

Corporate

Display Screen Equipment (DSE) – Standard Operating Procedure (SOP)

Document Control Summary			
Status:	Replacing Display Screen Equipment Policy		
Version:	v1.0	Date:	January 2016
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Approved by:	Policy and Procedures Committee	Date:	January 2016
Ratified:	Policy and Procedures Committee	Date:	January 2016
Related Trust Strategy and/or Strategic Aims	Risk Management Strategy		
Implementation Date:	February 2016		
Review Date:	February 2019		
Key Words:	Display; Screen; Equipment; Risk; Assessment; Visual; User; DSE; VDU		
Associated Policy or Standard Operating Procedures	Health and Safety Policy		

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Change Control – Amendment History

Version	Dates	Amendments
1.0	December 2016	

1. Introduction

Display Screen Equipment (DSE) is a common feature in present work situations and is used for a wide variety of applications.

Good workplace design and the way the equipment and workstation are used can ensure that their use is without significant risk provided that the necessary assessments are carried out and precautions are taken.

2. Purpose

The purpose of this SOP is to provide a framework whereby the Trust can comply with the Health and Safety (Display Screen Equipment) Regulations 1992.

With the Government's various reviews of health and safety in recent years including legislation, the role of the Health and Safety Executive and the simplification of operational guidance made available to business by the HSE the opportunity has been taken in this SOP to provide links to relevant HSE publications to support the SOP.

3. Scope

This SOP describes the procedures to be followed to safeguard the health of employees when using Display Screen Equipment under the Health and Safety (Display Screen Equipment) Regulations 1992. This SOP is intended for use by all employees who require assessing as a user of display screen equipment and for all employees to have an awareness of this SOP.

4. Definitions

User: An employee who habitually uses DSE as a significant part of their normal duties OR an employee who uses DSE for prolonged spells of more than one hour and DSE is used more or less daily. Such use is termed in this SOP as 'qualifying use'.

(Note that other employees who use DSE only occasionally are not covered by the regulations but the Trust still has a general duty to protect them under other health and safety at work legislation).

Display Screen Equipment: Any alphanumeric or graphic display screen regardless of the display process involved, including desktop, laptop, mobile devices and other similar equipment.

Workstation: Any assembly comprising display screen equipment, disk drives, printers, chair, desk, document holder or any other item used with the display screen equipment and also the immediate work environment. Where mobile devices are used the work environment where used should be considered.

5. Responsibilities

5.1 Trust Board

The Trust Board has overall responsibility for Health and Safety and for ensuring that effective management systems along with adequate resources are in place to achieve high standards of Health, Safety and Welfare and may call for periodic reports on the effectiveness and implementation of this SOP.

5.2 Chief Executive

The Chief Executive has specific responsibility for giving effect to Health and Safety matters and will ensure that this SOP is implemented and that the effectiveness of the SOP is reviewed.

5.3 Managers

Managers must ensure that a risk assessment has been undertaken for each user of DSE and for each workstation and that the necessary controls, equipment, processes and procedures are put in place to ensure that the use of DSE is in accord with this SOP, HSE guidance and the requirements of the DSE regulations. The manager has a responsibility to ensure appropriate action is taken where a need is identified.

Managers must inform the Occupational Health Service about any employee with a suspected health problem related to DSE use.

5.4 Employees

Employees should be aware of the contents of this SOP and understand it. Employees have a responsibility to assist their employer in all Health and Safety arrangements.

Any possible risk to health and safety should be reported to the employee's manager promptly. Employees are also advised to contact the Occupational Health Service if they consider they have a health issue arising from DSE use or their work in general.

5.5 Health and Safety Advisor

The Health and Safety Lead is responsible for reviewing this SOP and ensuring that it allows the Trust to comply with current legal responsibilities and monitor the effectiveness of this SOP.

5.6 Occupational Health Service

The service will see any employee who suspects a health problem related to DSE use and provide advice / counsel / refer on as appropriate.

6. Risk Assessment

A Risk Assessment of each qualifying use for each identified user is required. This may require several parts to the assessment for example mobile device + desktop or mobile device + hot desking. It is the responsibility of the user's manager to ensure a suitable and sufficient assessment is carried out. See the Display Screen Assessment form (appendix 1 or 2).

