

# 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?	Regulation 15 – Premises and Equipment Regulation 17 – Good Governance	

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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"><li>• Health and Safety Team amended to Health and Safety Compliance Team throughout</li><li>• Revised Appendix 11</li><li>• Amendment to Bullet 14 under section 3</li><li>• Inclusion of Bullet 5 under Section 5.3</li><li>• Reference to pregnant workers amended to Maternity, Paternity, Adoption and Parental Leave Policy and Procedure throughout</li><li>• Removal of reference to Accommodation and Space Policy</li><li>• Inclusion of Appendices 14,15 and 16</li></ul>
V3	October 2016	Reviewed to reflect organisational changes Appendices 12 and 13 updated
V4	January 2021	Policy re-write following review of organisational management arrangements to include home working and appendices updated

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## 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.

## Due Regard

LPT will ensure that Due regard for equality is taken and as such will undertake an analysis of equality (assessment of impact) on existing and new policies in line with the Equality Act 2010. This process will help to ensure that:

- Strategies, policies and procedures and services are free from discrimination;
- LPT complies with current equality legislation;
- Due regard is given to equality in decision making and subsequent processes;
- Opportunities for promoting equality are identified.

Please refer to due regard assessment (Appendix ??) of this policy

### Definitions that apply to this Policy

<b>Display Screen Equipment (DSE)</b>	<p>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.</p> <p>DSE is sometimes referred to as VDU (Visual Display Unit). The terms VDU and DSE are interchangeable.</p>
<b>DSE User</b>	<p>DSE user refers to employees who habitually use DSE as a significant part of their normal work. Any person who uses DSE continuously or near continuous spells of an hour or more at a time. This policy covers all staff who are DSE users, including those employed on a fixed term contract, through agencies, students, volunteers and contractors</p>
<b>DSE Operator</b>	<p>A person who uses Display Screen Equipment for limited purposes only, examples would be a receptionist looking up the location of a patient, staff referring to images on a screen, medical and nursing staff accessing electronic patient records as a smaller part of other duties</p>
<b>Prolonged Use</b>	<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>
<b>Due Regard</b>	<p>Having due regard for advancing equality involves:</p> <ul style="list-style-type: none"><li>• Removing or minimising disadvantages suffered by people due to their protected characteristics</li><li>• Taking steps to meet the needs of people from protected groups where these are different from the needs of other people</li><li>• Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low</li></ul>

## Contribution List

<b>Key individuals involved in developing the document</b> Name	Designation
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## Circulated to the following individuals for comments

Name	Designation
Members of the Health and Safety Committee	Agreeing Committee
Members of the Directorate Health, Safety and Security Action Groups	Sub-groups of the agreeing committee
LPT Equality and Diversity Team	

## **1.0 Summary**

The Display Screen Equipment (DSE) Policy applies to any member of staff or agency worker employed by Leicestershire Partnership NHS Trust referred to throughout this policy as 'the Trust' who habitually working with DSE on Trust premises and to member of staff who use DSE to work on Trust business in their home or other locations.

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.

Portable display screen equipment, such as laptop and notebook computers, are subject to the Display Screen Equipment Regulations if they are in use for prolonged periods.

## **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 make health and wellbeing a core priority and encourages a consistent, positive approach to all employees health and wellbeing 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 form and guidance (Appendices 1-3 & 5).

Ensure that risk assessments are reviewed annually by the DSE user and by trained risk assessors and carried out using the assessment process (Appendices 1-3 & 5).

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 as required by the Workplace (Health, Safety and Welfare) Regulations approved code of practice. 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.

All employees who are deemed a DSE are provided with information to enable them to work without risk to health as part of the core mandatory, DSE e-learning module and risk assessment process.

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 complete the Trust's DSE e-learning awareness training package in conjunction with completing a DSE risk 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 their existing assessment to take account of any individual needs. The assessment will be reviewed as required and as their circumstances change, a minimum once per trimester.
- Training for local DSE assessors, covering the principles of risk assessment and the requirements of the Regulations is available.
- Appropriate advice is given to minimise or eliminate any identified risks
- Assessors provide written advice using standard report forms (Appendix 5) 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 test upon request (see Appendix 9 and 10) for more information.

- Provide arrangements that allow users to access repeat eye and eyesight test at regular intervals (as determined by the optometrist) or where users are experiencing visual difficulties which may reasonably be 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 which are accepted in 96% of registered opticians; staff that choose not to use the voucher system will not be reimbursed for any costs incurred. (Appendix 9 and 10)
- The adopted Trust procedure will ensure that financial support is available in line with the provisions of Regulation 5 see Appendix 9 and 10
- 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 Visual Display Unit (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 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 two 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 (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 5)
- 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 a separate keyboard and mouse are used in conjunction with a docking station or laptop riser.

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.

It is best to avoid using portable DSE equipment on its own if full sized equipment is available. Trust agile spaces and community hubs are available for employees to access. These are equipped with a range of DSE/desktop IT equipment to ensure the user can adjust and is safe and comfortable.

A dynamic DSE risk assessment must be undertaken each and every time you set up your DSE based on the principles learnt.

Staff have responsibility for adjusting furniture and equipment to meet their needs at all workstations, including agile spaces, hubs, hot desking and home working environments and to adopt good practice at all workstations utilised in the course of their work including agile spaces, hubs, hot desking and home working environments.

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 Homeworkers/Homeworking**

If a DSE user is employed to work at home, or at other locations away from their main base, the DSE Regulations apply – whether or not the workstation is provided in whole or in part by the Trust. There is no evidence that homeworkers are exposed to any major additional or unique risks to health and safety as a consequence of their DSE work.

