Many staff who work in multiple locations, or from home, may have a laptop as their primary computer. If you are using your laptop often, or for extended periods, then you should set it up so that it resembles that of a standard desktop user.

Options for Laptop users:-

- Creating a mobile workstation by using the laptop in conjunction with a laptop stand, and a separate keyboard and mouse. A wireless keyboard and mouse provides flexibility for the user, and mini keyboards can be a good solution for portability.
- On Office / Home based days, where you will be using the laptop for most of the day, the laptop is best used in conjunction with a docking station. When the laptop is docked the workstation has a separate keyboard, mouse and flat panel screen at the correct height and distance.





### Tablet Use

Tablets are designed to be lightweight and carried in one hand. They are thus easier to use and handle than a laptop which normally requires a surface to set the computer down while in use.

Where tablet devices are in use, users should be aware of similar issues after prolonged use. When using a tablet the user's posture and neck position should be comfortable and a stand or case that can hold the tablet at a suitable angle should be used with the tablet on a firm stable surface with routine breaks taken every 10 – 20 minutes.

The angle of the tablet will be dictated by the task being undertaken. Tablet computers should generally be set at an angle which is comfortable for the user, this may be more vertical for reading and flat when typing.

Tablets with a display screen of less than 15 inches (diagonally) should not be used for detailed graphical work (i.e. drawings, mapping), unless the software package allows for magnification.

### **General Hints and Tips**

#### Sitting

- Adopt a good sitting position in order to avoid straining your arms and back
- Try not to slouch. Do not sit forward and crouch over the Tablet
- When reading from a hard copy, keep it as close to the Tablet as possible

#### Pen Usage

- Hold as for a normal pen applying light pressure
- Experiment with using the pen in different applications and take time to get used to how the pen works so that you are able to make the most of your Tablet PC and improve productivity
- Do not 'stab' at the screen as this may damage the screen (or if a screen protector is in use), will cause damage to the protector and may require its replacement

#### Reading the Screen

- Avoid glare. Glare and reflected light can affect screen clarity when using Tablets
- Position the screen directly in front of you
- Do not work with the screen at any angle other than at right angles to your line of sight
- If glare occurs, adjust your screen to reduce reflections



- Do not sit with your back towards a window
- Regularly clean your screen protector, or replace it as necessary
- Adjust screen brightness to suit surrounding light levels

### Personal Safety

Always be conscious of your personal safety when carrying or using your Laptop /Tablet. Take sensible precautions such as: -

- Plan your tasks to avoid situations where you are likely to be lone working in circumstances where theft is likely
- Take extra care in public places, or in other situations (or at times) where either risk of theft may be greater
- If possible, do not carry the Laptop /Tablet in luggage with a computer manufacture's branding
- Always be conscious of vehicle security when transporting your Laptop /Tablet between venues e.g. never leave it on view in an unattended vehicle; and never leave it overnight in an unattended vehicle.

### **Working with a Laptop/Tablet while out in the Community**

#### Working with a Laptop/Tablet in Cars

In general Laptops / Tablets should NOT be used in cars. If, on occasion, this is unavoidable then follow this advice:

- Never use your Laptop /Tablet when driving
- Do not use a Laptop /Tablet whilst sitting in the driver's seat with the device positioned on the passenger seat, as you'll be twisting your spine and sitting with a poor posture
- If you have to use the device then sit in the passenger seat, adjusting the seat to provide sufficient legroom and space
- Think about your Security. Remain aware of the immediate area around your car and lock the car doors.

#### Working with a Laptop/Tablet in a Clients Home




- When meeting clients in their own homes find a flat surface, where possible sit at a table
- Tablets can be used whilst standing but this must be avoided wherever possible. If held in the hand, work with the Tablet close to your body, with an upright posture to avoid neck strain. For longer periods of use whilst standing use a neck strap and holder
- If using a Tablet whilst sitting on a sofa or easy chair, place a cushion on your lap to act as a platform
- If handing to the client to gain their signature or show them relevant information, again use a cushion on their lap to protect their skin from any potential bruising.

#### Working with a Laptop/Tablet on Trains

- Avoid working in seats with tables attached to the rear of seats in front of you
- Try to book and use the more spacious communal tables when travelling
- Be aware of sensitive confidential information and safeguard it from prying eyes

### **Manual Handling Considerations when using Laptops / Tablets**

Tablets vary in size and weight but are generally smaller than laptops – typically 2Kg. In many instances these are accompanied by the use of peripherals such as portable printers, spare batteries etc. Whilst the Tablet and any associated items will usually have a carrying case of some description, the overall weight and methods of transportation need to be considered.

	<p>The use of a backpack is advantageous to cut down strain on your arms and distribute loads evenly across the body.</p> <p>This is also more effective for personal safety reasons.</p>
	<p>Depending on the amount of equipment or documents that you need to have with you, a wheeled case/bag may be more appropriate</p>
	<p>Carrying cases of the type with single shoulder straps are <u>not advisable</u> as they can put strain on the back and neck muscles if equipment is carried for any distance or for any long period of time.</p> <p>If a briefcase is also carried then the overall weight plus the awkwardness of the resulting load can be a problem, even though you appear to be balancing the load.</p>

Always try to reduce the amount of weight you intend to carry by:

- Only taking the equipment you know you will need with you
- Taking electronic rather than paper documents. If you need a hard copy, can you send them in advance (by post or e-mail) to your destination?
- Regularly checking your batteries and following the recharging instructions in order to avoid carrying the weight of extra batteries

### **Further information**

Further guidance can be sought from the Risk Management staff and the Occupational Health department.

The Health and Safety Executive website [www.hse.gov.uk](http://www.hse.gov.uk) provides up to date information on current legislation, with approved codes of practice and guidance documents.