Managers should ensure that sufficient information is collected so as to be able to clearly identify the workstation and equipment assessed AND the user. Where more than one user exists for a workstation then the assessment must be repeated for each person. Assessments are to be 'personal' to the equipment and use location not generic. All assessments must be recorded and retained for reference.

An assessment is reviewed if a certain criteria is met. The criteria for this can be found on either process map (as found in appendix 3 or 4 of this SOP).

Assessments will be done by a suitably trained person who is able to assess their own DSE work situation in line with this SOP and also do assessments of other DSE work situations for other ward/department/team members as determined by their manager. For those who wish to train to be an assessor of workstations, please see section 11 – Information, Instruction, Training and Supervision.

7. Pre-Employment Health Questionnaire

Managers should ensure that where DSE use is to be involved in the employee's work that this is noted in the pre-employment health questionnaire with additional clarification as to whether the use is a standard desktop, laptop, mobile device, hot desking or homeworking. It is the responsibility of the potential employee to ensure any further action required at this time is completed.

8. Eye and Eyesight Tests

The Health and Safety (Display Screen Equipment) Regulations 1992 require the employer to provide users who request it, appropriate eye and eyesight tests. Employees may have an eye and eyesight test on request. Work with display screen equipment may identify pre-existing eye or eyesight defects.

Employees should make any requests for eye and eyesight tests to their manager initially in order that necessary arrangements can be made for the tests.

8.1 Arrangements for Eye and Eyesight Tests

Employees should initially discuss the need for eye and eyesight tests with their manager and then make arrangements with their chosen optical specialist provider to have the tests. The trust will reimburse the actual costs incurred of eye and eyesight tests for qualifying DSE users up to a maximum of £30.

8.2 Provision of Corrective Lenses and Frames

Where corrective lenses and frames are required for DSE use the Trust will refund the cost of basic lenses and frames. The Trust will reimburse the actual costs incurred up to a maximum of £50. However the employee may choose to purchase more costly appliances and pay the difference.

8.3 Reimbursement of costs

On completion of eye and eyesight tests employees should make their claim on the Trust's electronic expenses system and submit the receipt to their manager along with a copy of the prescription (identifying that glasses are required for DSE use) and a copy of their workstation risk assessment. Reimbursement will be limited to the above sums and be charged to the local budget holder for the employee's post. Agency workers requiring eye and eyesight tests and glasses if required should have their needs met either by their agency or if self-employed then at their own expense.

8.4 Review

Further eye and eyesight tests for users of DSE will be carried out at intervals usually at a frequency of not less than two years or as recommended by optician/optometrist or at the request of individual via Occupational Health Service due to concerns regarding their vision.

9. Portable Computers/Laptops and Other Mobile Devices

Portable computers/Laptops and other mobile devices are also covered by the requirements of the DSE Regulations. Their compactness, portability and flexibility makes them readily useable in a range of environments away from the traditional office. However this can make them less satisfactory for extended periods of use and as such it is imperative that the guidance for desktop computers is taken into account in their use.

Such devices can be used for a range of clinical and non-clinical purposes, however the basic advice is when away from base endeavour to adopt as comfortable working position as possible for as short a period of use as is reasonably possible so as to gather the basic detail as for example in a community patient consultation and to then fill out the detail back at base.

When back at base or other location equating to a 'base' a full size PC set-up or a docking station must be used such that ALL users have access to full size keyboards, larger screens and a mouse. This is in line with current HSE guidance. It also applies to all hot desk working and homeworking.

When using a portable computer employees should observe good practice as when using standard equipment so far as is reasonably practicable.

10. Mobile Working/Hot Desks/Homeworking

The principles of this SOP and the guidance provided both here and in the HSE guidance referred to also apply to mobile working, hot desking and home-working situations. In all situations the requirements to provide satisfactory working conditions, suitable and proper work equipment including a suitable desk and chair apply (or in case of home working to have available). In all cases (Mobile working/Hot desking/ Homeworking) where extended use occurs which amounts to the user becoming an 'habitual user' a risk assessment is required. Assuming that most 'base' work, which for some staff will include hot desk work, it is expected that much of the mobile and home working is likely to also require assessment.

Hot desking - is the sharing of office space across the available working hours with all users having adequate desk space, full size equipment with or without a docking station (as noted previously) without overcrowding.