Homeworkers may encounter both the normal risks associated with DSE work and some potentially increased risks that may arise from social isolation, stress, lack of supervision and difficulties in undertaking assessments.

Steps that can be taken to reduce the risks:

- Staff are trained to undertake their own DSE assessment – completion of the Trust's DSE Awareness Module provides this training with the assessment then checked by DSE assessor/manager
- Guidance on reminding staff to take regular breaks and setting up and using DSE equipment (see Appendix 10)
- Advice on how to report promptly any symptoms of discomfort that may be associated with their use of DSE
- At appraisal if a health issue is identified

## **6.0 Roles and Responsibilities**

### **6.1 Chief Executive**

- Responsible for ensuring the effective implementation of this Policy
- Monitoring the overall effectiveness of this Policy

### **6.2 Director with Responsibility for Health and Safety**

- Has been designated as the lead Board member with the responsibility for Health and Safety and as such will ensure that robust management systems exist to reasonably minimise and or adequately control risks to patients, staff and others from substances hazardous to health
- Advising the Board on the review of existing policy arrangements
- Advising the Board on the allocation of resources to implement health and safety procedures
- Referring matters of a critical nature to the Board for resolution
- Ensuring adequate safety arrangements exist within the Trust

### **6.3 Directors**

- Must implement this policy and any associated guidance on DSE and DSE risk assessments within their areas of responsibility
- Must ensure arrangements are in place for the monitoring of (and compliance with) this policy
- This includes identifying who is responsible for doing what, together with identifying the name, number and location of people delegated to undertake DSE risk assessments within the Directorate
- Ensure there are suitable resources available for the implementation of this policy

### **6.4 Line-Managers**

Line-Managers will:

- Be responsible for compliance with this policy for their team.
- Undertake a suitable and sufficient DSE risk assessment which is recorded on the Trusts risk management system, clearly stating their local DSE control measures and sharing this information with their team.
- Identify all DSE users within their team using Appendix 1
- Ensure they have sufficient trained assessors to cover their area(s) of responsibility i.e. 1:10
- Maintain an up-to-date list of trained assessors for their area (Appendix 3)
- Within the first eight weeks of employment new starters complete the DSE e-learning awareness training and those identified as DSE user will a DSE risk assessment as part of this training and local induction process
- Take appropriate action in response to DSE assessment findings
- Ensure that workstations within their area(s) of control are compliant with statutory requirements in relation to the provision of work equipment and environment
- Where workstations are shared, they are assessed in relation to all users.

- Ensure that staff receive the necessary information, instruction and training for the tasks undertaken and equipment used. A suite of documents can be found on Staffnet
- Involve staff in the DSE risk assessment process to achieve individual needs
- If possible, and within the needs of the Trust, be flexible about work scheduling, giving staff control and flexibility over their own time
- Take into account the effect on physical health when designing jobs e.g. ergonomic reviews, and giving advice on posture and on moving and handling physical loads, use of DSE
- Monitor staff to ensure that they adopt good practice standards
- Act accordingly on any concerns raised by staff
- 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 3)
- Undertake occasional audits to ensure the procedure is effective
- Ensure assessors undertake update training every three years to refresh knowledge
- Ensure that advice is sought for undertaking any individual assessments for staff where there may be reasonable adjustments or difficulties, signposting as appropriate to Access to Work or Occupational Health
- 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 workstation they may use to the minimum requirements to work safely within the LPT Display Screen Equipment Policy
- Monitor any significant change to workstations within their area and request their assessor carry out new assessments as necessary
- Prior to relocating, assess new workplaces/spaces for their suitability to meet their team's DSE activities. Liaise with the Health and Safety Compliance Team for additional guidance on environmental and DSE requirements.
- Inform the Health and Safety Compliance Team when Occupational Health or GP have advised the symptoms are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the Health and Safety Executive (HSE)

## 6.5 DSE Assessors

Assessors will:

- Attend Display Screen Equipment risk assessment training before undertaking any DSE assessments and update training every three years

- Follow the Guidance on the DSE Assessment Process (Appendix 1)
- Advise users on appropriate workstation set up (Appendix 6)
- Make recommendations to managers for the purchase of any control measure as a result of carrying out or reviewing DSE User risk assessment i.e. chair, foot rest, etc.
- 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.
- Ensure that DSE assessment process includes agile and flexible safe working arrangements
- Maintain and support the systems put in place by Line-Managers

## **6.6 Staff will:**

- Within the first eight weeks of employment within the Trust complete the e-learning awareness training and those staff identified as DSE users will complete the DSE risk assessment as part of this training
- Co-operate with their manager/assessor in completing and reviewing their DSE 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 and if identified undertake a self-referral to Occupational Health Service or contact Access to Work
- 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 meet their needs at all workstations, including agile spaces, hubs, hot desking and home working environments.
- Avoid adopting a static position and avoid prolonged DSE work without a change of activity.
- Have responsibility to utilise the guidance documents developed, adopt good practice at all workstations utilised in the course of their work including agile spaces, hubs, hot desking and home working environments.

## **6.7 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, relocation, changes to the environment advice and support for managers.
- Update policies and arrangements to reflect legislative changes
- Maintain a suite of DSE supportive documents on the intranet
- 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
- Advise managers if symptoms are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the Health and Safety Executive (HSE)
- Administer the Trust voucher scheme for eye 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

## **6.8 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
- 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

## **7 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. (See Appendix 16)

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

## **8 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

## **9 Monitoring Compliance and Effectiveness**

The Trust will establish key performance indicators and monitor and audit performance of adherence to this policy through Health and Safety Committee. Please refer to the table at Appendix 14.

