

Display Screen Equipment Policy

This policy outlines the health and safety arrangements in place for all display screen equipment users employed by Leicestershire Partnership NHS Trust

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Which Relevant CQC Fundamental Standards?	<p>Regulation 15 – Premises and equipment All premises and equipment used by the service provider must be: clean, secure, suitable for the purpose, for which they are being, properly used, maintained and appropriately located for the purpose for which they are being used.</p> <p>Regulation 17 – Good governance Systems or processes must be established and operated effectively to ensure compliance with these regulations.</p>	

CONTRIBUTION LIST

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Version Control and Summary of Changes

Version Number	Date	Comments (description change and amendments)
1.2	September 2011	Harmonised policy
2	March 2014	<ul style="list-style-type: none">• Health and Safety Team amended to Health and Safety Compliance Team throughout• Revised Appendix 11• Amendment to Bullet 14 under section 3• Inclusion of Bullet 5 under Section 5.3• Reference to pregnant workers amended to Maternity, Paternity, Adoption and Parental Leave Policy and Procedure throughout• Removal of reference to Accommodation and Space Policy• Inclusion of Appendices 14,15 and 16
V3	October 2016	Reviewed to reflect organisational changes Appendices 12 and 13 updated

All LPT Policies can be provided in large print or Braille formats, if requested, and an interpreting service is available to individuals of different nationalities who require them.

Did you print this document yourself?

Please be advised that the Trust discourages the retention of hard copies of policies and can only guarantee that the policy on the Trust website is the most up-to-date version.

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Definitions that apply to this Policy

All procedural documents should have a definition of terms to ensure staff have clarity of purpose (refer to Policy for Policies for assistance)

Definitions are a Core Standard.

Display Screen Equipment (DSE)	Any alphanumeric or graphic display screen, regardless of the display process involved. The law therefore does not only apply to conventional visual display units, liquid crystal displays etc. but also to non-electronic systems such as microfiche viewers and CCTV screens
DSE User or Operator	<p>A user is an employee who habitually uses DSE as a significant part of their normal work. For purposes of this policy Users will include bank, agency, students undertaking Trust work activities.</p> <p>An 'operator' is a self-employed person similarly occupied.</p>
Prolonged Use	<p>Prolonged use is not defined in the regulations and for the purposes of this policy DSE work undertaken at a location that does not promote good practice or posture should be restricted to less than 20 minutes. Where work activities frequently exceed this time limit it should be considered prolonged use and as such all of the arrangements within this policy must be adopted.</p> <p>It should be noted that some individual staff may have injuries and/or conditions that require this time factor to be reduced in order to minimise the risk of exacerbating existing conditions.</p>
Due Regard	<p>Having due regard for advancing equality involves:</p> <ul style="list-style-type: none"> • Removing or minimising disadvantages suffered by people due to their protected characteristics. • Taking steps to meet the needs of people from protected groups where these are different from the needs of other people. • Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

Equality Statement

Leicestershire Partnership NHS Trust (LPT) aims to design and implement policy documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others.

It takes into account the provisions of the Equality Act 2010 and promotes equal opportunities for all.

This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity.

In carrying out its functions, LPT must have due regard to the different needs of different protected equality groups in their area.

This applies to all the activities for which LPT is responsible, including policy development and review.

Due Regard

The Trusts commitment to equality means that this policy has been screened in relation to paying due regard to the Public Sector Equality Duty as set out in the Equality Act 2010 to eliminate unlawful discrimination, harassment, victimisation; advance equality of opportunity and foster good relations.

A due regard review found the activity outlined in the document to be equality neutral because this policy describes the arrangements in place for all staff across the Trust. All staff identified as DSE 'Users' or 'Operators' will receive appropriate training to minimise all foreseeable risks of harm.

1.0 Summary

The Display Screen Equipment (DSE) Policy applies to all staff (temporary and permanent) employed by Leicestershire Partnership NHS Trust referred to throughout this policy as 'the Trust'.

This policy forms part of the suite of policies which contribute to the overall objectives of the Trust Health and Safety Policy.

There is continued growth in the use and variety of computers, monitors and other DSE within the Trust. Use of such equipment may form a significant part of an employee's working day either in the office or at home.

For this reason it is important that the issues and consequences of the use of such equipment are considered. The aim is to identify the hazards, evaluate any risks to the user and subsequently reduce such risks to the lowest extent practicable, using appropriate control measures.

2.0 Introduction

The Trust recognises that the use of display screen and associated equipment may present staff with certain types of risk related to physical health problems or other discomfort. These may include musculoskeletal injuries (due to poor posture, awkward or repetitive movements), visual fatigue or stress related affects. This may lead to time lost due to sickness and subsequent financial loss to the Trust.

Therefore the Trust will make every effort to prevent harm or injury to staff this by the application of this policy.

The Trust will ensure compliance with and application of the legislative Health and Safety requirement i.e. The Display Screen Equipment Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

3.0 Arrangements

In order to comply the Trust will make arrangements to:-

Carry out a formal, suitable and sufficient risk assessment on the workstations used by operators or users.

Ensure that risk assessments are assessed and reviewed by trained risk assessors, using the DSE and Workstation Assessment forms and guidance (Appendices 1-3; 6-7).

Ensure that risk assessments are reviewed annually by trained risk assessors and carried out using the assessment process (Appendices 1-3; 6-7).

Ensure that pre-installation assessments are carried out for any proposed or actual relocation of workstations, refurbishment of work stations (or any new project requiring the introduction of workstations). Pre-installation assessments must consider workstation requirements in terms of the tasks to be carried out by operators and users and will need to be capable of being adjusted to suit the needs of individuals.

Managers must ensure suitable and sufficient space is available to allow users and operators to work safely. The Workplace (Health, Safety and Welfare) Regulations approved code of practice sets a minimum standard of 11 cubic meters per person which should be adopted for workplaces incorporating workstations. This will create an environment that allows staff ease of access to and from workstations when they are carrying out their work activities and safe escape in the event of a need to evacuate in an emergency situation. Compliance with this space provision standard will also service to reduce the risks associate with poor air quality at locations designed around natural ventilation

All employees who use DSE are provided with information to enable them to work without risk to health as part of the risk assessment process and core mandatory training.

To support these arrangements the Trust will ensure:-

- A rolling program of DSE assessments to include periodic review of current workstations and new assessments where there has been a significant change with regard to work stations. Nb. A significant change includes:

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

- New starters who are regular users receive an appropriate assessment within 8 weeks of starting their employment
- Regular users who become pregnant and subject to assessment under the Trust New and Expectant Mother Policy have an assessment or a review of an existing assessment to take account of an individual needs. The assessment will be reviewed regularly as their circumstances change.
- Training for local DSE assessors, covering the principles of risk assessment and the requirements of the Regulations is available.
- Sufficient numbers of trained assessors. The ratio for an area ideally should be one assessor to approximately ten regular users.
- Appropriate advice is given to minimise or eliminate any identified risks
- Assessors provide written advice using standard report forms (Appendix 6) which line-managers action accordingly
- Compliance with any statutory requirements in relation to the provision of equipment.
- Assessors who identify equipment that does not meet requirements outlined in the Regulations will document this on the assessment and report this to the staff members Line-Managers for further action.
- Provide arrangements that allow users to access suitable eye and eyesight testing upon request (see Appendix 11) for more information.
- Provide arrangements that allow users to access repeat eye and eyesight testing at regular intervals (as determined by the optometrist) or where users are experiencing visual difficulties which may reasonably considered to be caused by DSE work
- Provide arrangements that allow users to be provided with vision corrective appliances where these are identified as necessary by the outcome of eye and eyesight tests
- Provision of financial support to staff in relation to eyesight tests and spectacles used specifically for DSE work via a voucher system. (Appendices 10-13)
- The adopted Trust procedure will ensure that financial support is given to those staff for whom it is appropriate to receive eye tests or special glasses for work with computers in line with the provisions of Regulation 5
- The Trust will provide a flat rate allowance in the form of a voucher; this will cover the cost of an eyesight test. Another voucher will be issued to cover the cost of a basic frame and lens on receipt of the optician's VDU Certificate of Recommendation. If an employee chooses spectacles that cost in excess of the voucher provided then the employee would be required to pay the residue. The voucher amounts will be reviewed in line with the policy review date which is every three years or sooner where a change to legislation, national policy or guidance occurs