Homeworking - the extent of provision of furniture and equipment to be provided for home use should be negotiated taking account of the needs of the individual, the Trust and the requirement to work from home with associated benefits to both parties.

11. Information, Instruction, Training and Supervision

Training will be provided for users to reduce risks and also for those required to undertake DSE risk assessments. All training undertaken should be recorded by the manager to demonstrate compliance with legal requirements and to ensure that training is current (see appendix 6). Individuals wishing to train to assess DSE workstations must first complete the associated e-learning package. Access to the course can be granted by emailing the Learning & Development Team using the following email and requesting the DSE course to be added to the individuals profile. <Course.Bookings@sssft.nhs.uk>

Further information regarding DSE use, information is available on the Health and Safety Executive (HSE) website at <http://www.hse.gov.uk/pubns/indg36.pdf>

12. Process for Monitoring Compliance and Effectiveness

To ensure the continued effectiveness of this SOP, it should be adequately monitored and evaluated. This will be carried out by:

1. Departments during regular safety audits for display screen equipment.
2. Health and Safety Advisor as part of the regular review of Health and Safety matters.

13. References, Further Guidance and Access to Work

Access to Work (AtW) is a publicly funded employment support programme that aims to help more people stay in work. You can apply through a self-referral basis (once agreed with your line manager). Someone from AtW will assess your workstation and recommend equipment as required of which AtW will refund a certain value back to the employer. More information can be found at the following links:

Access to Work Overview (<https://www.gov.uk/access-to-work/overview>)

Access to Work Fact Sheet ([Fact Sheet](#))

Further help and advice relating to DSE should be sought from Department Managers. Concerns relating to vision screening should be made to the Occupational Health Service.

For any queries or help on this SOP or its implementation, advice and assistance is available from the Health and Safety Advisor. Further advice is also available from a range available within the HSE website, of which the following may be the most useful:

<http://www.hse.gov.uk/pubns/ck1.pdf> (This assessment mimics that shown in appendix 2)

<http://www.hse.gov.uk/pubns/indg36.pdf>

<http://www.hse.gov.uk/pubns/priced/l26.pdf>

<http://www.hse.gov.uk/msd/faq-dse.htm>

Assessment of DSE Use Workstations / Work Situations

Workplace/ Workbase		User's Name		Date Of Assessment	
Workstation Ref Number		Contact Number		Assessor / Completed By	
A. Does this user work in a Standard Office Desk situation	Circle answer YES NO	If YES complete Part A Standard Desktop PC and parts B,C, D as applicable	B. Does this user work in a Mobile Working situation	Circle answer YES NO	If YES complete Part B Mobile Working and parts A,C,D as applicable
C. Does this user work in a Hot - Desking situation	Circle answer YES NO	If YES complete Part C Hot Desking and parts A,B,D as applicable	D. Does this user work in in a Home Working situation	Circle answer YES NO	If YES complete Part D Home Working and parts A,B,C, as applicable
Note – proceed to complete all assessment sections as applicable					

Part A – Assessment of Standard Desktop PC Workstation

Assessment Aspect	Yes	No	Action
Does the chair have a stable 5 star base and move freely?			
Is the user familiar with the following means of adjustment:			
Can the height of the backrest be adjusted?			
Can the tilt of the backrest be adjusted?			
Can the height of the seat be adjusted?			
Have all the above been adjusted to suit the user's needs along with any additional aspects which made be available on the specific chair under review - e.g. lumbar adjustment if this is available.			
Is a footrest available if needed?			
Is a suitable document holder available if needed?			
Is there adequate space around the workstation for all the necessary work equipment?			
The next 10 questions refer to desktop PC's and docked and linked mobile devices - if a mobile device also use part C			
Can the screen be moved to allow the user to vary the viewing distance and achieve the required position?			
Does the screen have an adjustable swivel?			
Does the screen have an adjustable tilt?			