## **10 Review**

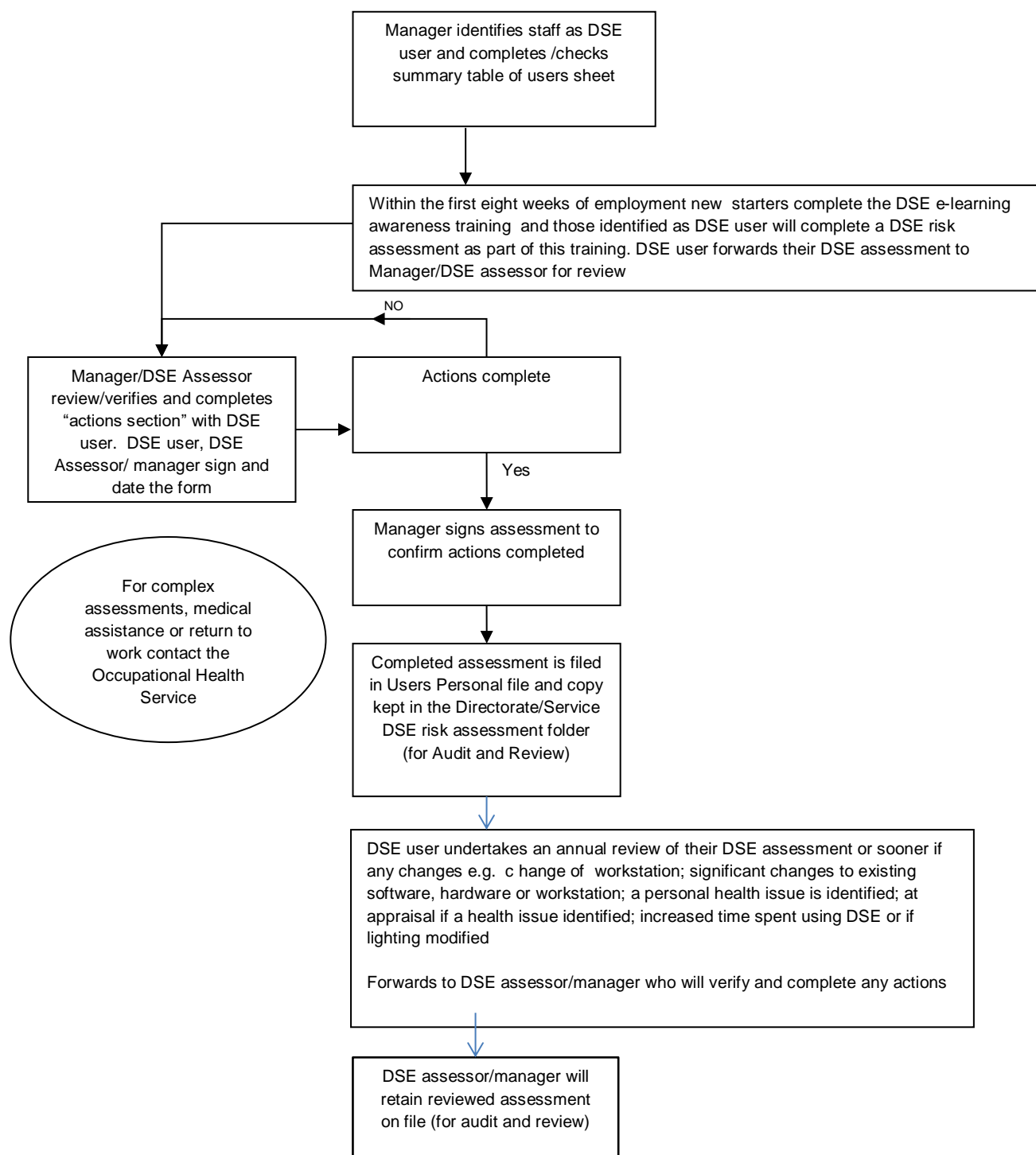
The Health and Safety Committee will review the policy every 3 years or sooner where a change to legislation, national policy or guidance occurs.

## **11 References and Bibliography**

This policy was drafted with reference to the following:

- Management of Health and Safety at Work Regulations 1999 (as amended)
- 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 (as amended) (L24)
- Health and Safety Policy
- Managing Stress at Work Policy
- Management of Ill Health Policy and Procedure
- Risk Management Strategy
- Lone Worker Policy
- Agile Working Policy
- Reasonable Adjustment Policy
- NG13 – Workplace policy and management practices to improve the health and wellbeing of employees.
- Relocation of Services Checklist

## Flowchart - Guidance on DSE Assessment Process



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

<b>Job Role:</b>		<b>Date:</b>	
		<b>Yes</b>	<b>No</b>
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



### Summary Table of Workstation Users and Actions

**Service Name:****Service Location:**[illegible]

## Summary Table of DSE Assessors

**Service Name:**

[illegible]

## Display Screen Equipment (DSE) Home /Workbase/Workstation Assessment Form

Workstation location and number (if applicable):	
User	
Assessment Completed by	
Assessment Checked by	
Any further action	Yes/No
Follow-up action plan completed	
Review Date	

The following can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

The questions and 'Things to consider' in the form cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying.