If an employee deemed as a DSE User (by virtue of the Regulations and following a DSE assessment) is already exempt from paying for an eyesight examination then they do not need to request a voucher to cover the cost of the eyesight test but will need to complete the relevant form (Appendix 11) if their optician has identified that spectacles are required solely for VDU use or for general use incorporating a special prescription for VDU use.

- Spectacle vouchers will be purchased in three denominations - £55.00 voucher, this will be issued to staff for the purchase of single lens appliances if spectacles are identified by optician as required solely for VDU use or for general use incorporating a special prescription for VDU use
- The £75.00 voucher will only be issued to staff who require complex bifocal or varifocal lenses incorporating a special prescription for VDU use, and a £10.00 voucher can be issued as a top-up amount for special prescriptions (NB. This does not apply to agency staff. Responsibility for providing financial support for eyesight tests and spectacles lies with the agency recruiting the agency worker. Leicestershire Partnership NHS Trust is however responsible for ensuring that DSE assessment, instruction and remedial action is carried out).
- The use of assessment forms compliant with the regulations (Appendix 6)
- Line-Managers undertake periodic audits of the procedure to:-
 - Establish where recommended actions remain outstanding;
 - Examine records to confirm initial assessments and reviews of assessments are being undertaken;

Nb. Assessment forms should be selected randomly to ensure the completion of Trust paperwork complies with this policy.

4.0 Working with portable display screen equipment

Laptops and other portable DSE equipment have to be compact and easy to carry. The resulting design features, for example small keyboards, can make prolonged use uncomfortable unless steps are taken to avoid problems, e.g., by using a laptop docking station. It is recommended that wherever possible a separate keyboard and mouse are used in conjunction with a docking station or laptop riser.

It is best to avoid using portable DSE equipment on its own if full sized equipment is available. Employees who habitually use portable DSE equipment should be trained on how to minimize risks. This should include sitting comfortably, angling the screen so it can be seen clearly with minimal reflection and taking frequent breaks if work is prolonged. Where possible, portable DSE equipment and any supplementary equipment should be placed on a firm surface at the appropriate height for keying. This will reduce the potential risk of physical health problems or discomfort, which may include musculoskeletal problems (due to poor posture, awkward or repetitive movements), visual fatigue or stress.

Additional risks may be associated specifically with portable DSE work and need to be taken into account by employers and users, these include

- Manual handling risks when moving portable DSE between locations (additional equipment e.g., batteries, printers, paper etc., may add to the risk)
- Risk of theft possibly involving an assault.

5.0 Duties within the Organisation

5.1 Line-Managers

Line-Managers will:

- Identify users within their team using the guide provided (Appendix 1).
- Ensure they have sufficient trained assessors to cover their area(s) from within own team/service.
- Maintain an up-to-date list of trained assessors for their area (Appendix 5)
- Ensure that risk assessments are completed for workstations within their area
- Ensure that staff receive information, instruction and training for the tasks undertaken and equipment used
- Supervise staff to ensure that they adopt good practice standards
- Act accordingly on any concerns raised by staff
- Be responsible for compliance with this policy for their team.
- Maintain a record of completed DSE assessments and ensure annual reviews are undertaken (minimum requirement) or more frequently where there may have been any significant changes affecting workstations or users (Appendix 4) .
- Undertake occasional audits to ensure the procedure is effective.
- Refer assessors for refresher training if required.
- Ensure that advice is sought for undertaking any individual assessments for staff where there may be additional considerations or difficulties.
- Set up local systems for the recording, filing and tracking of assessment paperwork. These systems should enable the identification of significant changes and review dates, ensure that assessment forms (with completed actions) are placed on the user's personal file and retained for 50 years as part of the users' individual health record.
- Ensure assessor recommendations are actioned.
- Ensure that in addition to new and existing staff, bank/agency/temporary staff are also assessed in a timely manner.
- Ensure staff who use other sites outside their usual base take responsibility to maintain the same principles of setting up any work station they may use to the minimum requirements to work safely within the LPT Display Screen Equipment Policy.
- Ensure that any workstation within the workplace (in areas for which they are responsible) is also assessed in a timely manner
- Keep appropriate records of all risk assessments. This will include:
 - a record of all assessments undertaken for the area/department will be held by the manager for that area/department. These assessments will identify the date and location of the assessment, the name of the regular user, any actions required following the assessment and the date these actions were reviewed or completed (Appendix 4)
 - a copy of the assessment must be filed in the user's personal file and retained by the Trust as per the NHS Records Retention and Disposal Schedule.

- monitor any significant change to workstations within their area and request their assessor carry out new assessments as necessary.
- have a system to ensure an annual review of DSE assessments takes place for every user (minimum requirement).
- are aware of regular users who have been assessed as part of the Pregnant Workers Policy within their area of responsibility

5.2 Assessors

Assessors will:

- Attend Display Screen Equipment risk assessment training before undertaking any DSE assessments and attend refresher training as required.
- Follow the Guidance on the DSE Assessment Process (Appendix 9)
- Advise users on appropriate workstation set up (Appendix 7)
- Complete risk assessments at the request of their Line-Manager.
- Ensure any actions required following a DSE risk assessment are reported to the users Line-Manager.
- Maintain and support the systems put in place by Line-Managers

5.3 Staff will:

- Complete the e-learning awareness training within the first two months in commencement of employment within the Trust
- Co-operate with the assessor in the carrying out of an assessment.
- Be involved in discussions with managers where necessary to enable actions identified by an assessment to be progressed.
- Be aware of any advice given and make every effort to follow such advice.
- Report any issues, health problems or other discomfort associated with their computer work or equipment to the assessor at the time of assessment or thereafter to their line manager e.g. noise, lighting, screen glare, temperature, work space etc.
- Comply with the requirements of the eye care voucher system and note that in the event of the voucher becoming lost or expired once received it will not be replaced until the next test is due which will normally be two years unless there is documentary evidence to the contrary from an optician or they are experiencing visual difficulties which may reasonably be considered to be caused by their DSE work
- Have responsibility for adjusting furniture and equipment to suit their needs and will not adjust their own position to suit the workstation.
- Avoid adopting a static position and avoid prolonged DSE work without a change of activity.
- Have responsibility to utilise the guidance documents developed specifically for portable equipment use
- Adopt good practice at all workstations utilised in the course of their work including workstations used in their own homes under any flexible or agile working arrangement

5.4 Eye Care Administrator

The Eye Care Administrator will:

- Administer the Trust voucher scheme for eyesight tests and spectacles used specifically for DSE work. This includes maintaining written documentation and a database to enable monitoring of eligible staff.
- Receive user assessments identifying entitlement under the DSE Regulations.
- Issue eye care vouchers as appropriate to eligible staff

5.5 Health and Safety Compliance Team

The Health and Safety Compliance Team will:

- Provide DSE risk assessor training across the Trust.
- Oversee and provide administration of eye care vouchers through a systematic auditable process.
- Ensure Trust procedures are adhered to and records kept for audit purposes.
- Provide additional specialist advice, on request, for complex DSE assessments.
- Update policies and arrangements to reflect legislative changes
- Work with procurement and HIS to identify suitable equipment to meet statutory requirements
- Promote contents of this policy and act as an example of good practice

5.6 Occupational Health Service

The Occupational Health Service will:

- See any new staff pre-employment who declare at interview any disability that could affect their ability to work with DSE prior to commencing work with Display Screen Equipment and thereafter, if medical advice is required, at the request of the employee or following management referral to occupational health
- Investigate and offer advice on health issues affecting individual members of staff referred to the service by managers. This may include a full ergonomic assessment of the workstation requiring the opinion of an occupational health Physician. Occupational Health Nurses are available to assist with workstation assessments. Access to work may be able to provide useful advice and financial assistance if special equipment e.g. voice activated software is required (see Appendix 8 for the Managing of Musculoskeletal Disorders).
- Advise managers if the symptoms are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the Health and Safety Executive (HSE).
- Provide quarterly reports to the Health and Safety Committee for audit and monitoring purposes regarding work related musculo-skeletal conditions

6 Training

There is a need for training identified within this policy. In accordance with the classification of training outlined in the Trust Learning and Development Strategy this training has been identified as mandatory training and is delivered as part of the Trust Induction and Core Mandatory programme.

- All staff must complete e-learning DSE Awareness Module on Ulearn within the first two months of employment within the Trust. This will be recorded on Ulearn.
- All existing staff will complete the e-learning DSE Awareness Module on ULearn as a one off training. This will be recorded on Ulearn. This will be in addition to information and instruction from their team/service DSE Assessor during their DSE risk assessment. This includes guidance on the DSE assessment process (See Appendix 9)

In addition, as part of the DSE and Workstation Assessment process staff identified as a DSE user (or operator) will receive information and instruction from the assessor. This will include guidance on the DSE assessment process (see Appendix 9). Training for DSE Assessors will be provided through the Health and Safety Compliance Team.

A record of the event will be recorded on the electronic staff record and any locally held database.

The governance group responsible for monitoring the training is the Health and Safety Committee.

7 Dissemination and Implementation

The policy is approved by the Leicestershire Partnership NHS Trust Health and Safety Committee and is accepted as a Trust wide policy. This policy will be disseminated immediately throughout the Trust following ratification.

The dissemination and implementation process is:

- Line-Managers will convey the contents of this policy to their staff
- Staff will be made aware of this policy using existing staff newsletters and team briefings
- The policy will be published and made available on the Intranet

8 Monitoring and Auditing

The Health and Safety Committee will monitor indicators identified in Appendix ???.

9 Review

The Health and Safety Committee will review the policy every 3 years or sooner where a change to legislation, national policy or guidance occurs.

10 GUIDANCE AND REFERENCES

- Management of Health and Safety at Work Regulations 1999
- The Display Screen Equipment Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 (L26)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety Policy
- Managing Stress at Work Policy
- Sickness Absence Management Policy
- Risk Management Strategy
- Mobile Working – Laptop Users Guidance

- Mobile Working – Managers Guidance
- Working Alone in Safety Policy
- DSE Portable Laptops including Toughbook Users Guidance
- Agile Working Policy
- Reasonable Adjustment Policy
- NG13 – Workplace policy and management practices to improve the health and wellbeing of employees.

Guidance on the DSE Procedure

An Assessment

- Line Manager/assessor completes Appendix 2 in order to determine job roles undertaken by staff that are considered to be carried out by Users. If 'no' a formal assessment is not required.
- If 'yes' assessor explains briefly to the member of staff what the DSE and Workstation assessment is, how it will proceed and why it is necessary.
- Assessor carries out the assessment with the user, using the DSE and Workstation Assessment and Record Form (Appendix 6).
- Assessor uses this Form as the basis for discussing issues relevant to the Regulations.
- Assessor records issues to be addressed in the appropriate column of the Form.
- Assessor records any advice given or action to be taken in the appropriate column of the Form.
- **NB:** It is important to note that if the user declines to take the advice then the assessor must record this on the Form before the user signs it.
- Assessor records what action is to be taken and by whom on the Form. Where appropriate the assessor will outline the Eye Care Voucher scheme to the user.
- Assessor completes user/location details at the top of the DSE and Workstation Assessment Record Form and signs and dates the form after the assessment.
- Line Manager signs the DSE and Workstation Assessment Record Form.
- Line Manager/assessors, ensure all actions are completed, documenting and dating these on the Form
- When all action is completed, the Line Manager/assessors to sign and date the DSE and Workstation Assessment Record Form.
- Line Manager retains copy for audit purposes and ensures a copy is also placed on the user's personal file

Eye and eyesight testing

Where a Trust employee is recognised as a DSE user they have the entitlement to a free eye and eyesight test carried out by a registered optometrist, optician or medical practitioner (normally those with an ophthalmic qualification)

- Where a person is classified as a user, the Line Manager/assessor shall advise the user of their entitlement to an eye and eyesight test. This is a voluntary process and may be arranged at any time during employment, if requested by the user.
- The Line Manager/assessor may at their discretion offer the user the opportunity to have a keystone eyesight test provided by the Occupational Health Service. The keystone eyesight test identifies a person who would require a full eyesight test. However, if the user wishes to proceed with a full eye and eye sight test in the first instance, this will be carried out by a registered ophthalmic optician or medical practitioner (normally those with an ophthalmic qualification to do so) affiliated to the eye care voucher scheme in place within the Trust.

- The costs of eye and eyesight tests will be met by the Trust, provided that the voucher system has been used. Where an employee obtains a test independently and without the knowledge of the Trust, even if specifically related to display screen equipment use, the Trust shall not be responsible for the costs incurred.

Eye Care Vouchers

- Eye care vouchers are only available to employees of the Trust who have been identified as DSE users under the Regulations following a DSE risk assessment
- Assessors, as part of each assessment, will explain to the user their entitlement to financial support towards the cost of eye tests and special lenses.
- Assessors will explain the eye care voucher system to the user.
- Assessors will explain to users who are already entitled to free eye tests that they may still be entitled to financial support towards the cost of corrective lenses specifically for DSE work.
- Line Manager/assessors will complete the eye care voucher request for the user (Appendix 11).
- Eye care voucher requests can be made up to 2 months prior to due date of next eye and eyesight test.
- The user is responsible for establishing whether their optician is affiliated to the voucher scheme.
- Line Manager/assessors will ensure that the user is aware that if vouchers are not used they should be returned to the Eye Care Administrator who will reclaim the value of the voucher(s) on behalf of the Trust.
- The Eye Care Administrator will provide the relevant eye care voucher with an explanation of the subsequent process.
- After having an eye test, the user will return the optician's Certificate of Recommendation to the Eye Care Administrator who will update records on the users file.
- If corrective lenses are required specifically for DSE work the Eye Care Administrator will issue the user the relevant DSE corrective spectacle voucher and explain the process (Appendix 13).
- The Eye Care Administrator will issue further eye care vouchers as per the advice on retesting by the user's optician.
- The Trust has set an upper limit which can be claimed using the eye care voucher system (for corrective lenses) to enable the purchase of basic frames and lenses. Users who wish to purchase more expensive versions, for example fashion frames, may top up the cost through their own financial contribution.