Is the screen placed at a suitable height for the user?			
Is the screen image stable with no flickering?			
Are the characters clear and easy to see?			
Can the brightness & contrast be easily adjusted?			
Is the screen surface clean?			
Is the keyboard separate from the screen?			
Can the angle of the keyboard be easily adjusted?			
Is there sufficient space in front of the keyboard for the user to be able to rest their hands?			
Can the symbols on the keys be read easily?			
Is a mouse used for significant periods?			
Is the mouse of a suitable design for the 'user'?			
Is supplementary equipment needed to enable or assist with the work, e.g. telephone head-set?			
Is the supplementary equipment noted above as being required provided and is it suitable and sufficient for the task?			
Can the user vary the daily work tasks to include changes of activities and breaks at suitable intervals to avoid fatigue or stress associated with intensive DSE work periods?			
Has the user had satisfactory training in the use of the software?			
Has the user had training in the use of the workstation?			
Does the employee know who to contact if they experience any difficulties?			
Heat - Is the work area comfortable - not too hot nor too cold and free from draughts?			
Humidity - Is the air around the work station comfortable - not too dry?			
Noise - Is the user distracted by noise from printers, copiers or other equipment?			
Lighting-is the lighting sufficient for reading the keyboard and any text. (Task lighting should be provided if needed)?			
Can the user see reflections in the screen If so can these be avoided by repositioning etc.?			
Are blinds available for use if required?			
Date the user had a sight test with an optician/optometrist?			

Is the area under the desk i.e. the 'foot-space' at least 700mm wide AND free of stored items so as to enable proper placement of legs and feet and to avoid trip hazards (bags, leads, cables etc.)?			
Is the immediate work area free from trailing cables, files and other work materials likely to pose a trip hazard?			
Is the office volume* adequate to suite the number of people/work-stations routinely working there, allowing a min.11 cubic metres/person excluding furniture and equipment *?			
Is the office layout acceptable for the work being done - i.e. adequate access routes of adequate width - around 600mm, able to pass other chairs easily without disruption and to access windows to open them etc.?			
* Calculated by measuring Length x Width x Height [max 3m.], deducting the volume taken up by furniture and dividing the answer by 11 - rounding down to next multiple of 11			

Part B - Assessment of Mobile Working Situations

Description Of Mobile Working Arrangements			
Assessment Aspect	Yes	No	Action
Are you usually able to adopt a comfortable working position when using the mobile device away from base?			

PART C - ASSESSMENT HOT DESKING AND/OR MOBILE WORKING ON RETURN TO BASE SITUATIONS

Description Of Hot Desking Arrangements			
Assessment Aspect	Yes	No	Action
On return to base are you usually able to connect to a full size screen, keyboard and mouse?			
Are you then able to use a chair which has a stable 5 star base and moves freely?			
Is the chair able to be adjusted to suit your personal requirements i.e. seat height, height and tilt of the backrest can be adjusted?			
Have you made the adjustments to the chair to suit your personal requirements?			
The remainder of the assessment is covered in Part A			

Part D - Assessment of Home Working Situations

Location Of Home Working		Description Of Home Working Arrangements	
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Assessment Aspect	Yes	No	Action
Are you usually able to adopt a comfortable working position when working at home?			
Is the work situation a recognisable 'office' set up? (it should not be a lounge or other similar situation)			
Are you able to use a chair which has a stable 5 star base and moves freely?			
Is the chair able to be adjusted to suit your personal requirements i.e. the seat height and height and tilt of the backrest can be adjusted?			
Have you made the adjustments to the chair to suit your personal requirements?			
The remainder of the assessment is covered in Part A - most of the points should receive consideration			

Summary Of Actions Identified					
Assessment Part A, B, C, D	Issue	Lead	By	Completed Date	Notes

Display Screen Equipment (DSE) Workstation Checklist

Workstation Location _____

Name of user _____

Assessment completed by _____ Date _____


Assessment checked and agreed by manager (sign and date) _____




Any further action needed? Yes / No


Follow up action completed on _____




Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:


- 'Yes' answers require no further action
- 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'action to take' column. Assessors should check later that actions have been taken and have resolved the problem



Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
1. Keyboards				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (e.g. where there is a need for a laptop)	
Does the keyboard tilt?			Tilt need not be built in	
Is it possible to find a comfortable keying position? 			Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	
Does the user have a good keyboard technique?			Training can be used to prevent: <ul style="list-style-type: none"> • Hands bent up at the wrist • Hitting the keys too hard • Overstretching the fingers 	

Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
Are the characters clear and readable? 			Keyboards should be kept clean. If characters still can't be read, the keyboard may need replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	
2. Mouse, trackball etc.				
Is the device suitable for the tasks it is used for? 			If the user is having problems, try a different device. The mouse and trackball are general purpose devices suitable for many tasks and are available in a variety of shapes and sizes.	
Is the device positioned close to the user?			Most devices are best placed as close as possible, e.g. right beside the keyboard. Training may be needed to: <ul style="list-style-type: none"> • Prevent arm overreaching • Encourage 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? 			Support can be gained from 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 device.	
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (e.g. mouse) Check the work surface is suitable. A mouse mat may be needed.	

Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	
3. Display Screens				
<p>Are the characters clear and readable?</p> <div style="border: 1px solid black; background-color: #e0f2f1; padding: 5px; margin: 5px 0; width: fit-content;">Health and safety</div> <div style="border: 1px solid black; background-color: #ffe0b2; padding: 5px; margin: 5px 0; width: fit-content;">Health and safety</div>			<p>Make sure the screen is clean and cleaning materials are available.</p> <p>Check that the text and background colours work well together.</p>	
Is the text size comfortable to read?			Software settings may need adjusting to change text size	
Is the image stable, i.e. free of flicker and jitter			<p>Try using different screen colours to reduce flicker, e.g. darker background and lighter text</p> <p>If there is still a problem, get the set-up checked, e.g. by the equipment supplier.</p>	
Is the screen specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
<p>Does the screen swivel and tilt?</p> <p>Is the screen placed at a suitable level for the user?</p> 			<p>Swivel and tilt need not be built in, 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 	

Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
<p>Is the screen free from glare and reflections?</p> 			<p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You may need to move the screen or even your desk; 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>			<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work consider an anti-glare screen.</p>	
4. Software				
<p>Is the software suitable for the task?</p> 			<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have appropriate training in using the software.</p>	
5. Furniture				
<p>Is the work surface large enough for all the necessary equipment, papers, printers etc.?</p> 			<p>Create more room by moving printers, reference materials etc. elsewhere.</p> <p>If necessary, consider providing new power sockets so equipment can be moved.</p>	
<p>Can the user comfortably reach all equipment and papers they need to use?</p>			<p>Rearrange equipment, papers etc. to bring frequently used things within easy reach.</p>	
<p>Are surfaces free from glare and reflection?</p>			<p>Consider mats and blotters to reduce reflection and glare.</p>	