Work through the form, 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 Manager/DSE assessor. They should record their decisions in the 'Action to take' column. Manager/DSE assessors must check later that actions have been taken and have resolved the problem.

Remember, the form only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, e.g. by giving users health and safety training, and providing for breaks or changes of activity.

## 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

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

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:

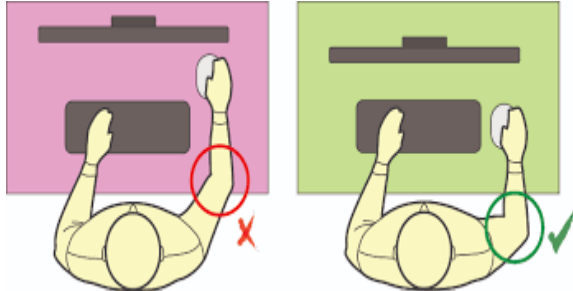
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Risk Factors	Tick Answer		Things to Consider	Action to Take
	Yes	No		
1 Keyboards				
Is the keyboard separate from the screen?			This is a requirement, task makes it impracticable (eg unless the where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in	
Is it possible to find a comfortable key 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 good keyboard technique?			Training can be used to prevent: <ul style="list-style-type: none"><li>• hands bent up at the wrist;</li><li>• hitting the keys too hard;</li><li>• overstretching the fingers.</li></ul>	



Risk Factors	Tick Answer		Things to Consider	Action to Take
	Yes	No		
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 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 placed as close as possible, eg right beside the keyboard.  Training may be needed to: <ul style="list-style-type: none"><li>• prevent arm overreaching;</li><li>• encourage users not to leave their hand on the device when it is not being used;</li><li>• encourage a relaxed arm and straight wrist.</li></ul>	
Is there support for the device 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.	


Risk Factors	Tick Answer		Things to Consider	Action to Take
	Yes	No		
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (eg of mouse ball and rollers).  Check the work surface is suitable. A mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	
<b>3 Display Screens</b>				
Are the characters clear and readable? <div>Health and safety</div> <div>Health and safety</div>			Make sure the screen is clean and cleaning materials are available. Check that the 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 stable, ie free of flicker and jitter?			Try using different screen colours to reduce flicker, eg darker background and lighter text. If there are still problems, get the set-up checked, eg by the equipment supplier.	



Risk Factors	Tick Answer		Things to Consider	Action to Take
	Yes	No		
Is the screen's specification (size) 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.	
Does the screen swivel and tilt?			<p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p> <p>However, you may need to replace the screen if:</p> <ul style="list-style-type: none"> <li>• swivel/tilt is absent or unsatisfactory;</li> <li>• work is intensive; and/or</li> <li>• the user has problems getting the screen to a comfortable position.</li> </ul>	
Is the screen free from glare and reflections?			<p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of the reflections.</p>	

Risk Factors	Tick Answer		Things to Consider	Action to Take
	Yes	No		
 <p>VectorStock VectorStock.com/21033388</p>			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?			<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 anti-glare screen filters as a last resort and seek specialist help.</p>	
<b>4 Software</b>				
Is the software suitable for the task?			<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	

Risk Factors	Tick Answer		Things to Consider	Action to Take
	Yes	No		
5 Furniture				
<p>Is the work surface large enough for all the necessary equipment, papers etc?</p> <div></div>			<p>Create more room by moving printers, reference materials etc elsewhere</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p>	
<p>Can the user comfortably reach all the equipment and papers they need to use?</p>			<p>Rearrange equipment, papers etc to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	
<p>Are surfaces free from glare and reflection?</p>			<p>Consider mats or blotters to reduce reflections and glare.</p>	
<p>Is the chair suitable? Is the chair stable?</p> <p>Does the chair have a working:</p> <ul style="list-style-type: none"><li>• seat back height and tilt adjustment?</li><li>• seat height adjustment?</li><li>• castors or glides?</li></ul>			<p>The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.</p>	

Risk Factors	Tick Answer		Things to Consider	Action to Take
	Yes	No		
<p>Is the chair adjustable 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 comfortably.</p> <p>Move any obstructions from under the desk.</p>	
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.	
Are forearms horizontal and eyes at roughly the same height as the top of the DSE?			Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a footrest may be needed	
<b>6 Environment</b>				
Is there enough room to change position and vary movement?			<p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check for 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		
Does the light illuminate the room to an adequate standard and allow for the tasks to be performed at the work station, e.g. reading from the screen and printed text, keyboard work and writing on paper?			<p>Users should be able to control light levels, eg by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, eg desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p>	
Is an adequate level of humidity and ventilation maintained at levels that prevent discomfort and problems of sore eyes?			<p>DSE and other equipment may dry the air.</p> <p>Circulate fresh air if possible. Plants may help</p> <p>Consider a humidifier if discomfort is severe</p>	
Has any heat that may be produced from workstation equipment that could cause discomfort to individuals been eliminated?			<p>Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?</p>	
Have noise levels from workstation equipment that may impair normal concentration been eliminated?			<p>Consider moving sources of noise, e.g. printers, away from the user. If not, consider sound proofing.</p>	

