> ⓘ **Public – To be published on the Trust external website**

> ⓘ **ALERT**
> **Some links to the Trustwide shared drive may not work. To view the document, please hover over the link, copy the link and paste it into a new tab**

Display Screen Equipment (DSE) Procedure

Ref: HS-0001-002-v5

Status: Approved
Document type: Procedure
Overarching policy: Health and Safety Policy

Contents

1 Introduction

The Trust has a legal and moral obligation to manage risk from display screen equipment (DSE) use. By following this procedure, the DSE user and responsible persons will ensure that the risk to users is adequately controlled.

This procedure will also apply to any staff that have neurodiverse conditions.

Working with portable DSE i.e., laptops, notebook computers, are also subject to the DSE regulations.

This procedure links to Our Journey to Change as outlined within the Health and Safety Policy.

2 Purpose

Following this procedure will help the Trust to comply with its legal obligations:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Display Screen Equipment Regulations 1992 (amended 2002)

3 Who this procedure applies to

This procedure applies to all bank, locum, permanent, fixed term contract employees (including apprentices) who hold a contract of employment or are engaged with the Trust, and seconded (including students), volunteers, non-Executive Directors, Governors, and those undertaking research work within TEWV Trust. It also applies to external contractors, agency workers, including those within the GIG economy, limb workers, those on honorary contracts, those on work experience and other workers who are assigned to TEWV Trust.

4 Related documents

This procedure describes what you need to do to implement duties under the Trust Health and Safety Policy.

This procedure also refers to: -

- ✓ Risk Assessment (H&S) Procedure
- ✓ Workplace Adjustments Procedure

5 Procedure

Managers need to:

- Ensure that all users follow the 12-point set up plan (Appendix 2).
- Ensure that all users complete a DSE Risk Assessment (Appendix 1).
- Review the findings of the DSE Risk Assessment with the staff member.
- Discuss any control measures required for areas of concern and implement them.
- Refer any staff member who has complex musculoskeletal concerns, or neurodiverse conditions to Occupational Health where appropriate.
- Be aware of the Workplace Adjustments Procedure and help available from the Reasonable Adjustments Team at tewv.reasonableadjustmentsteam@nhs.net
- Retain DSE Risk Assessments in staff members personal folder.
- Ensure DSE Risk Assessments are reviewed on a regular basis e.g., in light of any changes to workstation, personal circumstances, guidance, legislation, planned reviews at 1:1's/appraisals etc.

DSE Users need to:

- Follow the 12-point set up plan (Appendix 2)
- Complete a DSE Risk Assessment (Appendix 1)
- Discuss DSE Risk Assessments with their Line Manager.
- Ensure DSE Risk Assessments are reviewed on a regular basis e.g., in light of any changes to workstation, personal circumstances, guidance, legislation, planned reviews at 1:1's/appraisals etc.

5.1 Risk Assessment

The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for continuous periods of an hour or more.

DSE Risk Assessments must be undertaken on commencement of post.

These should be completed by DSE Users in all locations including those working from home.

> ⚠️ If staff are hybrid working (office/home) or working from home continuously, then an assessment should be done for both the office and working from home.

The Risk Assessment that the Trust uses is the HSE DSE Checklist: Appendix 1

The 12-point set up plan is available in Appendix 2.

5.2 DSE Videos

There are four helpful DSE videos available for both staff and Managers.

They include information on:

- Looking after yourself at your desk.
- Tips for multi-screen users
- Equipment for common MSK conditions
- DSE use for Managers.

These have been produced by the Trust Occupational Health provider. These videos are available to watch on the T-Drive, file path below:

T:\Intranet Published Documents\Working here\Health and Safety\Health and safety toolkit\Risk

Assessments and templates\Display screen equipment DSE assessments

There is also a helpful short 12 point set up plan video available on ESR, search *346 Online Display Screen Equipment* on the learning portal.

5.3 Useful Resources

There are a number of useful resources via the Trust Occupational Health Provider for DSE and Musculoskeletal (MSK) conditions. Please see the link below.

Physio Solutions | Physiotherapy & MSK Resources | PAM Physio Solutions

5.4 DSE Equipment

Standard equipment is available to order on Cardea e.g., footrests, standard chairs etc.

Staff members may identify that they require specific equipment that is non-standard issue e.g., lumbar support chairs, wrist rests, ergonomic keyboards, ergonomic mice etc.

The majority of this equipment is available to purchase either on Cardea (e.g., chair, desks, footrest, etc.) or via IT Procurement (e.g., laptop raiser, ergonomic keyboard, ergonomic mice).

However, where equipment is required for complex musculoskeletal concerns, specific conditions, neurodiverse conditions (e.g., dyslexia) please refer to the Workplace Adjustments Procedure for details on how to refer a staff member (if required) to Access to Work for a complex assessment.

