

DISPLAY SCREEN EQUIPMENT (DSE) POLICY

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1.0 INTRODUCTION AND LEGAL FRAMEWORK

1.3 This policy satisfies the requirements of the following:

1.3.1 The Health and Safety at Work act 1974

1.3.2 Display Screen Equipment Regulations 1992 (as amended 2002)

1.2 Every employer must ensure that a suitable and sufficient risk assessment has been made of all display screen equipment (DSE) workstations to assess and reduce risks. Note that assessments are per user per workstation. Each workstation and user may therefore have multiple assessments.

1.3 Every employer must also ensure that all DSE workstations meet minimum requirements for the equipment including: the display screen equipment itself; desk, chair and other related equipment; the environment, including space, lighting, reflections, glare, noise, temperature and humidity, software, including suitability and ease of use. These minimum requirements are incorporated into the DSE checklist in [APPENDIX 1](#).

1.4 Employers must plan activities so that they include breaks or changes of activity.

1.5. Employers must provide eyesight tests when requested and provide glasses if these are required only for DSE use.

1.6 Employers must provide sufficient training and information.

2.0 PURPOSE

The purpose of this policy is to reduce to as low as reasonably practicable the occurrence of ill health resulting from Display Screen Equipment Use in the Trust. This policy seeks to achieve this objective by:

2.1 Setting responsibilities for all members of staff;

2.2 Providing guidance to staff with responsibilities;

2.3 Providing easy to use tools to carry out their responsibilities;

2.4 Implementing a means of checking the effectiveness of this policy.

3.0 SCOPE

3.1 This policy covers the arrangements for and guidance on risk related to the use of Display Screen Equipment by users throughout the Brighton and Sussex NHS Trust (the Trust).

3.2 Display Screen Equipment used by members of Trust staff away from the Trust premises for example, at home, is also covered by this policy.

3.3 This policy does NOT cover eyewear, even prescription eyewear, of which the primary purpose is eye protection. Eyewear used in this way is covered by [RM07 – Personal and Protective Equipment at Work Policy](#).

4.0 DEFINITIONS

4.1 Display Screen Equipment (DSE)

4.1.1 Any alphanumeric or graphical display screen regardless of the display process involved (see section [6.1](#) for guidance).

4.2 Display Screen Equipment (DSE) Workstation

4.2.1 Any equipment or workstation utilising display screen equipment and includes all peripheral equipment and the immediate environment in which it is used (see section [6.1](#) for guidance).

4.3 Competent Assessor

4.3.1 Competent Assessors will have attended the Trust's Risk Assessment training course organised by the Risk Management and specific DSE assessor training organised by the Occupational Health Department in the past three years.

4.4 Laptop Computer

4.4.1 A laptop computer is a portable personal computer with a keyboard which is mounted directly to and is not detachable from the monitor whilst in use (see section [6.12](#) for guidance).

4.5 Tablet Computer

4.5.1 A Tablet computer is a portable personal computer that is used with a touchscreen as the only input device (see section [6.12](#) for guidance)

4.6 Suitable and sufficient assessment

4.6.1 An assessment which is systematic; is appropriate to the degree of risk and is comprehensive, covering organisational, job, workplace and individual factors. It incorporates information provided by both manager and staff member.

4.6.2 For the purpose of this policy a risk assessment conducted in accordance to the Trust's Risk Assessment Guidance and TW017 Trusts Risk Management Policy is considered suitable and sufficient.

4.7 Users

4.7.1 Users are employees who use DSE for the purposes of an employer's undertaking as a significant part of their normal work, where the individual has no discretion as to whether or not they use DSE and where the individual uses DSE for continuous spells of one hour or more per day.

4.7.2 For the purpose of this policy volunteers are considered employees.

5.0 Responsibilities, Accountabilities and Duties

5.1 Trust Board

5.1.1 The Trust Board has overall responsibility for effective risk management within the Trust and to ensure that the Trust complies with its statutory obligations.

5.2 Chief Executive

5.2.1 The Chief Executive has overall responsibility for ensuring the Trust puts in place the necessary management systems and adequate resources (financial and otherwise) for the effective implementation of all risk management policies.

5.3 Board Directors

5.3.1 It is the duty of Board Directors to take responsibility for the safe undertaking of all aspects of work under their control. Where actions to control risks are beyond the authority of managers and supervisors, Directors must ensure there are adequate arrangements in place for such hazards and risks to be notified to them by the fastest possible means and that they are effectively managed and controlled.

5.3.2 Directors must ensure that managers understand their responsibility and level of authority.

5.4 Managers

5.4.1 Where employees undertake or are about to undertake a work activity which involves the use of display screen equipment, managers must ensure that:

5.4.1.1 Every member of staff in their department completes a DSE workstation checklist ([APPENDIX 1](#)) and that it is reviewed every 12 months.

5.4.1.2 A suitable and sufficient assessment ([APPENDIX 1](#)) of the risks arising from hazards identified on the DSE workstation checklist is completed by a trained and competent person ([4.3](#)) every 12 months.