Risk Factors	Tick Answer		Things to Consider	Action to Take
	Yes	No		
7 Final Questions to User				
Do you have good control over how you organise and do your work?			Taking regular breaks, variation of tasks, postural changes	
Can you avoid any repetitive inputting?			Variation of tasks, use of shortcut keys	
Do you undertake DSE activities at various locations? (including agile spaces, community hubs, hot desking areas, home working, patients homes)?			When working at various locations ensure you follow the same principles as working at a fixed workstation. Dock your laptop to a fixed desktop computer where possible; adjust the IT equipment and furniture to meet your needs. Keep the area clean and hygienic between users. When homeworking use a table and a supportive chair.	
Has the checklist covered all the problems they may have working with their DSE?				
Have they experienced any discomfort or other symptoms which they attribute to working with their DSE?				
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 how to report any health and safety ill-health or equipment issues?				
Does the user work agile or across various locations and have a suitable bag to carry their DSE equipment safely?			Refer to Bag Guidance on Moving & Handling webpage	

Write down the details of any problems here:

--

### Remedial Action Plan

Risk Factor	Actions Required	By Who (Name)	By When (Date)	Completed Yes/No

Display Screen Equipment Checklist completed by - Name		Signature		Date	
Checked and action plan completed by Display Screen Equipment Assessor - Name		Signature		Date	
Manager or equivalent – Name		Signature		Date	

Acknowledgement: Health and Safety Executive

#### DSE Assessment Record of Review

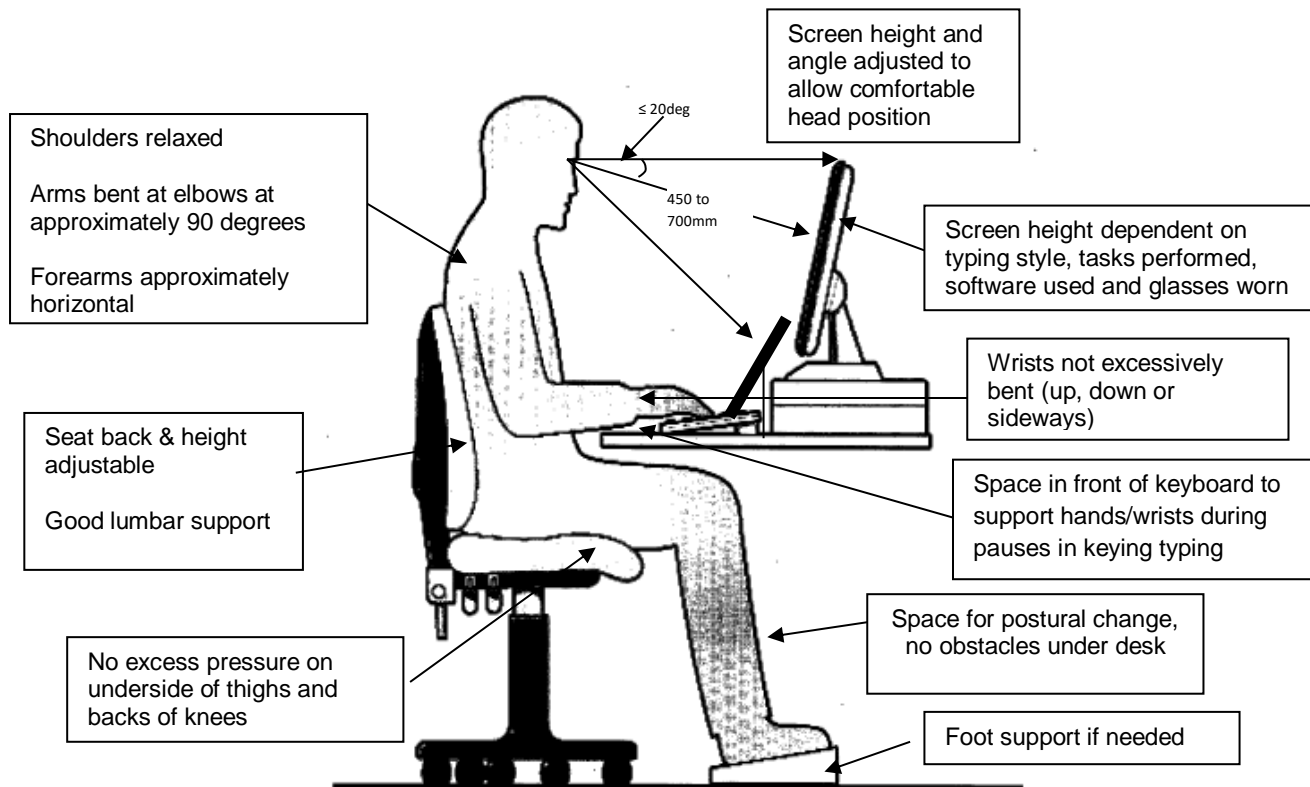
Date of Review	Identified Changes to Assessment and Actions to be Taken	Employee Signature	Assessor Signature	Line Managers Signature	Date of Next Review



## Appendix 6

You can also download a free guide from [www.hse.gov.uk](http://www.hse.gov.uk) entitled "Working with Display Screen Equipment" Ref INDG 36 (Rev 4)