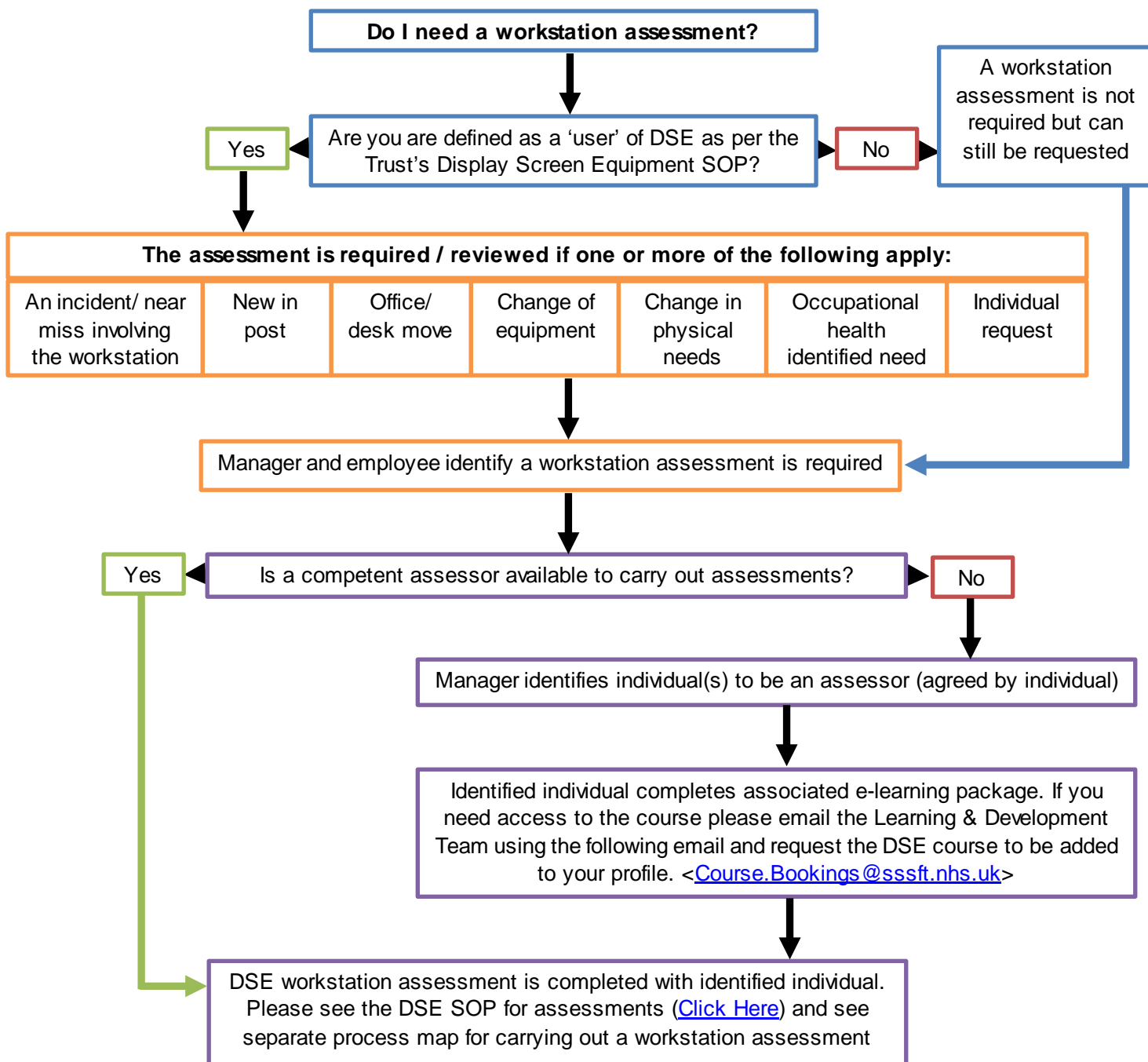
Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
<p>Is the chair suitable?</p> <p>Is the chair stable, have a 5 star base and move freely?</p> <p>Does the chair have a working:</p> <ul style="list-style-type: none"> • Seat back height and tilt adjustment? • Seat height adjustment? • Castors or glides 			<p>The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.</p>	
<p>Is the chair adjusted correctly?</p> 			<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment properly.</p> <p>Move any obstructions from under the desk.</p>	
<p>Is the small of the back supported by the chairs backrest?</p>			<p>The user should have a straight back, supported by the chair, with relaxed shoulders.</p>	
<p>Are forearms horizontal and eyes at the same height as the top of the screen?</p>			<p>Adjust the chair height to get the users arms in the right position and then adjust the screen height if necessary.</p>	
<p>Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?</p>			<p>If not, a footrest may be needed.</p>	
6. Environment				
<p>Is there enough room to change position and vary movement?</p> <p>Is the work area free from potential hazards?</p>			<p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard</p>	

Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
<p>Is the lighting suitable, e.g. not too bright or too dim to work comfortably?</p> 			<p>Users should be able to control light level, e.g. by adjusting window blinds or light switches</p> <p>Consider shading or repositioning light sources or providing local lighting such as desk lamp, but be careful of glare reflecting off walls.</p>	
Does the air feel comfortable?			<p>Screens and other equipment may dry the air.</p> <p>Circulate fresh air where possible. Plants may help.</p>	
Are levels of heat comfortable?			<p>Can heating be better controlled?</p> <p>More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room.</p>	
<p>Are levels of noise comfortable?</p> 			<p>Consider moving sources of noise, e.g. printers away from the user. If not consider sound proofing.</p>	