5.4.1.2 People undertaking risk assessments are competent to do so (see section [4.3](#)).

5.4.1.4 Work is planned to enable users of DSE to take suitable breaks from DSE use.

5.4.1.5 Employees are supplied with information regarding the health risks of using DSE. The Occupational Health Department may be contacted for this information.

5.4.1.6 Users of DSE are made aware of their entitlement to eyesight tests and if required specifically for DSE use, a suitable pair of glasses at no cost to the user ([6.3](#))

5.4.1.7 A referral is made to Occupational Health where a member of staff reports that they are experiencing possible ill health effects which may be related to or exacerbated

by the work they do at DSE workstations. Such a referral is to be made only after completing a DSE checklist and Risk Assessment ([APPENDIX 1](#))

5.4.1.8 Must ensure that when introducing DSE, or making significant changes in equipment or working practices, that a risk assessment is carried out beforehand on the proposed arrangements.

5.5 Estates Department

5.5.1 Estates Department will carry out work which affects DSE workstation use but only after the department where the work is to take place has carried out a DSE Risk Assessment ([APPENDIX 1](#)) and this assessment indicates that the work will comply in all respects with the requirements of this policy.

5.5.2 The Estates Department will advise managers of the standards required for additional power points, appropriate lighting and blinds.

5.6 BSUH IT department

5.6.1 BSUH IT department will install or commission new or replacement equipment into any department but only after the department where the work is to take place has carried out a DSE Risk Assessment ([APPENDIX 1](#)) and this assessment indicates that the work will comply in all respects with the requirements of this policy.

5.6.2 Where the responsibility for selection and purchase of the equipment lies with the SHIS, responsibility for assessment and compliance with the requirements of this policy rests with them.

5.7 Trust Staff

5.7.1 When requested to do so as part of the DSE assessment process, staff must complete a DSE checklist ([APPENDIX 1](#)) to highlight any hazards associated with DSE use.

5.7.1 All staff required to use DSE must co-operate with their manager and:

5.7.1.1 Must use equipment in the intended manner, ensuring that he / she is comfortable at their workstation.

5.7.1.2 Must attend any training session on the safe use of DSE as required.

5.7.1.3 Must report to their line manager (or in confidence to Occupational Health Department) any condition or illness that could affect their capability to work with DSE, to ensure that they are not put at further risk from continuing DSE work.

5.7.1.4 Are personally responsible for the safekeeping of any spectacles provided. If glasses are damaged and need replacement before next eye test then it is the responsibility of the member of staff to replace these glasses.

5.7.2 Have a duty under health and safety legislation to take reasonable care for the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. It is everyone's responsibility to report any

matters that present a serious and immediate danger or where there are shortcomings in the arrangements that have been made for health and safety.

5.7.3 It is staff's duty to co-operate with the employer in matters relating to health and safety, including the assessment process. This duty includes making use of the systems put in place as a result of the risk assessments to reduce the risk of harm from work activities.

5.8 Health and Safety Committee

5.8.1 The Health and Safety Committee provides a forum for the discussion of health and safety issues and assists in the dissemination of information to employees.

5.8.2 This committee provides a route for the escalation of health and safety concerns to management.

5.9 Risk Management Department

5.9.1 The Risk Management Department examines relevant legislation and best practice to advise the Trust Board on risk policy. They provide advice when needed to management on the suitability of DSE risk assessments and act as Risk Assessment Co-ordinator for the Trust and will undertake audits to ensure that this policy is being applied.

5.9.2 The Trust Risk Management Department will review this policy three yearly and consider any recommendations. This policy may be reviewed sooner if it becomes necessary in the interest of maintaining or improving the effectiveness of this policy.

5.10 Occupational Health Department

5.10.1 Where there are particular health concerns, the Occupational Health Department will advise management on the suitability of DSE workstations, any other related issues and provide training for Risk Assessors and users of DSE. The department will also provide suitable and sufficient information and education about DSE to employees. Wherever possible, the Occupational Health Department will provide research-based information on specific occupational health hazards.

5.11 Divisional Quality and Safety Meetings

5.11.1 Divisional Quality and Safety meetings will assist Heads of Department to fully implement the requirements of this policy. They will monitor the risk assessment process and formulate action plans to prevent or control specific risks.

6.0 POLICY IMPLEMENTATION

6.1 Guidance on display screen equipment workstations

6.1.2 Display screens include legacy cathode ray tube screens as well as other forms of display such as liquid crystal display (LCD), plasma, organic light emitting diode (OLED) and any future display process.

6.1.3 Peripherals include disk drives, mice, trackballs, touch pads, keyboards, telephone, work chair, desk, work surface and any other peripheral item and the immediate work environment.

6.1.2 Devices having a small data or measurement display required for direct use e.g. calculators, digital thermometers and other measuring devices are not considered to be DSE.

6.1.4 DSE is not limited to office situations. For example, equipment control screens are covered.

6.2 Display Screen Equipment Risk Assessments

6.2.1 Every member of staff must complete a DSE work station checklist ([APPENDIX 1](#)) every 12 months. Managers must ensure that these are completed. This includes any member of staff working from home using laptops or computer equipment classed as DSE.