Assessment to Determine if work activities create “Users” of Display Screen Equipment

Job Role:		Date:	
		Yes	No
Do you have to use Display Screen Equipment (DSE) to do your job?			
Do staff require training to use the equipment and/or software packages used?			
Do staff use DSE for an hour or more at a time?			
Do staff use DSE each day they are at work?			
Do staff need to input information quickly?			
Will mistakes create safety critical situations?			

If you have answered yes to four or more questions the staff undertaking this task are considered to be a DSE user

DSE AND WORKSTATION ASSESSMENT AND RECORD FORM

Your Name:..... Designation/Job title:.....

Location:..... Department:..... Directorate:.....

Do you use any other DSE Workstation? Y/N Any further action required? Y/N

Date of Assessment:.....

To fulfil the requirements of The Display Screen Equipment Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 and to ensure your health and safety when using display screen equipment, your DSE assessor will request for you to EITHER complete this form and send back to them OR your DSE assessor will meet with you to complete this form. Once the form is completed the DSE assessor will verify and complete "actions to take" with user and both you and the DSE assessor will date and sign the form.

Assessment to Determine if work activities create "Users" of Display Screen Equipment

Job Role:	Date:	
	Yes	No
Do you have to use Display Screen Equipment (DSE) to do your job?		
Do staff require training to use the equipment and/or software packages used?		
Do staff use DSE for an hour or more at a time?		
Do staff use DSE each day they are at work?		
Do staff need to input information quickly?		
Will mistakes create safety critical situations?		

If you have answered yes to four or more questions the staff undertaking this task are considered to be a DSE user

<i>Which of the following components are available at your work station (place x in appropriate)</i>				
PC Multiple Locations No <input type="checkbox"/> Yes <input type="checkbox"/>	PC-Type Base No <input type="checkbox"/> Yes <input type="checkbox"/>	Screen No <input type="checkbox"/> Yes <input type="checkbox"/>	Keyboard No <input type="checkbox"/> Yes <input type="checkbox"/>	Other: Details: No <input type="checkbox"/> Yes <input type="checkbox"/>
Tablet Main Device No <input type="checkbox"/> Yes <input type="checkbox"/>	Printer on desk No <input type="checkbox"/> Yes <input type="checkbox"/>	Mouse No <input type="checkbox"/> Yes <input type="checkbox"/>	Foot rest No <input type="checkbox"/> Yes <input type="checkbox"/>	Laptop with docking station No <input type="checkbox"/> Yes <input type="checkbox"/>
Laptop – Occasional Use (e.g. meetings, home working) No <input type="checkbox"/> Yes <input type="checkbox"/>	Document Holder No <input type="checkbox"/> Yes <input type="checkbox"/>	Blinds No <input type="checkbox"/> Yes <input type="checkbox"/>	Task Lamp No <input type="checkbox"/> Yes <input type="checkbox"/>	Laptop without docking station No <input type="checkbox"/> Yes <input type="checkbox"/>
Table Occasional Use(e.g. meetings, home working) No <input type="checkbox"/> Yes <input type="checkbox"/>	Hand Held PDA(organiser) No <input type="checkbox"/> Yes <input type="checkbox"/>	What is the primary use of this : As an organiser mainly Details:		Telephone: No <input type="checkbox"/> Yes <input type="checkbox"/>
	Mobile Phone No <input type="checkbox"/> Yes <input type="checkbox"/>	What is the primary use of this: e.g. speech communication primarily Details:		

As a DSE user how long do you physically spend working with your DSE per day? _____

Low User: Less than one hour/day

Medium User: Uses between one and 4 hours/day

High User: More than four hours/day

Give a brief description of the tasks you perform:

.....

.....

.....

.....

Risk Factors	Yes	No	Things to Consider	Action to Taken/by Whom	Date action taken
1. User Training and Job Design					
Have you received instruction on how to set your workstation?					
Have you been shown how to adjust your chair?					
Do you have good control over how you organise and do your work?					
Can you avoid any repetitive inputting?					
2. Other Questions to ask					
Ask if they have experienced any discomfort or other symptoms, which attribute to working with their VDU?					
Ask if the user takes regular breaks working away from the VDU?					
3 The Display Screen					
Are the characters clear and readable?			Make sure the screen is clean and cleaning materials are made available.		
			Check that text and background colours work well together.		
Is the text size comfortable to read?			Software settings may need adjusting to change text size.		
Is the image on your screen stable, with no flickering or instability?			Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If problems still exist, get the set-up checked, e.g. by IT.		
Is the screens specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.		
Can you adjust the brightness and contrast to suit your needs?			Separate adjustment controls are essential, provided the user can read the screen easily at all times.		
Does the monitor swivel and tilt adequately?			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: Swivel/tilt is absent or unsatisfactory; Work is intensive ;and/or The user has problems getting the screen to a comfortable position.		

Risk Factors	Yes No		Things to Consider	Action to Taken/by Whom	Date action taken
Is the screen free from glare and reflections?			Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of reflections. Screens that use dark characters on a light background are less prone to glare and reflections.		
Are adjustable window coverings provided and in adequate condition?			Check that blinds/curtains work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work seek specialist help.		
4 The Keyboard					
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable laptop).		
Can you tilt the keyboard by raising or lowering it at the rear?			Tilt need not be built in.		
Does the user have good keyboard technique?			Training can be used to prevent : Hands bent up at wrist; Hitting keys too hard; Over stretching the fingers.		
Are the characters on the keys easily readable?			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.		
Is the keyboard free from reflective glare?					
Is there space in front of the keyboard to support your hands and arms when you are not typing? (approx. 4 inches/10cms)			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.		
5 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 available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).		
Is the device positioned close to the user?			Most devices are best positioned as close as possible, e.g. right beside the keyboard. Training may be needed to: Prevent arm over stretching; Tell users not to leave their hand on the device when not		

Risk Factors	Yes	No	Things to Consider	Action to Taken/by Whom	Date action taken
			being used; Encourage a relaxed arm and straight wrist.		
Is there support for the user's wrist and forearm?			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 device.		
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (e.g. mouse ball 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?			Users may need training in how to adjust device settings.		
6 Software					
Is the software suitable for the task?			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.		
7 The Workstation					
Is the Workstation sufficiently large to accommodate VDU and non VDU work and any associated equipment? (i.e. telephone) and documents?			Create more room by moving the printers, reference materials etc elsewhere. If necessary, consider providing new power and telecom sockets, so equipment can be moved. There should be some scope for flexible rearrangement.		
Can the user comfortably reach all the equipment and papers they need to use?			Rearrange equipment, papers etc to bring frequently used things within easy reach (without stretching). A document holder may be needed, positioned to minimise uncomfortable head and eye movements.		
Is the surface of the Workstation free from reflection and glare?			Consider mats or blotters to reduce reflections and glare.		
Can you comfortably input without a document holder?			Yes - none required or no = provide.		