You can seek advice and support on the Access to Work process and anything relating to reasonable/workplace adjustments from the Trust's centralised reasonable adjustments team at tewv.reasonableadjustmentsteam@nhs.net

> ⚠️ If staff members are working from home the same considerations should be applied as to what support they may require.

5.5 Eyesight Tests

"The law says employers must arrange an eye test for display screen equipment (DSE) users if they ask for one, and provide glasses if an employee needs them only for DSE use." HSE website

Identified DSE users who request an eyesight test through their Line Manager are responsible for arranging their own test with a registered optician.

Reimbursement can be claimed for the cost of the eye test through expenses.

Reimbursement of a contribution of £50 towards glasses (suitable lenses and frame) where required for DSE use only can also be made through expenses.

> ⚠️ The Trust is not responsible for any corrections for vision defects, pre-existing eye conditions or examinations for eye complaints which are not related to display screen work. These are the responsibility of the individual concerned.

5.6 Workplace Adjustments

As a Trust we have a duty under the Equality Act to make adjustments to support staff. Many factors will be involved in deciding what adjustments to make and will depend on the individual circumstances.

Information and guidance in relation to workplace adjustments can be found in the Workplace Adjustments Procedure which is available on the Trust intranet.

You can seek advice and support on the Access to Work process and anything relating to reasonable/workplace adjustments from the Trust's centralised reasonable adjustments team at tewv.reasonableadjustmentsteam@nhs.net

5.7 Portable DSE Equipment (e.g., Laptop, PDA's)

Portable DSE, such as laptops are subject to the DSE Regulations. These should be covered within a DSE Risk Assessment.

6 Definitions

Term	Definition
Display Screen Equipment (DSE)	Desktop/laptop computers, hand held devices etc.
Workstation	The surrounding environment of the DSE, e.g., work surface, desk, chair, accessories etc.
User	The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for continuous periods of an hour or more.

7 How this procedure will be implemented

- This procedure will be published on the Trust intranet.
- Line managers will disseminate this procedure to all Trust employees through a line management briefing.

7.1 Training needs analysis

Staff/Professional Group	Type of Training	Duration	Frequency of Training
None identified.			

8 How the implementation of this procedure will be monitored

Number	Auditable Standard/Key Performance Indicators	Frequency/Method/Person Responsible	Where results and any Associate Action Plan will be reported to, implemented and monitored; (this will usually be via the relevant Governance Group).
1	Compliance with the legal requirements outlined within the Management of Health and Safety at Work Regulations 1999. *NB. There are 14 questions listed in the audit template that are assessed for compliance.*	**Frequency:** Annual rolling audit programme. **Method:** Risk Assessment audits will be undertaken for a sample of all teams utilising a standard audit template via an internet-based audit platform. Results are collated and discussed at Health, Safety, Security and Fire Group (HSSF GROUP) with a report to be submitted to the appropriate committee. **Responsible:** Undertaken by members of the Health and Safety Team as directed by the Head of Health, Safety and Security.	Implementation and monitoring are directed by the Executive Management Group and devolved to the HSSF Group.

9 References

- ✓ Health & Safety at Work Act 1974
- ✓ Management of Health and Safety at Work Regulations 1999 (MHSWR)
- ✓ Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (miscellaneous amendments) Regulations 2002
- ✓ INDG36 (rev4) (HSE) Working with display screen equipment (DSE) A Brief Guide
- ✓ Workplace Adjustments Procedure
- ✓ L26 Work with Display Screen Equipment (Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (miscellaneous amendments) Regulations 2002) Guidance on Regulations
- ✓ The Equality Act 2010

10 Document control (external)

To be recorded on the policy register by Policy Coordinator

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Date of approval	17 July 2024
Next review date	17 July 2027
This document replaces	HS-0001-002-v4 Display Screen Equipment Procedure
This document was approved by	EFM DMT
This document was approved	16 July 2024
This document was ratified by	Health, Safety, Security and Fire Group
This document was ratified	17 July 2024
An equality analysis was completed on this policy on	22 April 2024
Document type	Public
FOI Clause (Private documents only)	n/a