6.2.2 Where a member of staff has completed a work station checklist and an hazard identified, a DSE Risk Assessment should be carried out by a competent assessor in consultation with the workstation user. The checklist and Risk Assessment are combined into one easy to use form ([APPENDIX 1](#)).

6.2.3 Include investigation of non-obvious causes of problems e.g. poor posture may be due to the need to avoid glare rather than poor furniture.

6.2.4 Completed assessment forms should be kept in the Department either as paper copies or electronically.

6.2.5 If there are any specific health concerns, the Occupational Health Department should be contacted for advice.

6.2.6 Any remedial actions required as a result of the assessment should be undertaken at local level wherever practical.

6.2.7 DSE assessments are to be routinely reviewed every year or sooner if there are any changes to the workstation.

6.3 Eyesight Testing

6.3.1 The Trust, by prior arrangement with Specsavers Opticians, will cover the cost of an eye test and if required only for DSE use, a functional pair of glasses. Users and those about to become users of DSE are entitled to request eyesight testing at the expense of the Trust.

6.3.2 Costs for eyesight tests & for the provision of corrective glasses specifically for DSE use will be borne by the budget of the staff members department.

6.3.3 Users who wish to request an eye test should complete RM10 F02 – Eye Test Request Form ([APPENDIX 2](#)). This is also available on the Trust infonet.

6.3.4 Completed Eye Test Request Forms are to be taken to the cashiers at either the Princess Royal Hospital or Royal Sussex County Hospital where this form will be exchanged for a Specsavers Opticians Eye Test Voucher.

6.3.5 This voucher can be taken to any Specsavers Opticians where it will entitle you a free eye test and if it is determined that you require glasses only for DSE use, a pair of these will be provided free of charge. Specsavers Opticians has a range of frames from which the user may choose. The cost of these frames are covered by the voucher.

6.3.6 If the member of staff wishes to choose a frame from outside of the range of frames covered by the voucher, any additional cost will be borne by the member of staff. The Specsavers Opticians voucher currently provides the member of staff with a discount off the regular prices however the amount of discount is at the discretion of Specsavers Opticians.

6.3.7 Should you require further help and advice regarding a medical condition, please refer to Occupational Health for further information.

6.4 Rest Breaks

6.4.1 Short, frequent breaks (e.g. 5 to 10 minutes every hour) are better than less frequent longer breaks. Breaks should be taken before the onset of visual fatigue, not in order to recuperate. The timing of the break is more important than its length.

6.5 General Health Issues

The most common conditions associated with the use of DSE are headaches eye discomfort or aches or pains in the back, neck and/or limbs. Any employee suffering from any of these conditions must inform their manager (or in confidence to Occupational Health).

6.6 Eyesight Damage

Although excessive use of DSE equipment work may lead to headaches and eye discomfort as mentioned above, medical evidence shows that using DSE is not associated with damage to the eyes or eyesight.

6.7 Radiation

Although much research has been carried out on possible health effects from exposure to electromagnetic radiation, no adverse health effects have been shown to result from any emissions from DSE. In addition, the Health and Safety Executive (see section [11.4](#)) does not consider there to be a risk. Therefore, no special protective measures are required.

6.8 Pregnant Women

There is no evidence that DSE use presents an elevated risk to pregnant women. However, to avoid problems caused by stress and anxiety, pregnant women have the opportunity to discuss any concerns they may have, either with their manager or with the Occupational Health Department.

6.9 Furniture

Furniture must be fit for purpose, functioning as intended and allows for safe use of the DSE. Any mechanisms for adjusting the furniture must be functional. When using a shared workstation, make use of these adjustments in order to make the workstation comfortable. There is no 'correct' position that works for everybody as everyone is different.

6.10 Work Equipment

Keep work equipment clean and free from dust. Utilise adjusting mechanisms for changing the height of the monitor, position of the mouse and angle of the keyboard. Change position if necessary to eliminate glare, reflections or other detrimental lighting effects. There is no 'correct' position that works for everybody as everyone is different.

6.11 Work Pattern

Take any opportunities to inter-space working at the workstation with work elsewhere. If this is not possible, take regular breaks away from the workstation.

6.12 Laptop and Tablet Computers

6.12.1 Laptop computers must be compact and easy to carry. The resulting design compromises can increase the risk of neck injury in use. Their use should therefore be limited to situations where there is a demonstrable need for portability.

6.12.2 Users who need to use a laptop computer as part of their job should be provided with a docking station to be used when portability is not required.

6.12.3 Whenever they used away from a docking station, laptop computers should be placed on a firm surface at the right height for keying. The screen should be aligned so that it can be clearly seen with minimal reflections. More frequent breaks will need to be taken.

6.12.4 Tablet computers are not intended to replicate desktop computers or laptop computers for office tasks. Their use in the Trust should be limited to specialist applications where a benefit from the unique features of such a computer can be demonstrated.

6.13 Disabled Users

6.13.1 The Trust will make reasonable adjustments to improve layout or access to the employee's workspace, including adapting existing equipment and furniture to accommodate the disabled person, i.e. chair, desk, computers, etc.

6.14 Visual Impairment

6.14.1 If a staff member is visually impaired, SHIS will be able to advise on how to increase/decrease size or font of text shown on screen, etc. to make viewing easier.