Risk Factors	Yes No		Things to Consider	Action to Taken/by Whom	Date action taken
8 The Chair					
Is your chair suitable?			The chair may need repairing or replacing if the user is uncomfortable e.g. is there adequate padding – push-through with fist-approx 1", or cannot use the adjustment mechanisms.		
Is your chair stable?			Is the chair used on non-carpeted floor? Wooden and vinyl flooring may cause the chair to glide and user to fall.		
Is your chair of a swivel mechanism?					
Is the seat adjustable in height?					
Is the chair back adjustable in both height and tilt? Is the small of the back supported by the chair's backrest?			The user should have a straight back, supported by the chair, with relaxed shoulders.		
When you are seated at your VDU can you place your feet flat on the floor without too much pressure from the seat on the backs of the legs?			The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working.		
Can you move your chair easily and safely across the floor to alter your position? Is the small of your back supported by the chair's backrest?			Is chair fitted with castors (5 star castor base) or glides, is flooring soft floor covering or hard floor covering and/or a mat available underneath.		
Are forearms horizontal and eyes at roughly the same height as the top of the VDU?			The arms of the chair can stop the user getting close enough to use the equipment comfortably. Move any obstructions under the desk. Adjust the chair height to get the user's arms in the right position (a 90 degree posture), then adjust the VDU height if necessary.		
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If no, a footrest may be needed.		
9 The Environment					
Is there enough room to change position and vary movement?			Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions in, around and under the workstation.		
Is the room light enough to enable you to work comfortably at your VDU?			Users should be able to control light levels, e.g. by adjusting window blinds or turning lighting on or off. Consider shading, repositioning light sources or providing local lighting, e.g. desk lamp (ensure they don't cause glare		

Risk Factors	Yes	No	Things to Consider	Action to Taken/by Whom	Date action taken
			by reflecting off walls or other surfaces).		
Does the equipment belonging to your workstation produce excessive heat?			Can heating be 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 heat comfortable?			Can heating be better controlled? Consider additional heater/fan being made available, if required.		
Does the air feel comfortable?			VDU and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.		
Does the equipment belonging to your workstation produce excessive noise?			Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.		
Is your office normally of a general noise level that is comfortable to work in?					
Are there any other safety hazards (i.e. trailing cables) associated with the workstation?					

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

Other questions:

Ask the user if the checklist has covered all the problems they may have working with their VDU?					
Ask if the user has been advised of their entitlement to eye and eyesight testing?					
Do you know reporting procedure to report any health and safety ill-health or equipment issues?					

Users Signature: Date:
Completed form

Assessors Signature: Date:
Completed form

Managers Signature: Date:
Completed form

Managers Signature: Date:
Completed actions

Review Date:

Sketch a diagram of your workstation below. (optional)

DSE Assessment Record of Review

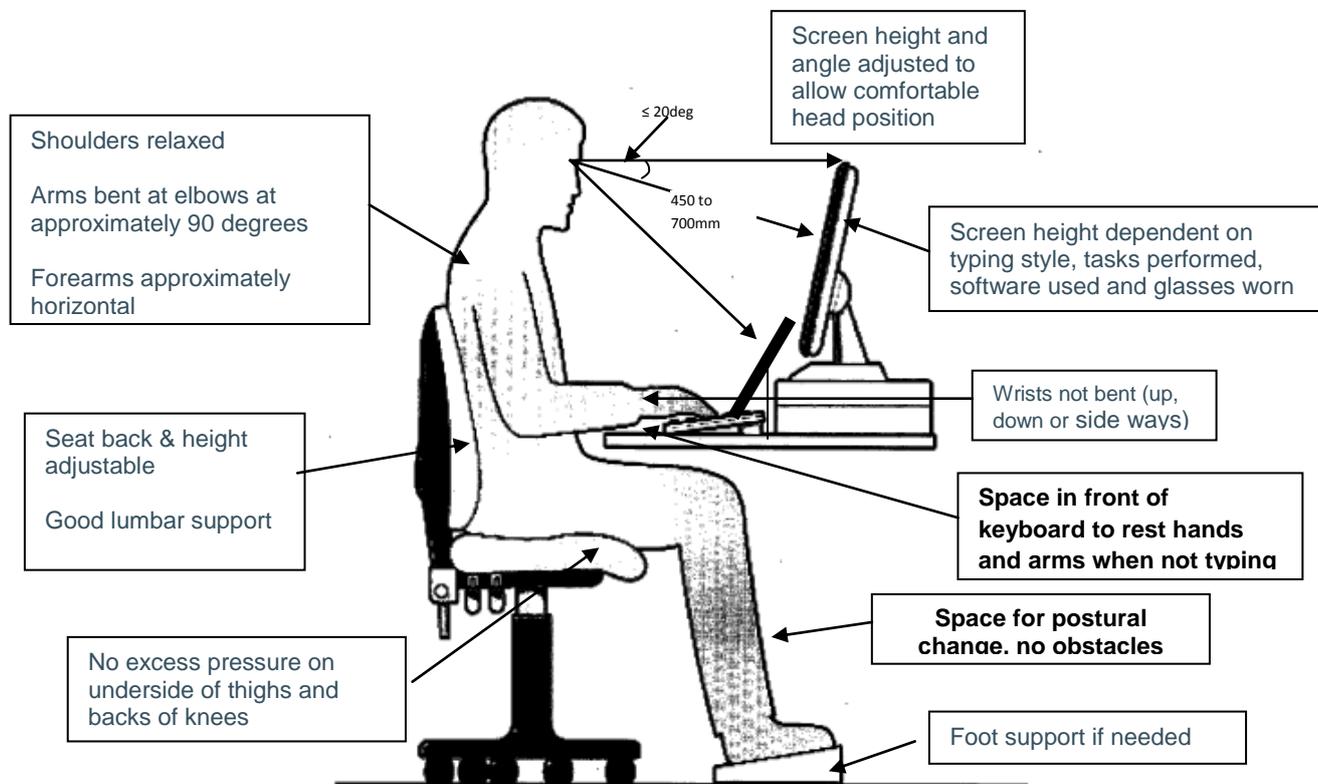
Date of Review	Identified Changes to Assessment and Actions to be Taken	Employee Signature	Assessor Signature	Line Managers Signature	Date of Next Review

DSE Assessment Record of Review

Date of Review	Identified Changes to Assessment and Actions to be Taken	Employee Signature	Assessor Signature	Line Managers Signature	Date of Next Review

You can also download a free guide from www.hse.gov.uk entitled "Working with VDUs" Ref INDG 36 (Rev 1)