Change record

| Version	Date	Amendment details	Status
3	13-Feb-20	Section 3.3 Eyesight Tests Section 3.4 Dyslexia Section 3.6 Reasonable Adjustments Section 3.7 Two Screen Working Updated DSE checklist and assessment form Section 3.1 Assessment for DSE/VDU Users – amended wording Section3.7 Two-Screen Working – amended wording to cover multiple screen use	Withdrawn
3	July 2020	Review date extended 6 months	Withdrawn
4	18 Nov 2021	Section 3.2 DSE Process table added Appendices removed and documents linked into relevant sections. Section 3.3 changed to DSE Equipment Minor changes made to wording throughout the document and transferred to new template	Withdrawn
4	09 May 2022	Alert message added to front page stating "ALERT Some links to the Trustwide shared drive may not work. To view the document, please hover over the link, copy it and paste it into a new tab"	Withdrawn
5	17 July 2024	Full review. Clarification of wording. Added section 5.2. DSE videos and section 5.3. Useful resources. Added Appendix 1 DSE Risk Assessment Checklist information and the file pathway. Added Appendix 2 DSE 12 point set up plan. Removed the below guidance as now covered within the procedure and section 5.2. DSE videos: • Laptop user guide • Visual Stress • Working from home guide • DSE and working from home guidance • COVID working from home guidance • Multiple monitor usage guidance	Published

Appendix 1 – DSE Risk Assessment Form

The Risk Assessment form that the Trust use is the HSE DSE Checklist (image below)
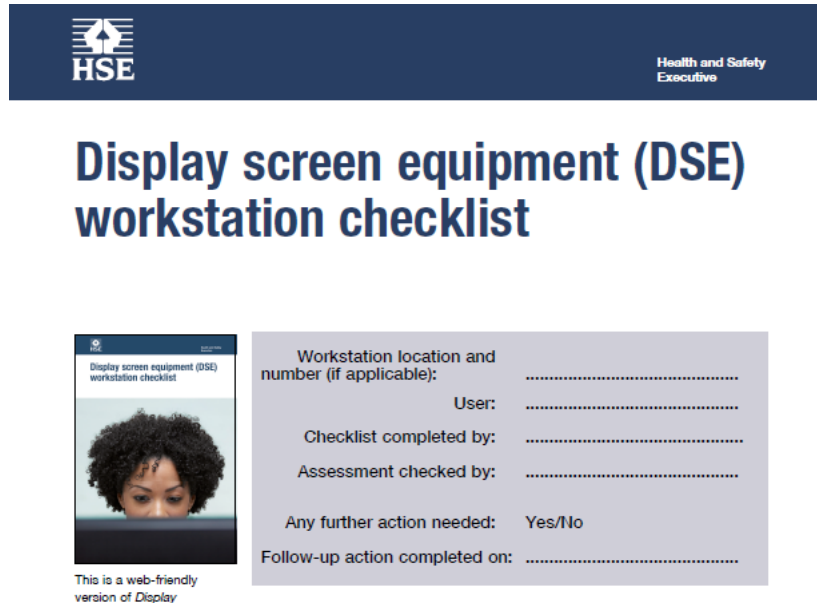
The risk assessment can be found on the T-Drive at the file pathway below (copy and paste into file explorer).

T:\Intranet Published Documents\Working here\Health and Safety\Health and safety toolkit\Risk Assessments and templates\Display screen equipment DSE assessments

> ⚠️ This HSE DSE Checklist is a PDF document, it can be edited by clicking on this icon on the toolbar within the PDF ⬚ . This will then allow you to type in the relevant sections.

Appendix 2 – 12-Point Display Screen Equipment (DSE) Set Up Plan

Regardless of whether staff use a laptop or desktop computer, the principles for the safe set up apply to both and the 12-point set up plan should always be followed.

1	Backrest	• Adjust the chair back angle for comfort and support; this should be fairly upright when typing. • Adjust the chair back height to give support to the small of your back.
2	Seat height	• Adjust the seat height so that your elbows are just above the desk (shoulders relaxed). • 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.
3	Footrest	• Your thighs should be approximately horizontal. • Ensure that there is no undue pressure on your bottom and thighs. • If your feet are not flat on the floor, use a footrest to support them.
4	Keyboard	• 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 neutral wrist posture.
5	Mouse	• Position your mouse as close to the side of the keyboard as possible. • Take your hand away from the mouse when not in use. • Use keyboard shortcuts as an alternative to the mouse.
6	Screen	• The screen should be at approximately arm's length and at a height to prevent poor posture and excessive movement of the head and neck. This will depend on typing style, software used, glasses worn, and tasks performed. • Glare and reflections should be avoided by using blinds.
7	User position	• Your body position should be 'squared-up' to the desk. • Avoiding twisting. Shoulders should be in line with your knees.
8	Documents	• Use a document holder or position documents to reduce head and neck movement, e.g., between the screen and keyboard.
9	Equipment position	• Place frequently used items close by. • Do not locate printers on your desk or within reaching distance. • Don't cradle the phone between your shoulder and chin, use your other hand to hold it or use a headset.
10	Work routine	• Organise your work so that you have reason to get up out of your chair and away from your workstation, e.g., collecting documents, filing, making drinks. • Adopt a variety of postures throughout the day.
11	Vision	• Ensure you are aware of your entitlement of eye and eyesight testing (even if you already wear glasses), ask your line manager for details of local arrangements.