6.14.2 The Trust will take the necessary actions, including undertaking a risk assessment with the disabled employee, to create a working environment which allows the disabled person to feel comfortable and able to undertake their duties safely.

6.14.3 Varifocal and Bifocal Spectacle Wearers

Varifocal / bifocal lenses require the monitor to be flat on the desk to prevent excessive head & neck movement.

The User's eye-line should be in the top half of the screen unless User wears varifocal / bifocal lenses (see guidance note 14)

The User should not be tilting their neck to view the monitor. Provision of monitor risers can be used to adjust the height of the monitor.

A monitor arm may provide some extra distance between the User and the edge of the desk.

6.15 Installation of New or Replacement Equipment and Workstations

Department Managers, Estates Department and SHIS will carry out their responsibilities as given in section [5.5](#) and [5.6](#) in respect of any Installation of new or replacement equipment and workstations

6.16 Home working or away from office.

This policy applies to staff working away from the Office or in different locations i.e. working from home. The DSE checklist should be applied to these locations.

7.0 Policy Communication / Training Implications

7.1 Policy Communication - This policy is posted in the Trust's Public Folders and the Trust Infonet and introduced to new members of staff at their induction.

7.2 Training Implications - There is a general requirement for managers to ensure that all users of workstations are provided with training and information about the safe use of workstations and the hazards arising from their use.

7.3 The Occupational Health Department provide DSE training course book on IRIS for key personnel which includes ergonomics & DSE Risk Assessment.

[Link to Display Screen Equipment \(e-learning\) on IRIS](#)

8.0 MONITORING ARRANGEMENTS

8.1 The policy will be monitored for its effectiveness by the following means:

Measurable Policy Objective	Monitoring / Audit Method	Frequency	Responsibility for performing monitoring	Where is monitoring reported and which groups / committees will be responsible for progressing and reviewing action plans
Staff are attending general Health and Safety training identified in training needs assessment documentation	Red Amber Green reports provided by learning and development	Monthly	Learning and development	Trust Health and Safety Committee
Users are provided with training and information about the safe use of workstations and the hazards arising from their use	Health and Safety Audit	Every two years.	Risk Management Department	Trust Health and Safety Committee
Staff required to conduct DSE risk assessments have attended the specified course	Environmental Risk Assessments	Annually	Risk Management Department	Trust Health and Safety Committee
Risk assessments are undertaken and any interventions are suitable and sufficient.	Environmental Risk Assessments	Annually	Risk Management Department	Trust Health and Safety Committee

9.0 LINKS TO OTHER RELEVANT TRUST POLICIES

9.1 RM01 The Health & Safety Policy Statement and General Safety Policy

9.2 RM15 Health Surveillance Policy

9.3 TW017 Risk Management Policy

9.4 RM07 – Personal and Protective Equipment at Work Policy

10.0 POLICY REVIEW

10.1 The Trust Risk Management Department will review this policy as detailed under responsibilities.

11.0 REFERENCES

11.1 Health and Safety at Work etc. Act 1974

11.2 Management of Health and Safety at Work Regulations 1999

11.3 Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002) (DSER)

11.4 INDG 36: Working with VDUs, Health and Safety Executive 2006

Appendix 1 – DSE Workstation Checklist and Risk Assessment

RM08 F01 - DSE WORKSTATION CHECKLIST

Workstation Location and Number	
User	
Time spent per day using DSE	
Checklist completed by	
Assessment Checked by	
Date of Assessment	
Follow up action needed	
Follow up action completed on	

Anyone can complete this checklist. This checklist can be used as an aid to risk assessment and to help comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations.

Work through the checklist, ticking either the yes or no column against each risk factor:

- Yes answers require no further action.
- No answers indicate a hazard may exist and will require investigation and/or remedial action by the workstation assessor. Any hazards identified on this checklist must be risk assessed. See end of checklist for more information.

Remember the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, for example by giving users appropriate health and safety training.

	YES	NO	Things to consider
1. Display Screens			
<p>Are characters clear and readable?</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; background-color: lightblue; padding: 5px; margin-right: 10px;">BSUH</div> <div>YES</div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; background-color: red; color: white; padding: 5px; margin-right: 10px;">BSUH</div> <div>NO</div> </div>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Ensure the screen is clean and cleaning materials are made available.</p> <p>Check that text and background colours work well together.</p>
<p>Is the text size comfortable to read?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Software settings may need adjusting to change text size. Contact the IT helpdesk for assistance to do this if required.</p>
<p>Is the Image stable, i.e. free from flicker and jitter?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Try using different screen colours to reduce flicker, e.g. darker background and lighter text.</p> <p>If problems still exist, get the set-up checked, e.g. by the equipment supplier.</p>
<p>Is the screen's specification suitable for its intended use?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>For example, intensive graphic work or work requiring fine attention to small details may require large display screens.</p>
<p>Are the brightness and/or contrast adjustable?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Separate adjustment controls are not essential, provided the user can read the screen easily at all times.</p>
<p>Does the screen tilt and swivel?</p> 	<input type="checkbox"/>	<input type="checkbox"/>	<p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p> <p>However, you may need to replace the screen if:</p> <ul style="list-style-type: none"> swivel/tilt is absent or unsatisfactory; work is intensive; and/or the user has problems getting the screen to a comfortable position. <p>The ideal height of a monitor can vary and space should be allowed for it to be raised for taller Users. Users who wear bifocals / varifocals may need the screen flat on the desk.</p>