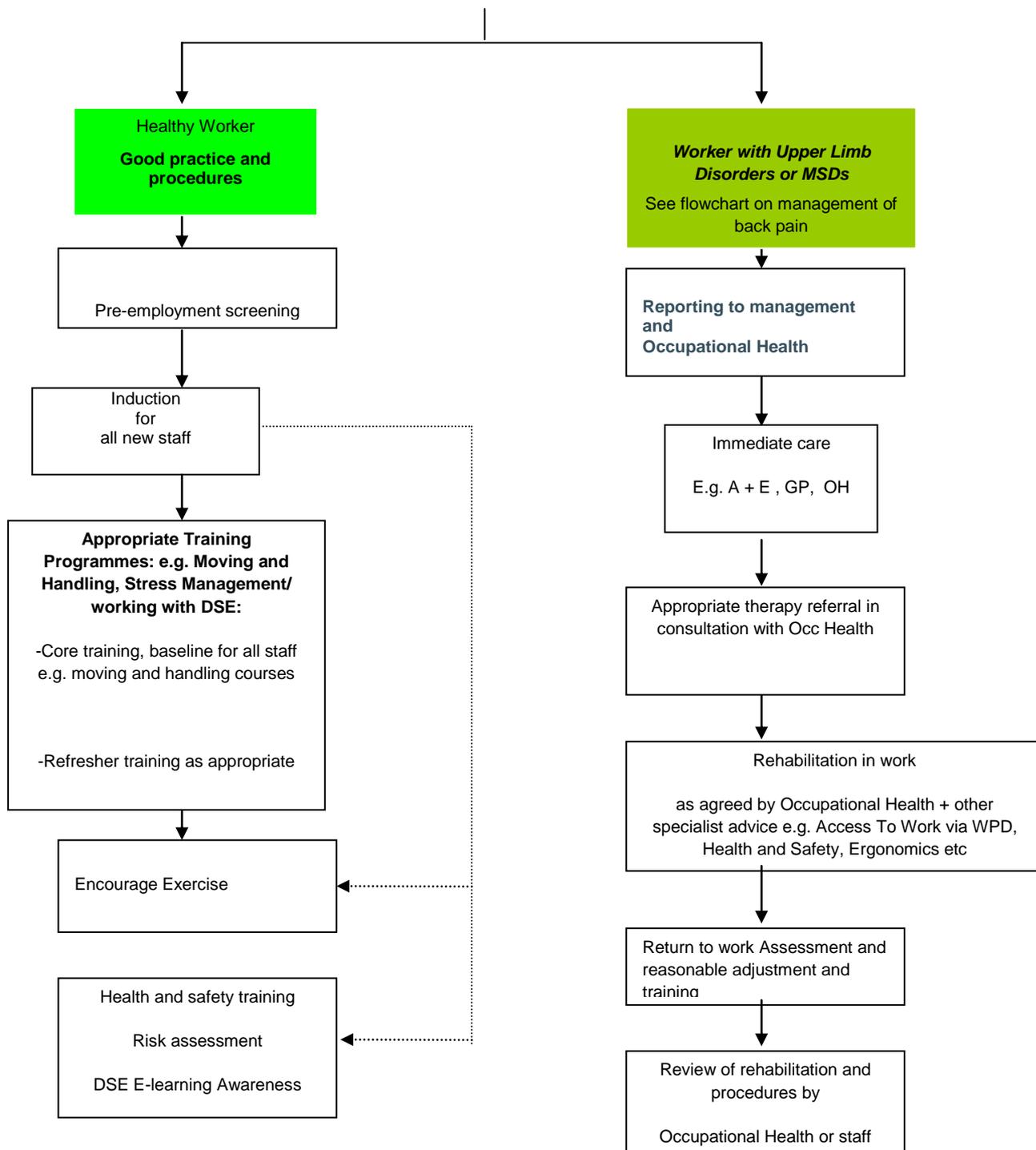
Workstation Set Up Diagram



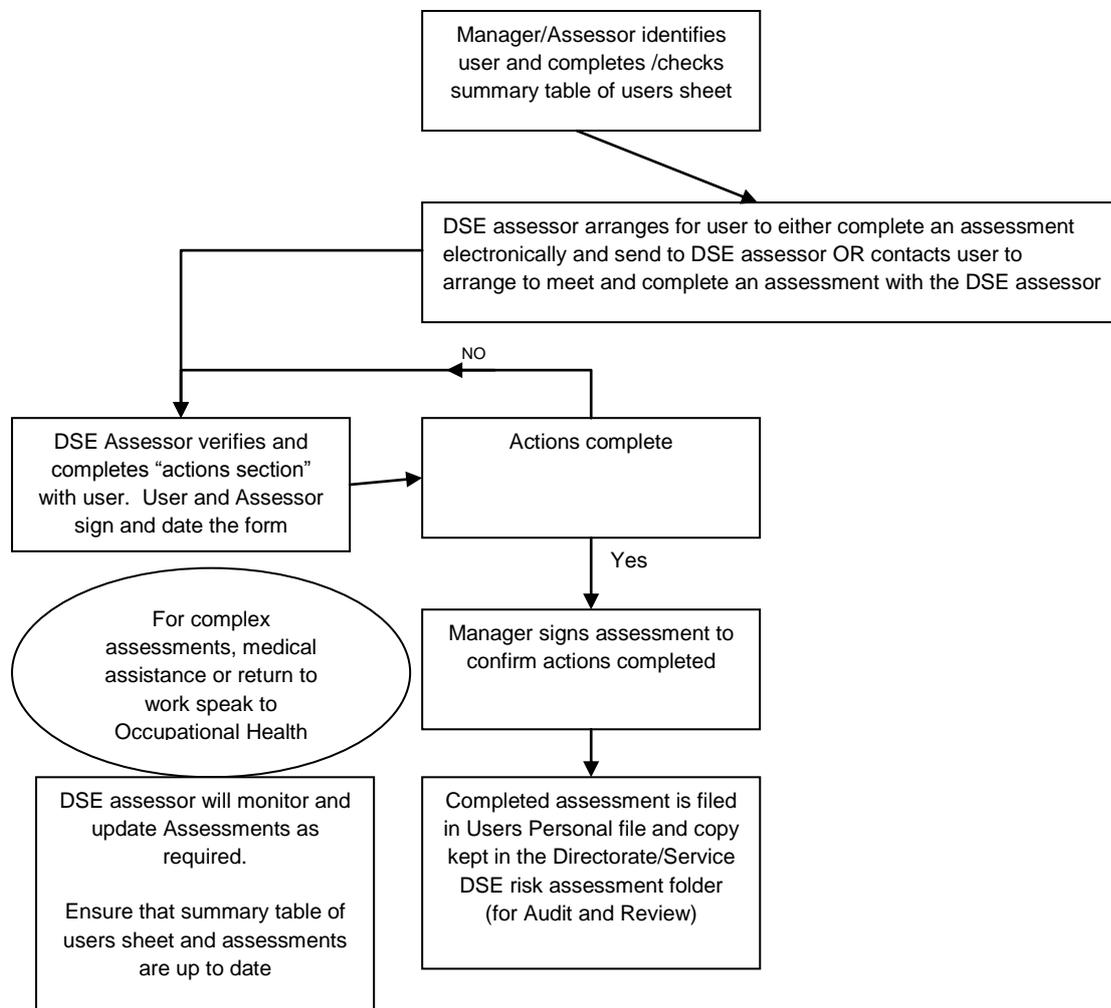
1 Seated posture and support	<ul style="list-style-type: none"> • Adjust the chair back angle for support, this should be fairly upright when typing. • Adjust the chair back height to give support to the small of your back. • Adjust the seat height so that your elbows are just above the desk (relaxed shoulders, vertical upper arms, elbows bent at right angles). • Your wrists should be in a relaxed, neutral position over the keyboard. • Ensure armrests do not prevent you getting close enough to the desk or obstruct your elbows whilst typing. If necessary, request that armrests are removed. • Your thighs should be approximately horizontal. • If thighs are not horizontal or your feet are not flat on the floor, use a footrest. • Ensure that there is no undue pressure on the underside of your thighs.
2 Input devices	<ul style="list-style-type: none"> • The keyboard should be directly in front of you and at a distance to allow you to maintain relaxed shoulders, elbows at right angles and a neutral wrist posture. • Position your mouse close to the side of the keyboard and within easy reach. • Take your hand away from the mouse when not in use. • Use keyboard shortcuts as an alternative to the mouse.
3 Screen, reflections and glare	<ul style="list-style-type: none"> • The screen viewing distance should be at approximately arm's length. • Screen height should prevent excessive movement of the head and neck. Top of the screen at or just below eye level. This will depend on typing style, software used, glasses worn and tasks performed. Screen tilted back slightly. • Glare and reflections should be avoided by adjusting lights and closing blinds.
4 Local environment	<ul style="list-style-type: none"> • Lighting should be sufficient for the task. • Draughts should be reported and thermal comfort maintained by local means and layers of clothing. • Noise that distracts or affects concentration should be reported.
5 Desk and drawers	<ul style="list-style-type: none"> • Your body position should be 'squared-up' to the desk. • Avoid sitting twisted. Shoulders should be in line with your hips. • Drawers, CPUs, waste bins, etc. should not obstruct your legs.
6 Document position	<ul style="list-style-type: none"> • Use a document holder or position documents to reduce head and neck movement, e.g. between the screen and keyboard.
7 Equipment position and work area	<ul style="list-style-type: none"> • Place frequently used items within easy reach. • As far as possible, do not locate printers on your desk or within reaching distance. • Don't cradle the phone between shoulder and chin. Hold the handset or consider a headset if you frequently use the phone and PC together. • Make sure the area around your desk is free from obstructions, trip hazards, etc.
8 Work organisation	<ul style="list-style-type: none"> • Organise your work so that you that you have reason to get up out of your chair and away from your workstation at least once an hour, e.g. collecting documents, filing. • Adopt a variety of postures throughout the day.
9 Vision	<ul style="list-style-type: none"> • Ensure you are aware of your entitlement to eye and eyesight testing (even if you already wear glasses). If in doubt, ask your manager for details of local arrangements. • Have regular eye tests. Follow your optician's guidance on repeat eye testing - usually every 2 years.
10 Software	<ul style="list-style-type: none"> • Software should be suitable for the tasks performed. • You should understand how to use the software to perform the tasks required.
11 Health problems	<ul style="list-style-type: none"> • If you experience any aches or pains or headaches which you feel may be related to your workstation use, you should inform your manager in the first instance. Always seek medical advice about health concerns.
12 Other issues	<ul style="list-style-type: none"> • The principles of workstation set-up should be applied to all workstations used. • If you have any problems related to the use of any workstation, you must report them to your line manager or DSE risk assessor as soon as possible.