# Workstation Set Up Diagram



<b>1 Seated posture and support</b>	<ul style="list-style-type: none"> <li>Adjust the chair back angle for support, this should be fairly upright when typing.</li> <li>Adjust the chair back height to give support to the small of your back.</li> <li>Adjust the seat height so that your elbows are just above the desk (relaxed shoulders, vertical upper arms, elbows bent at right angles).</li> <li>Your wrists should be in a relaxed, neutral position over the keyboard.</li> <li>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.</li> <li>Your thighs should be approximately horizontal.</li> <li>If thighs are not horizontal or your feet are not flat on the floor, use a footrest.</li> <li>Ensure that there is no undue pressure on the underside of your thighs.</li> </ul>
<b>2 Input devices</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Position your mouse close to the side of the keyboard and within easy reach.</li> <li>Take your hand away from the mouse when not in use.</li> <li>Use keyboard shortcuts as an alternative to the mouse.</li> </ul>
<b>3 Screen, reflections and glare</b>	<ul style="list-style-type: none"> <li>The screen viewing distance should be at approximately arm's length.</li> <li>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.</li> <li>Glare and reflections should be avoided by adjusting lights and closing blinds.</li> </ul>
<b>4 Local environment</b>	<ul style="list-style-type: none"> <li>Lighting should be sufficient for the task.</li> <li>Draughts should be reported and thermal comfort maintained by local means and layers of clothing.</li> <li>Noise that distracts or affects concentration should be reported.</li> </ul>
<b>5 Desk and drawers</b>	<ul style="list-style-type: none"> <li>Your body position should be 'squared-up' to the desk.</li> <li>Avoid sitting twisted. Shoulders should be in line with your hips.</li> <li>Drawers, CPUs, waste bins, etc. should not obstruct your legs.</li> </ul>
<b>6 Document position</b>	<ul style="list-style-type: none"> <li>Use a document holder or position documents to reduce head and neck movement, e.g. between the screen and keyboard.</li> </ul>
<b>7 Equipment position and work area</b>	<ul style="list-style-type: none"> <li>Place frequently used items within easy reach.</li> <li>As far as possible, do not locate printers on your desk or within reaching distance.</li> <li>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.</li> <li>Make sure the area around your desk is free from obstructions, trip hazards, etc.</li> </ul>
<b>8 Work organisation</b>	<ul style="list-style-type: none"> <li>Organise your work so 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.</li> <li>Adopt a variety of postures throughout the day.</li> </ul>
<b>9 Vision</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Have regular eye tests. Follow your optician's guidance on repeat eye testing - usually every 2 years.</li> </ul>
<b>10 Software</b>	<ul style="list-style-type: none"> <li>Software should be suitable for the tasks performed.</li> <li>You should understand how to use the software to perform the tasks required.</li> </ul>
<b>11 Health problems</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>12 Other issues</b>	<ul style="list-style-type: none"> <li>The principles of workstation set-up should be applied to all workstations used.</li> <li>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.</li> </ul>

### Your One Minute Brief on ... Display Screen Equipment (DSE)

### Working from home v2

Throughout this crisis, your health, wellbeing and safety remains important to us. Hopefully you will have already discovered many of the tips below and incorporated them into your daily work routine. The purpose of this briefing note is to provide a good practice guide, ideas and tips to those who may be new to home working and as a reminder to those who are more familiar with it.



- Ensure your laptop is set-up with VPN -
- To support you working at home, your manager will request you complete the Display Screen Equipment Home (DSE) Home/Workbase/Workstation Assessment (Appendix 5). Try to replicate your "office" setup as far as possible. The assessment provides practical advice, simple steps you can take to set up your workstation and it will support you to identify any additional equipment you may need
- The DSE assessment must then be discussed with your line manager who will support you in providing any additional equipment to use at home

### Hints and Tips

- 🔊 Find yourself a quiet space at home with good natural light, you may find a separate light helpful for detailed work
- 🔊 Try to avoid working on a laptop for prolonged periods of time, stick to short bursts and take a break to do something different every hour or so
- 🔊 Find a comfortable and supportive chair to use. If you have to use a sofa, ensure you change your posture and move every hour. Although it may be tempting, don't use a bed!

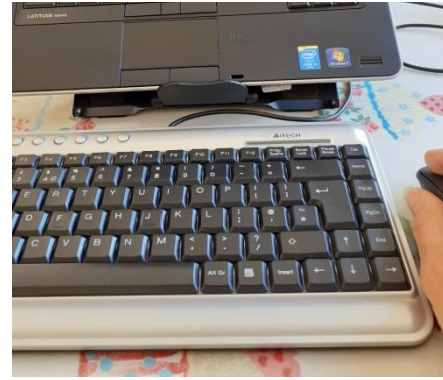
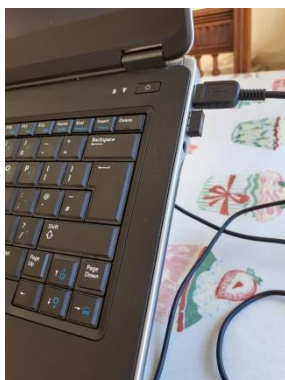
- ☞ If you have a study desk, please use or you could use a kitchen or dining table; the chairs should be roughly the right height. If your chair is too low, use cushions to raise yourself up and/or support your back. A footrest (or box) may be required to support your feet
- ☞ Set-up your workstation following the same principles as when working in an office or agile space
  - ☑ Your screen should be approximately an arm's length from you
  - ☑ Keep your area tidy, so you can arrange items in accordance with the frequency of use
  - ☑ Keep the mouse close and adjust the settings to suit your needs
- ☞ Remember to move, get up regularly, every hour or so to stretch and change your posture
- ☞ Keep hydrated
- ☞ Stay focused, minimise distractions ... organise your work diary and if possible get the big tasks completed in the morning
- ☞ Go outside, get some fresh air, have a walk and remember to take your lunch break!
- ☞ Communicate with your colleagues and line manager regularly, you are not alone
- ☞ When making telephone/video calls, stand up and move around whenever possible e.g. walk on the spot

## Laptop Users

A separate keyboard and mouse will make a significant improvement to layout flexibility. By using a laptop stand/riser/book this raises your laptop screen to an acceptable height and viewing distance.