	YES	NO	Things to consider
<p>Is the screen free from glare and reflections?</p>  	<input type="checkbox"/>	<input type="checkbox"/>	<p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>
<p>Are adjustable window coverings provided and in adequate condition?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones to control glare.</p> <p>If these measures do not work, seek specialist help</p>
2. Keyboards			
<p>Is the keyboard separate from the screen?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This is a requirement unless the task makes it impractical.</p>
<p>Is it possible to find a comfortable position for keying?</p>  <p>YES</p>  <p>NO</p>  <p>NO</p>  <p>NO</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Try pushing the display screen further back to create sufficient room for the keyboard, hands and wrists.</p> <p>If you are unable to find a comfortable position, seek specialist help.</p> <p>Users of thick, raised keyboards may need a wrist rest.</p>

	YES	NO	Things to consider
Is the keyboard tilt adjustable?	<input type="checkbox"/>	<input type="checkbox"/>	Good keyboards have retractable feet or some other mechanism to enable the tilt to be adjusted.
Does the user have good keyboard technique?	<input type="checkbox"/>	<input type="checkbox"/>	Training can be used to prevent: hands bent up at wrist; hitting the keys too hard; overstretching the fingers.
Are the characters on the keys easily readable?	<input type="checkbox"/>	<input type="checkbox"/>	Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.
3. Pointing Device			
Is the device suitable for the tasks it is used for? 	<input type="checkbox"/>	<input type="checkbox"/>	If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes.
Is the device positioned close to the user?  YES  NO	<input type="checkbox"/>	<input type="checkbox"/>	Most devices are best placed as close as possible, eg right beside the keyboard. Training may be needed to: prevent arm overreaching; tell users not to leave their hand on the device when it is not being used; encourage a relaxed arm and straight wrist.
Is there support for the device user's wrist and forearm?	<input type="checkbox"/>	<input type="checkbox"/>	Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the

	YES	NO	Things to consider
			device.
Does the device work smoothly at a speed that suits the user?	<input type="checkbox"/>	<input type="checkbox"/>	See if cleaning is required (eg of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.
Can the user easily adjust software settings for speed and accuracy of pointer?	<input type="checkbox"/>	<input type="checkbox"/>	Users may need training in how to adjust device settings.
4. Software			
Is the software suitable for the task?	<input type="checkbox"/>	<input type="checkbox"/>	Software should help the user carry out the task, minimise stress and be user-friendly. Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.
5. Furniture			
Is the work surface large enough for all the necessary equipment, papers etc?  YES  NO	<input type="checkbox"/>	<input type="checkbox"/>	Create more room by moving printers, reference materials etc elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible rearrangement.
Is the work surface at a suitable height?	<input type="checkbox"/>	<input type="checkbox"/>	Check if adjusting the chair height helps. If not an adjustable desk may be required.
Is there sufficient legroom under the surface?	<input type="checkbox"/>	<input type="checkbox"/>	Remove objects or obstacles from under the surface to create legroom.

	YES	NO	Things to consider
Can the user comfortably reach all the equipment and papers they need to use?	<input type="checkbox"/>	<input type="checkbox"/>	Rearrange equipment, papers etc to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.
Are surfaces free from glare and reflection?	<input type="checkbox"/>	<input type="checkbox"/>	The surface used may not be appropriate for the task. Consider also the orientation of the work surface in relation to sources of light or the use of mats or blotters.
Is the chair suitable? It must be stable and have a working: seat back height and tilt adjustment; seat height adjustment; swivel mechanism; correct castors or glides (where necessary).	<input type="checkbox"/>	<input type="checkbox"/>	The chair may need repairing or replacing if it is unsteady, the user is uncomfortable, or cannot use the adjustment mechanisms. Exposed foam is a fire hazard and chairs displaying foam must be replaced.
Is the chair adjusted correctly?  YES  NO  NO	<input type="checkbox"/>	<input type="checkbox"/>	The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.
Is the small of the back supported by the chair's backrest?	<input type="checkbox"/>	<input type="checkbox"/>	The user should have a straight back, supported by the chair, with relaxed shoulders.
Are forearms horizontal and eyes at roughly the same height as the top of the VDU?	<input type="checkbox"/>	<input type="checkbox"/>	Adjust the chair height to get the user's arms in the right position, then adjust the VDU height, if necessary.
Are feet flat on the floor, without	<input type="checkbox"/>	<input type="checkbox"/>	If not, a foot rest may be needed.