OCCUPATIONAL HEALTH MANAGEMENT

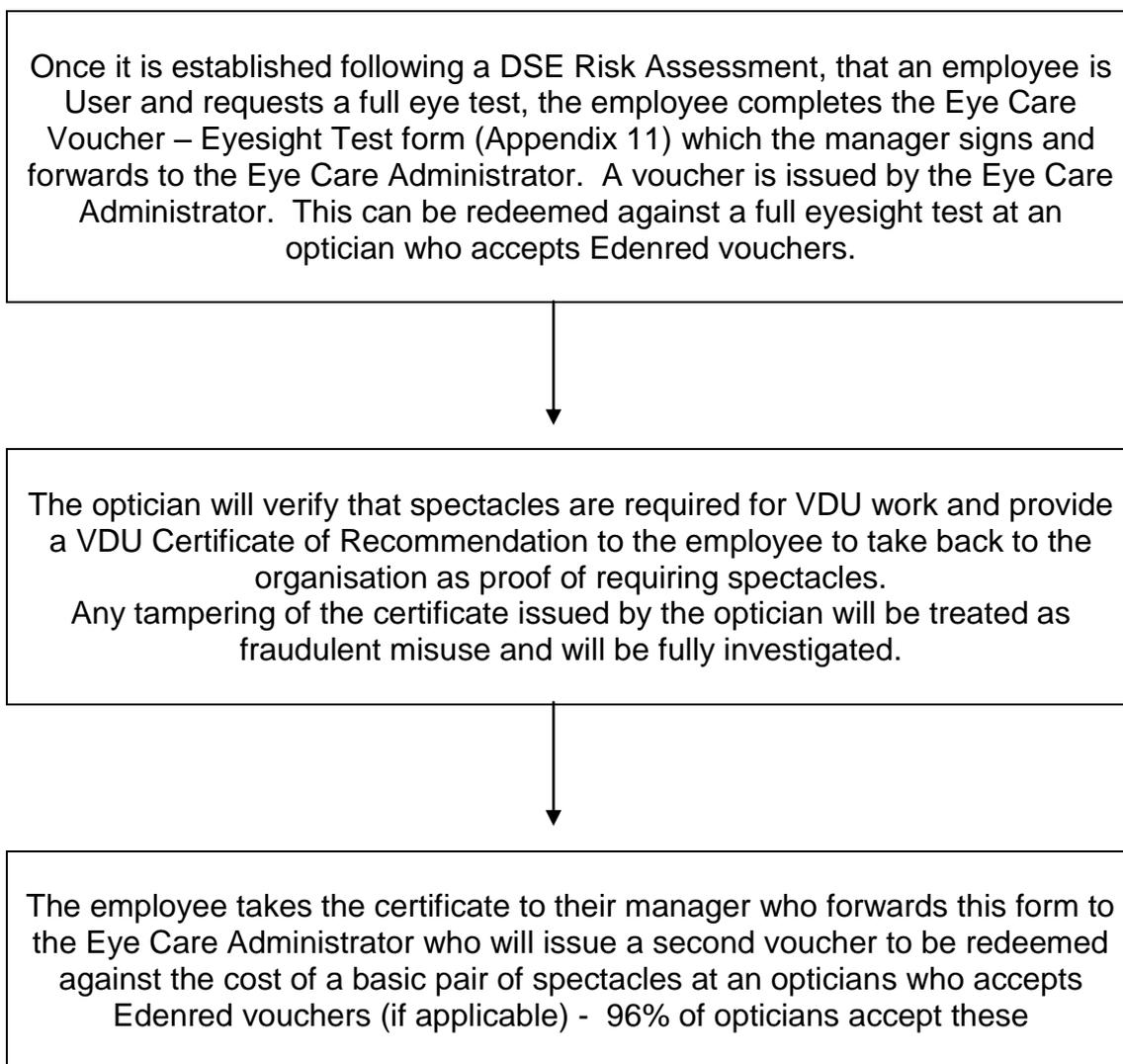
Managing Musculoskeletal Disorders



Flowchart - Guidance on DSE Assessment Process



Flow Chart – DSE Eye Care Voucher Guidance



NB: The Health and Safety Team ensures that all relevant information from the original request for the eyesight test voucher to the issuing of the spectacle voucher is kept on an auditable database.

Employee Name				
Job Title				
Telephone Number				
Department/Service				
Directorate				
Have you had a display screen equipment work assessment?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you identified as an employee who regularly uses DSE as significant part of normal work? (User of DSE)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you use DSE every day that you work?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you use DSE for an hour or more each day?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Voucher for Eye Test:

I require an eye test voucher and a VDU Certificate of Recommendation (Optician will complete the VDU Certificate of Recommendation form after your eye test, this form then needs to be sent back to the Health and Safety Department).

Voucher towards the cost of glasses:

I am entitled to a free eye test. I only require a VDU Certificate of Recommendation form (Optician will complete the VDU Certificate of Recommendation form after your eye test, this form then needs to be sent back to the Health and Safety Department).