Your line manager will provide any identified additional equipment including an office type chair for you to collect from work or delivered to the ground floor of your home. The Trust are unable to provide/deliver any bulky equipment for use at home e.g. desk.

Additional equipment - portable "mini" keyboard, laptop riser and wireless mouse etc. are available via NHS Supply Chain, Posturite and Osmond Ergonomics



## Eye and eyesight testing

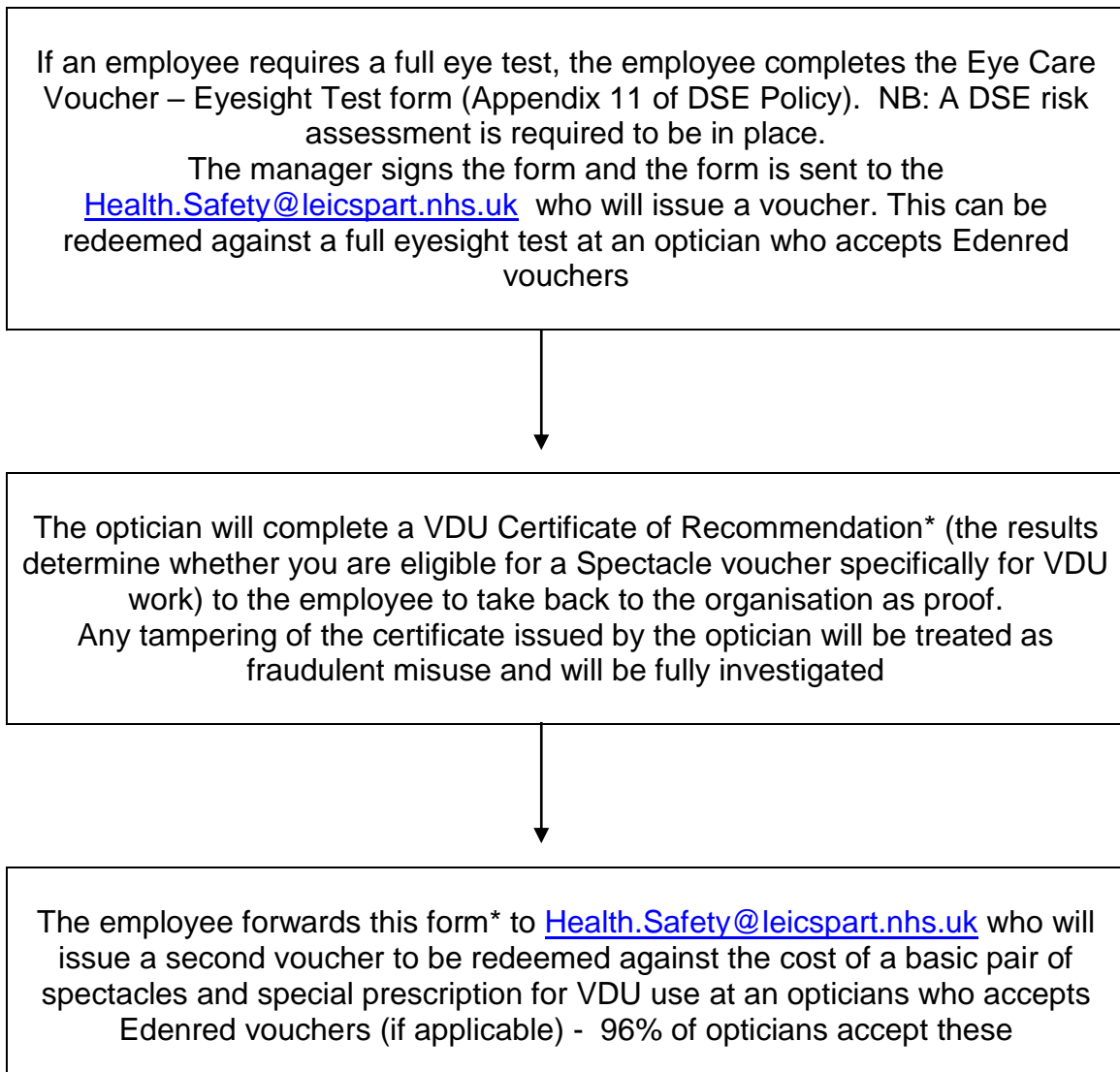
**Where a Trust employee is recognised as a DSE user they have the entitlement to a free eye and eyesight test carried out by a registered optometrist, optician or medical practitioner (normally those with an ophthalmic qualification)**

- 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
- 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 Health and Safety Compliance Team who will reclaim the value of the voucher(s) on behalf of the Trust.
- The Health and Safety Compliance Team 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 Health and Safety Compliance Team who will update records on the users file.
- If corrective lenses are required specifically for DSE work the user will be issued the relevant DSE corrective spectacle voucher and explain the process (Appendix 13).
- The Health and Safety Compliance Team 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.

### LPT Eye Care Voucher Guidance



**NB:** The Health and Safety Compliance 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.

For further information refer to the Display Screen Equipment Policy, [Staffnet DSE page](#) or contact the Health & Safety Compliance Team [Health.Safety@leicspart.nhs.uk](mailto:Health.Safety@leicspart.nhs.uk)

## Request to Access Eye Care Voucher Scheme

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

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

**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 Compliance Team).

☐ **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).