	YES	NO	Things to consider
too much pressure from the seat on the backs of the legs?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Environment			
Is there enough room to change position and vary movement?	<input type="checkbox"/>	<input type="checkbox"/>	Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.
Is the lighting suitable, eg not too bright or too dim to work comfortably? 	<input type="checkbox"/>	<input type="checkbox"/>	Users should be able to control light levels, eg by adjusting window blinds or light switches. Consider shading or repositioning light sources (or the workstation) or providing local lighting, eg desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).
Does the air feel comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	VDUs and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.
Is the temperature comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?
Are levels of noise comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	Consider moving sources of noise, eg printers, away from the user. If not, consider soundproofing.
Are there sufficient power sockets?	<input type="checkbox"/>	<input type="checkbox"/>	Extensions are not to be used as a permanent solution to inadequate power socket number or placement.
Are all plugs, sockets and power cables in a good state of repair?	<input type="checkbox"/>	<input type="checkbox"/>	Replace any plug or cable that show signs of physical damage.

	YES	NO	Things to consider
7 Final questions to users...			If 'NO' to any of these questions, please give details here:
Has this checklist covered all the problems they may have working with their VDU?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you free of any symptoms other than those attributed to DSE use?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been advised of their entitlement to eye and eyesight testing?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you take regular breaks working away from VDUs?	<input type="checkbox"/>	<input type="checkbox"/>	

What to do now

If any of the questions were answered 'NO' this identifies a hazard. Any hazards identified on this checklist must be risk assessed by suitably a trained and competent person according to *TW017 Risk Management Policy and Risk Assessment guidance*. If there is any doubt as to the procedures and requirements for doing this please contact the Risk Management department on extension 8073 or by email

Record all actions required to reduce risks or to ensure that the workstation meets the minimum requirements. The actions should be listed in order of priority, and realistic target dates should be set for their completion. If the action requires input from other Department(s) or external source, target dates should be agreed with them.

The re-assessment date will depend on how many unsatisfactory things are found and how serious they are. It should be set at a maximum of two years to ensure the situation is regularly reviewed.

If the workstation is changed significantly, or a new user starts to use it, the assessment should be reviewed immediately.

RM017 F01GENERAL RISK ASSESSMENT FORM

Only trained and competent persons may complete this part of the risk assessment.

This form should be used in conjunction with the associated guidance notes. If you do not have a copy of the guidance, contact the Risk Management Department.

Section 1 – Location

Directorate :	Department :	TASK / ACTIVITY: (If applicable)

Section 2 - Identifying Hazards Section 3 - Existing Control Measures Section 4 Evaluating Risk Section 5 – Action Plan

Hazard	Persons at risk and how affected	Existing Control Measures	Risk Rating (I x L = R)	Action required to control risk	Risk Rating (I x L = R)	Action by Whom	Deadline for action	Date completed
Type the text in here to describe the hazard	Describe who is at risk and how	Describe any existing control measures	4 x 5 = 20	Type the text in here to describe the action required to reduce the risk to an acceptable level	4 x 1 = 4	The name of the person given the action – they must agree to it!	The date by which the action is to be completed	Date actually completed
A.								
B.								
C.								

This form MUST be completed in conjunction with the TW017 Trust Risk Management Strategy
 IF YOU ARE CARRYING OUT A RISK ASSESSMENT, YOU MUST HAVE ATTENDED THE TRUST RISK ASSESSMENT TRAINING.
 IF YOU HAVE NOT RECEIVED THIS TRAINING, PLEASE CONTACT THE RISK MANAGEMENT DEPARTMENT (EXTENSION 8073)

RM017 F01GENERAL RISK ASSESSMENT FORM

D.								
E.								

This form **MUST** be completed in conjunction with the TW017 Trust Risk Management Strategy
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Section 6 - Further Information

Is health monitoring required?	Select
Is a more detailed assessment (e.g. Clinical Risk, COSHH, Manual Handling) required? Please state which one:	Select
Is further information or investigation required to complete risk assessment?	Select

Section 7 - Assessment Sign Off

I have read and understood the Risk Assessment Guidance and have received appropriate training to carry out this risk assessment.		Select
Assessor's Name :		Assessor Signature
Job title:		
Date of Assessment :		Reassessment Date
A		A
B		B
C		C
D		D
E		E
Managers Name :		Manager's Signature
Job title:		

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GUIDANCE ON COMPLETION OF RISK ASSESSMENT FORMS

For further information contact Risk Management on extension 8073

Section 1 of 7 – Location

Fill in details of the Directorate and the Department. This form is to be used for all assessments, with the exception of COSHH or Manual Handling assessments (references should be made to these other types of assessment where appropriate).

Section 2 of 7 - Identifying Hazards and persons affected

List any hazards associated with the process, and the groups of people who may be affected and how. Use a second form, appropriately marked, if you identify more than five hazards. Consider the following hazards (this is *not* an exhaustive list);

Slipping, tripping and falling hazards	Vehicles	Temperature and humidity
Fire hazards	Electricity	Windows
Chemicals, including dusts and fumes	Manual handling	Radiation
Work equipment	Noise	Radiation
Work at height	Lighting	Please see Appendix J for clinical hazards and risks
Health and infection risks	Confined spaces	Violence
Hot water management		

Consider the following groups of people (as above, this is *not* an exhaustive list);

Staff	New or expectant mothers
Patients and Visitors	Inexperienced or young workers
Contractors	People with special needs

Section 3 of 7 - Existing Control Measures

Record the measures already in place to control the risks presented by the identified hazards. Include such things as safe systems of work and training as well as physical systems such as machine guards and personal protective equipment.