Employee Signature		Date:
Manager Signature		Date:
Print Name (manager)		
Name of Assessor		Date:

Please confirm home postal address for voucher to be forwarded to:

Name: _____
 Street Address: _____
 City: _____
 Postcode: _____

This information will only be used in conjunction with this matter and information provided will be held securely by the Health and Safety Compliance Team in accordance with organisational policy.



Dear

DSE EYE TEST VOUCHER

I have pleasure in enclosing your DSE Eye Test Voucher in respect of an eye test as requested. Please acknowledge receipt of this voucher by returning emailing healthandsafety@leicspart.nhs.uk

After the test please ensure that the Optician completes the attached VDU Certificate of Recommendation, which then must be returned to me at the address above, irrespective of whether or not you require a prescription for glasses.

Please note this is a full eye examination as defined by the Opticians Act 1989, SECTION 39(2) for a regular DSE user.

On the back of the voucher is important information which you should read before use. In addition please note that the voucher has an expiry date and MUST be used before this date. If you fail to use the voucher before the expiry date, it must be returned to the department and you will not be issued with another one.

This voucher can only be used by the person to whom it is issued and cannot be used by anyone else. Any transfer of use will be seen as fraudulent misuse and will be fully investigated.

Yours sincerely

Health and Safety Compliance Team

Riverside House (Ground
Floor North)
Bridge Park Road
Thurmaston,
Leicester.
LE4 8PQ

Dear

Your Optician has indicated that spectacles are required for general use incorporating a special prescription for VDU use and that you require Multi focal vision lenses. I therefore enclose your VDU Corrective Spectacles Voucher for the sum of £75.00.

Please acknowledge receipt of this voucher by returning emailing healthandsafety@leicspart.nhs.uk

At the time your next appointment is due, if 12 months have elapsed since your DSE Assessment was completed then please contact your line manager to arrange for a review of your assessment to be carried out.

On the back of the voucher is important information which you should read before use. In addition please note that the voucher has an expiry date and **MUST** be used before this date. It is your responsibility to use the voucher within the expiry date, if you fail to use the voucher before this date it must be returned to the Eye Care Administrator and you will not be issued with another one.

Please also note that this voucher can only be used by the person to whom it is issued to and cannot be used by anyone else. Any transfer of use will be seen as fraudulent misuse and will be fully investigated.

Yours sincerely

Health and Safety Compliance Team

Policy Monitoring Section

Reference	Minimum Requirements to be monitored	Evidence for self assessment	Process for Monitoring	Responsible Individual / Group	Frequency of monitoring
Not applicable	Users and DSE assessors have been identified within each service	Section 5 - page 10	Training report to Health and Safety Committee	Health and Safety Committee	Quarterly
Not applicable	DSE Risk Assessments have been carried out on every member of staff who is classified as a regular user within the word 'User or 'Operator' and reviewed annually.	Section 3 - page 7	Annual review of DSE risk assessments as part of Health and Safety Inspection Process	Directorates	Annual
			Quarterly status updates outlining key risks and actions regarding DSE to Directorate/Corporate Health & Safety Action Groups	Directorates	Quarterly
			Audit by Health and Safety Compliance Team	Directorates/LPT Health and Safety Committee	Ad hoc

Not applicable	Number of DSE related incidents reported	Section 8 - page 13	Analysis of incidents, including themes and trends Quarterly reporting of incidents to Directorate/Corporate Health & Safety Action Groups	LPT Health and Safety Committee	Quarterly - minutes from Directorateal Health Safety Security Action Groups/LPT Health and Safety Committee
	Quarterly Occupational Health Report		Quarterly to Health and Safety Committee/ Trends and Themes		Quarterly

Appendix 15 Due Regard Screening Template

Section 1	
Name of activity/proposal	Arrangements in place to demonstrate compliance with legal statute pertaining to the use of Display Screen Equipment (DSE) across the Trust
Directorate / Service carrying out the assessment	Health and Safety Compliance Team
Name and role of person undertaking this Due Regard (Equality Analysis)	Samantha Roost

Section 2		
Protected Characteristic	Could the proposal have a positive impact (Yes or No give details)	Could the proposal have a negative impact (yes or No give details)
Age	No	No
Disability	No	No
Gender reassignment	No	No
Marriage & Civil Partnership	No	No
Pregnancy & Maternity	No	No
Race	No	No
Religion and Belief	No	No
Sex	No	No
Sexual Orientation	No	No

Section 3			
<p>Does this activity propose major changes in terms of scale or significance for LPT?</p> <p>Is there a clear indication that, although the proposal is minor it is likely to have a major affect for people from an equality group/s? If yes to any of the above questions please tick box below.</p>			
Yes		No	
High risk: Complete a full EIA starting click here to proceed to Part B		Low risk: Go to Section 4.	✓

Section 4
<p>It this proposal is low risk please give evidence or justification for how you reached this decision:</p> <p>This policy describes the arrangements in place for all staff across the Trust. All staff identified as DSE 'Users' or 'Operators' will receive appropriate training to minimise all foreseeable risks of harm.</p>

This proposal is low risk and does not require a full Equality Analysis:

Head of Service Signed Bernadette Keavney

Date: 25 February 2014

Appendix 16

Policy Training Requirements

The purpose of this template is to provide assurance that any training implications have been considered

Training topic:	Display Screen Equipment
Type of training:	<input checked="" type="checkbox"/> Mandatory (must be on mandatory training register) <input checked="" type="checkbox"/> Role specific <input checked="" type="checkbox"/> E-learning Awareness Model
Directorate(s) to which the training is applicable:	<input checked="" type="checkbox"/> Adult Learning Disability Services <input checked="" type="checkbox"/> Adult Mental Health Services <input checked="" type="checkbox"/> Community Health Services <input checked="" type="checkbox"/> Enabling Services <input checked="" type="checkbox"/> Families Young People Children <input checked="" type="checkbox"/> Hosted Services
Staff groups who require the training:	<ol style="list-style-type: none"> 1. All staff identified as either a DSE 'User' or 'Operator' 2. All staff identified to DSE Assessors 3. All new starters
Update requirement:	<ol style="list-style-type: none"> 1. In line with mandatory update training 2. None 3. None
Who is responsible for delivery of this training?	<ol style="list-style-type: none"> 1. The Academy as part of the Trust's mandatory induction and mandatory update training 2. DSE Assessor Training will be provided by the Health and Safety Compliance Team
Have resources been identified?	Yes
Has a training plan been agreed?	Yes
Where will completion of this training be recorded?	<input checked="" type="checkbox"/> Trust learning management system <input checked="" type="checkbox"/> Other (please specify) Local DSE file
How is this training going to be monitored?	Quarterly training report to the Health and Safety Committee

The NHS Constitution

NHS Core Principles – Checklist

Please tick below those principles that apply to this policy

The NHS will provide a universal service for all based on clinical need, not ability to pay.
The NHS will provide a comprehensive range of services

Shape its services around the needs and preferences of individual patients, their families and their carers	<input type="checkbox"/>
Respond to different needs of different sectors of the population	<input checked="" type="checkbox"/>
Work continuously to improve quality services and to minimise errors	<input type="checkbox"/>
Support and value its staff	<input checked="" type="checkbox"/>
Work together with others to ensure a seamless service for patients	<input type="checkbox"/>
Help keep people healthy and work to reduce health inequalities	<input checked="" type="checkbox"/>
Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance	<input type="checkbox"/>