7. Final Questions to Users.....

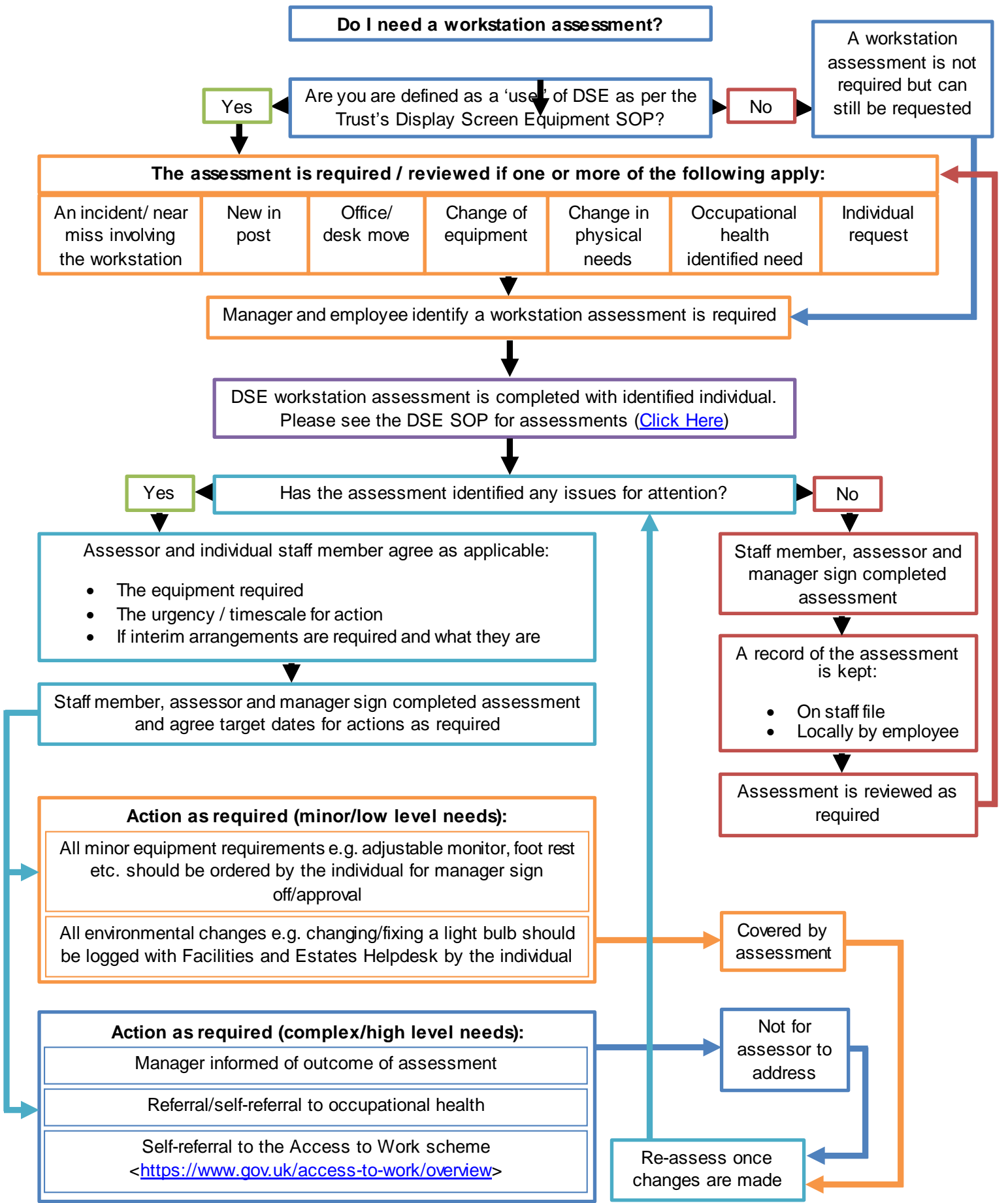
Has the checklist covered all the problems the user may have working with their display screen equipment (DSE) and workstation?			
Has the user experienced any discomfort or other symptoms which they attribute to working with their DSE and workstation?			
Has the user been advised of their entitlement to eye and eyesight testing?			
Does the user take regular breaks working away from DSE?			
Does the user know who to contact if they experience any problems with their DSE or workstation?			

Process Map for Requirements of Workstation Assessments (including DSE)



For any questions or further advice, please contact a member of the Risk Management team (0300 790 7000).

Process Map for Carrying Out a Workstation Assessments (including DSE)



For any questions or further advice, please contact a member of the Risk Management team (0300 790 7000).

Scope of Training

1) Employees

All users of Display Screen Equipment need to be made aware and understand the procedures to follow to reduce the risks of musculo-skeletal problems, visual difficulties and mental stress i.e.:

- a) The importance of achieving a comfortable posture and the need for regular postural change.
- b) How to adjust workstation furniture and equipment.
- c) On the appropriate use of the mouse.
- d) The significance of good positioning and layout of workstation equipment.
- e) The need to clean the screen regularly and other forms of maintenance.
- f) The importance of breaking up periods of intensive screen work by changes of activity.
- g) To be knowledgeable about the use of the available computer software.
- h) The need to report health problems or equipment defects promptly and to know the procedures for doing this.