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Section 4 of 7 - Evaluating Risk

In order to prioritise actions, it is necessary to evaluate the level of risk presented by each of the identified hazards. This is done using a simple rating system and a basic multiplication.

First, for each of the hazards, decide how likely it is to happen (Likelihood) and how serious the consequences are most likely to be (Severity) from the following guide, taking into account the control measures already in place;

LIKELIHOOD		SEVERITY	
1	Will only occur in exceptional circumstances	1	No obvious harm, loss or damage
2		2	Non-permanent harm, loss or damage
3	Will occur infrequently	3	Semi-permanent harm, loss or damage
4	Will occur sometimes	4	Major permanent harm, loss or damage
5	Will occur frequently	5	Unexpected or unexplained death or total disablement or permanent loss of service or facility
	Will occur or does regularly occur		

Next, work out the risk rating from the following equation;
RISK RATING = Impact x Likelihood

		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

RISK

Section 5 of 7– Action Plan

It is important that priority is given to the more serious risks. The Risk Rating calculated in the previous section gives a figure between 1 and 25, further classified as follows;

15 – 25	Extreme Risk	Immediate action required, so far as is reasonably practicable
8 - 14	High Risk	Prompt action required, so far as is reasonably practicable
4 - 7	Moderate Risk	Risk reduction required, so far as is reasonably practicable
1 – 3	Low Risk	Further risk reduction may not be feasible or cost effective

When considering actions to be taken, the following hierarchy of risk control measures should be considered, in the following order;

This form **MUST** be completed in conjunction with the TW017 Trust Risk Management Strategy

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IF YOU HAVE NOT RECEIVED THIS TRAINING, PLEASE CONTACT THE RISK MANAGEMENT DEPARTMENT (EXTENSION 8073)

Design the problem out Eliminate or remove the risk Substitute with less risky option Isolate from people	Reduce time of exposure of numbers of people exposed Safe Systems of Work procedures/protocols Supervision / Training Personal Protective Equipment
--	--

Section 6 of 7– Further Information

Health monitoring (e.g. regular blood tests or lung function tests) may be required when you are not sure of the levels of exposure to a hazard with a known health effect. If you feel that health monitoring may be required, tick the relevant box and contact the Occupational Health Department at PRH on Extension 8293 or BTN on Extension 4011.

If you feel that you require any further information or investigation (including access to HSE guidance, etc.) in order to complete the risk assessment, tick the relevant box and contact the Risk Management Department at PRH on Extension 8073.

If any part of the process or activity requires a more detailed COSHH or Manual Handling assessment, tick the relevant box and contact risk management to obtain the appropriate form

Section 7 of 7- Assessment Sign Off

The reassessment date for the process / activity will depend on how serious the risk is. The highest risk rating should be considered and the review date set as follows;		
15 - 25	Extreme Risk	Review in 1 to 6 months to ensure actions are completed
8 - 14	High Risk	Review in 6 to 12 months to ensure actions are completed
4 - 7	Moderate Risk	Review in 1 year, or when a major change occurs
1 - 3	Low Risk	Review in 1 - 2 years, or when a major change occurs
You must get your Manager to sign the assessment to ensure that they are aware of any actions required.		

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Appendix 2 – Eye Test Request Form
 RM10 F02 - EYE TEST REQUEST FORM

This form is to be completed by the employee requesting the eye test and signed by the line manager with budgetary authority.

Employee:

Name of Employee:	Payroll number:
Job Title:	Directorate:

Manager:

Before authorising this request, please ensure that this employee is a user as defined in RM10 Display Screen Equipment policy (Section 4.3) and a DSE checklist and Risk Assessment have been completed within the last 12 months for this user.

Name of Manager:	Job Title:
I confirm that the above named member of staff is required to use display screen equipment for a significant section of their work. I further confirm that I am able to authorise payment for an eyesight test & basic spectacles for DSE use if required. <input type="checkbox"/>	
Signed:	Date:
Designation:	
Cost Centre Code:	Account Code:

What to do now:

Take this completed form to the cashiers at either the Princess Royal Hospital or Royal Sussex County Hospital where this form will be exchanged for a Specsaver Eye Test Voucher.

To be completed by Cashier

Voucher Reference Number	
Date of Issue	
Cashiers Signature	
Recipient Signature	

Take the issued Voucher to any Specsavers where it will entitle you a free eye test and if it is determined that you require glasses ONLY for DSE use, a pair of these will be provided free of charge.

Please refer to section 6.3 of *RM10 Display Equipment Policy* for further information.

Appendix 3 - How to locate your nearest Specsavers practice

There are three easy ways to locate your nearest Specsavers practice:

- You can now request an appointment online. Go to www.specsavers.co.uk/book-an-appointment and select the practice you wish to visit. Complete the details and you will then be contacted direct by telephone to confirm a time and date that is suitable for you.
- There is a freephone facility available (0800 0680 241) which will inform you of your nearest Specsavers practice via an easy to navigate menu.
- Specsavers Store Locator allows you to enter your postcode and a number of the nearest Specsavers practices will be listed. For this option, visit www.specsavers.co.uk/stores

You will be able to secure an appointment, typically within one week, but often more quickly and whenever possible. As a reminder, we will make a courtesy call, and/or text you, 24 hours prior to your appointment.