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

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

Postcode: \_\_\_\_\_



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](mailto: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



Dear

Your Optician has indicated that spectacles are required for general use incorporating a special prescription for VDU use and that you require Single/Multi\* focal vision lenses. I therefore enclose your VDU Corrective Spectacles Voucher for the sum of £55.00/£75.00\*.

Please acknowledge receipt of this voucher by returning emailing [healthandsafety@leicspart.nhs.uk](mailto: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 Health and Safety Compliance Team 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

- delete as applicable

## Appendix 14

### Policy Monitoring Section

Ref	Minimum Requirements	Evidence for Self-assessment	Process for Monitoring	Responsible Individual / Group	Frequency of monitoring
	New starters have completed DSE Awareness uLearn		Review training report from Learning & Development	Health and Safety Committee	Bi-monthly
	DSE Risk Assessment compliance		Annual review of DSE risk assessments as part of Health and Safety Inspection Process  Audit by Health and Safety Compliance Team	Health & Safety Committee / Directorate Health & Safety Action Groups  Health & Safety Committee	Annually  Ad hoc
	Number of staff accidents caused by DSE use		Analysis of incidents, including themes and trends from Ulysses	Health and Safety Committee/ Directorate Health & Safety Action Groups	Quarterly
	Ill health and injury due to DSE use		Occupational Health statistical information	Health and Safety Committee	Quarterly
	Number of civil claims due to DSE use		LPT Claims Information	Health & Safety Committee	Quarterly

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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.

Form forwarded to the Health and Safety Compliance Team, Room 170, Penn Lloyd Building, County Hall, Glenfield, Leicester, LE3 8 TH or [health.safety@leicspart.nhs.uk](mailto:health.safety@leicspart.nhs.uk)

## 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			
<b>Does this activity propose major changes in terms of scale or significance for LPT? 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.</b>			
Yes		No	
High risk: Complete a full EIA starting click <a href="#">here</a> to proceed to Part B		Low risk: Go to Section 4.	✓

Section 4
<b>It this proposal is low risk please give evidence or justification for how you reached this decision:</b>
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.

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

**Head of Service Signed** Bernadette Keavney

**Date:** 12 January 2021

## Appendix 16

### Training Needs Analysis

<b>Training topic:</b>	Display Screen Equipment
<b>Type of training:</b> (see study leave policy)	Mandatory (must be on mandatory training register) Role specific Personal development
<b>Division(s) to which the training is applicable:</b>	Adult Mental Health & Learning Disability Services Community Health Services Enabling Services Families Young People Children Hosted Services
<b>Staff groups who require the training:</b>	All staff must complete e-learning DSE Awareness Module on ULearn within the first eight weeks of employment within the Trust. All staff identified to DSE Assessors need to complete DSE risk assessment training
<b>Regularity of Update requirement:</b>	DSE Assessor must attend Display Screen Equipment risk assessment training before undertaking any DSE assessments and update training every three years
<b>Who is responsible for delivery of this training?</b>	Health and Safety Compliance Team
<b>Have resources been identified?</b>	Yes
<b>Has a training plan been agreed?</b>	Yes
<b>Where will completion of this training be recorded?</b>	ULearn
<b>How is this training going to be monitored?</b>	Bi-monthly 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**

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

### PRIVACY IMPACT ASSESSMENT SCREENING

Privacy impact assessment (PIAs) are a tool which can help organisations identify the most effective way to comply with their data protection obligations and meet individual's expectations of privacy. The first step in the PIA process is identifying the need for an assessment.

The following screening questions will help decide whether a PIA is necessary. Answering 'yes' to any of these questions is an indication that a PIA would be a useful exercise and requires senior management support, at this stage the Head of Data Privacy must be involved.

<b>Name of Document:</b>	Display Screen Equipment Policy		
<b>Completed by:</b>	Bernadette Keavney		
<b>Job title</b>	Head of Trust Health and Safety Compliance	<b>Date</b>	January 2021
			<b>Yes / No</b>
1. Will the process described in the document involve the collection of new information about individuals? This is information in excess of what is required to carry out the process described within the document.			<b>No</b>
2. Will the process described in the document compel individuals to provide information about themselves? This is information in excess of what is required to carry out the process described within the document.			<b>No</b>
3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information as part of the process described in this document?			<b>No</b>
4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?			<b>No</b>
5. Does the process outlined in this document involve the use of new technology which might be perceived as being privacy intrusive? For example, the use of biometrics.			<b>No</b>
6. Will the process outlined in this document result in decisions being made or action taken against individuals in ways which can have a significant impact on them?			<b>No</b>
7. As part of the process outlined in this document, is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For examples, health records, criminal records or other information that people would consider to be particularly private.			<b>No</b>
8. Will the process require you to contact individuals in ways which they may find intrusive?			<b>No</b>
<p>If the answer to any of these questions is 'Yes' please contact the Head of Data Privacy Tel: 0116 2950997 Mobile: 07825 947786 <a href="mailto:Lpt-dataprivacy@leicspart.secure.nhs.uk">Lpt-dataprivacy@leicspart.secure.nhs.uk</a></p> <p>In this case, adoption of a procedural document will not take place until approved by the Head of Data Privacy.</p>			
<b>IG Manager approval name:</b>			
<b>Date of approval</b>			

Acknowledgement: Princess Alexandra Hospital NHS Trust

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.

Form forwarded to the Health and Safety Compliance Team, Room 170, Penn Lloyd Building, County Hall, Glenfield, Leicester, LE3 8 TH or [health.safety@leicspart.nhs.uk](mailto:health.safety@leicspart.nhs.uk)