2) Managers

In addition to the above managers must understand/be aware of:

- a) How to carry out the risk assessment of the workstation with the collaboration of the employee and when to review and/or re-assess.
- b) The need to initiate remedial measures where necessary following the risk assessment.
- c) The benefits to the Trust and the individual of effective job design.
- d) The possible consequences to health of the individual arising from inappropriate use of Display Screen Equipment workstation equipment or furniture.
- e) When and how to access medical or professional ergonomic support.

2.1 Record Keeping

The purpose of keeping records relating to Display Screen Equipment is to:

- a) Demonstrate compliance with the law.
- b) Ensure training for employees is current and relevant to the equipment and software used by the employee.

Records should identify:

- a) Name of employee
- b) Dates and duration of any training
- c) Course details and results
- d) Name of trainer
- e) Date for review of training

2.2 Additional Training

Additional training must be provided:

- a) Whenever there is a significant or substantial alteration to the organisation of the workstation.
- b) Upon the introduction of different or additional equipment including software.
- c) When the task is significantly modified.
- d) Where there is reason to question the effectiveness of the original training.
- e) Where there is a change in the law or in official guidance.
- f) Where necessary following the findings of scientific research or of technological advances

Sample of Local Log of Workstations and Users

This log is intended to aid managers in their application of the Display Screen Equipment Regulations

Premises	Department	Office
Block 7	Facilities and Estates	General

Workstation (Ref.No. Or Other Identifier e.g. 'B' No.)	Typical Use (Or Use Part A, B, C, D From Assessment	USER	User And Station Assessment Date	Review Date as Required
01	Part A – i.e. General office work	R. A. Sesser	1 st April 2016	
02	Room bookings	A. Smith	23 rd May 2016	
03	Maintenance log	A.N.Other	21 st July 2016	

Notes

* - in the absence of changes occurring that dictate the need for re-assessment then you should review assessments periodically and at least annually to ensure they remain reflective of current situation

** to better manage the review process it may be preferable to work to a common date for the periodic review

Display Screen Equipment – Brief Information for Users

Although assessments will be carried out on your workstation, usually by your manager in conjunction with yourself, it is important that you are aware of how you can reduce some of the risks which may be associated with your DSE work.

Please Take A Few Minutes to Read the Following Guidelines

Vision

The characters on the screen should be easy to see without having to sit too close to the screen. If the screen seems to flicker or jitter, please report this to your manager.

If there are any distracting reflections or glare on the screen, try to reduce or eliminate it by changing the position of the desk in relation to the windows / lighting. In general, it is usually best to have the screen at right angles to the window. Closing curtains/blinds where appropriate.

Adjust the brightness and contrast of the screen to that which feels most comfortable to you.

As a user you can request an eye and eyesight test to check that there are no problems for your DSE work. Discuss this with your manager.

Posture

Always adjust your workstation equipment so that you can achieve a good posture. This is especially important if you share a workstation with someone else. Specific points are:

Adjust the chair height so that your arms and hands are comfortable for keying (upper arm and forearm should be approximately at right angles. Shoulders relaxed

If feet cannot be placed flat on the floor once the chair has been adjusted, a footrest should be used. If one is not available, discuss this with your manager.

Adjust the seat back (height and angle) so that it gives support to the lower back.

Do not cross your legs while using the computer

Adjust the screen so that your eyes are level or looking slightly down to the area of the screen most worked with.

Adjust the layout of the screen, keyboard, telephone etc. so that you do not have to stretch or bend to reach items. Additionally ensure that the document holder (if used) is sited near to the screen to avoid excessive head/neck movements.

Try to alternate your computer work with other tasks in order to prevent long periods in one position.

However, if long periods at the computer cannot be avoided, you should have a short break from the screen at regular intervals (e.g. 5 minutes every hour or so). You may benefit from either closing your eyes or focusing on a distant object for a minute or two or from doing some simple arm and leg stretches.

The following symptoms can sometimes be caused or aggravated by working at the computer:

Backache	Neck/shoulder ache	Aches/pains in hands, wrists, elbows
Headaches	Dizziness	Tired/Dry/sore eyes

If you experience any of these symptoms at work, or have any other problems related to your computer use, please inform your manager.