A few quick clicks to a great new look

See how you look in 1000s of different pairs of glasses in just a few easy steps with our digital mirror. You can now try all our glasses from the £25 range right through to our designer styles before you visit your nearest Specsavers practice.

Simply upload your photo, try on the glasses you like, adjust them to fit, change the colour or see your new look close up. If you haven't got a photo of your own, you can use a sample face instead.

When you've found the specs you like, you can save them, compare them and print them off to show your family and friends to see what they think too.

Sample of Specsaver Voucher



The image shows a sample of a Specsavers VDU Eyecare Voucher. It is a rectangular document with a light green background. At the top left, there is a barcode labeled 'EYE TEST' with the number '5 017003 838269' below it. At the top right, it says 'VDU EYECARE VOUCHER' with three colored squares (orange, purple, blue) to its right. The main body of the voucher is divided into two columns. The left column contains the text 'THIS VOUCHER ENTITLES YOU TO:' followed by three bullet points: 'A FULL EYE EXAMINATION AT ANY SPECSAVERS OPTICIAN IN THE UK', 'A PAIR OF £45 SINGLE VISION CR39 GLASSES IF REQUIRED SOLELY FOR VDU USE', and '£20 OFF WHEN YOU PURCHASE A PAIR OF COMPLETE GLASSES FROM THE £99 RANGE AND ABOVE'. Below this is the expiration date 'Expires 31.12.10'. The right column contains a form with fields for 'Name:', 'Employee No:', 'Signed:', 'Authorised by:', 'Signed:', 'Organisation:', and 'Date:'. At the bottom left, there is a barcode labeled 'VDU GLASSES' with the number '000000383826' below it. At the bottom right, there is the Specsavers logo. A large 'SAMPLE' watermark is overlaid diagonally across the center of the voucher.

Appendix 4 - Due Regard Assessment

		Yes/No	Comments
1.	Does the document/guidance affect one group less or more favourably than another on the basis of:		
	• Race	No	
	• Ethnic origins (including gypsies and travellers)	No	
	• Nationality	No	
	• Gender	No	
	• Gender identity	No	
	• Culture	No	
	• Religion or belief	No	
	• Sexual orientation including lesbian, gay and bisexual people	No	
	• Age	No	
	• Disability - learning disabilities, physical disability, sensory impairment and mental health problems	No	
2.	Is there any evidence that some groups are affected differently and what is/are the evidence source(s)?	No	
3.	If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable?	No	
4.	Is the impact of the document/guidance likely to be negative?	No	
5.	If so, can the impact be avoided?	No	
6.	What alternative is there to achieving the document/guidance without the impact?	No	
7.	Can we reduce the impact by taking different action and, if not, what, if any, are the reasons why the policy should continue in its current form?	No	
8.	Has the policy/guidance been assessed in terms of Human Rights to ensure service users, carers and staff are treated in line with the FREDA principles (fairness, respect, equality, dignity and autonomy)?	Yes	

If you have identified a potential discriminatory impact of this policy, please refer it to the Head of Risk Management, 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 the Head of Equality and Diversity

Appendix 5 Dissemination, Implementation and Access Plan

	Dissemination Plan	Comments
1.	Identify:	
	<ul style="list-style-type: none"> Which members of staff or staff groups will be affected by this policy? 	<p>All Trust Staff, patients and Visitor including contractors and stakeholders employed by the trust or visiting Trust premises.</p> <p>- Main consultation groups attend health and Safety committee and include Staff Health and Safety representatives for consultation and management group and key specialist e.g, occupational health, manual handling, 3T's, Estates, Facilities, security etc</p>
	<ul style="list-style-type: none"> How will you confirm that they have received the policy and understood its implications? 	They have been sent email and discussed at 4 Health and Safety committees in past 12 months.
	<ul style="list-style-type: none"> How have you linked the dissemination of the policy with induction training, continuous professional development and clinical supervision as appropriate? 	This is linked to the trust Induction and Statutory and Mandatory training for the Trust where specific training is required for health and safety and many specific health and safety hazards in the workplace.
2.	How and where will staff access the document (at operational level)?	<p>This is provided on the Trust Intranet and internet sites. Managers are encouraged to the print and add to health and safety board copies of the policy if staff do not have access.</p> <p>Information on accessing health and safety policies is included in all staff induction.</p> <p>Health and Safety Executive posters are in place in very trust entrance or exit with general principle and how to access advice on health and safety which is a legal requirement.</p>

		Yes/No	Comments
3.	Have you made any plans to remove old versions of the policy or related documents from circulation?	Yes	Trust info-net and Communications to ask staff to removed and discard old version. Also key point on the annual Environmental Audits for each ward and department.
4.	Have you ensured staff are aware the document is logged on the organisation's register?	Yes	Trust info-net and Communications to ask staff to removed and discard old version. Also key point on the annual Environmental Audits for each ward and department.