12	**Reporting problems**	• Inform your line manager if you experience any problems following changes to your workstation or workload. • If you experience any problems whilst using your workstation or have any health and safety related concerns, you should inform your line manager or Occupational Health department as soon as possible.

Diagram 1: A good workstation
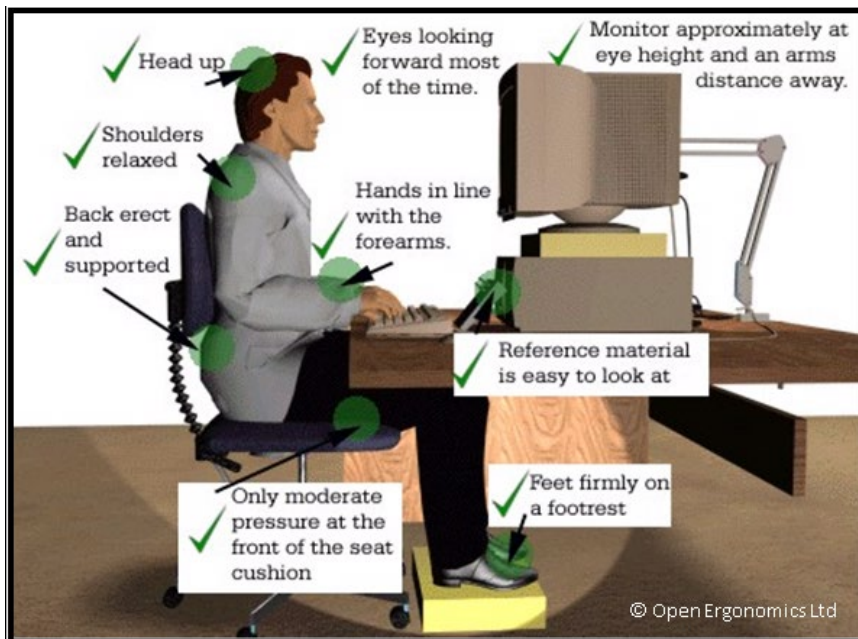
Diagram 2 - A poor workstation
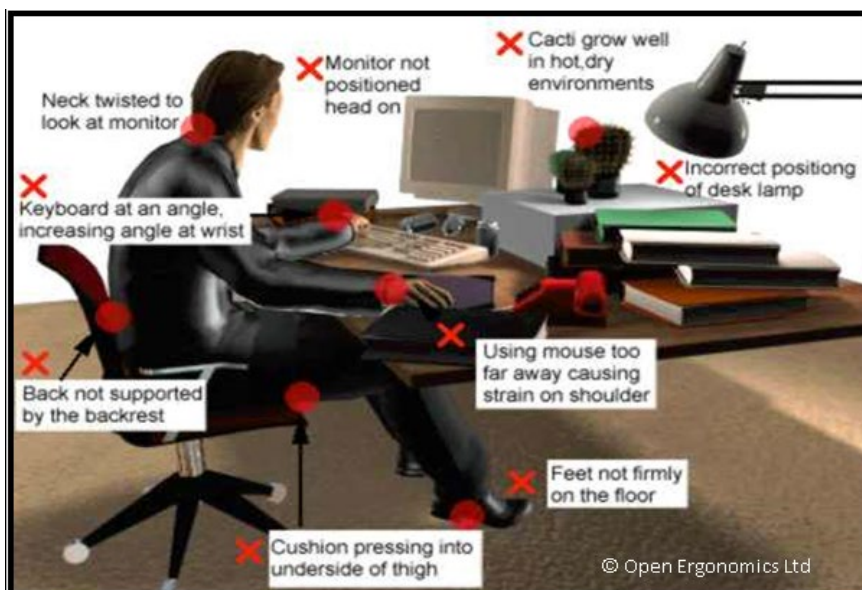
Appendix 3 - Equality Analysis Screening Form

Please note: The Equality Analysis Policy and Equality Analysis Guidance can be found on the policy pages of the intranet

Section 1	Scope
Name of service area/directorate/department	Health & Safety, EFM
Title	Display Screen Equipment Procedure
Type	Procedure
Geographical area covered	Trust wide
Aims and objectives	The objectives of this procedure are to: • Comply at all times with the Health and Safety at Work etc. Act 1974 etc., the Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions; • Manage health and safety effectively to improve the quality of patient care, visitors and working conditions of staff and others.
Start date of Equality Analysis Screening	18 March 2024
End date of Equality Analysis Screening	22 April 2024

Section 2	Impacts
Who does the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit?	All staff, patients, contractors and visitors and the general community.
Will the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or	• **Race** (including Gypsy and Traveller) **NO** • **Disability** (includes physical, learning, mental health, sensory and medical disabilities) **NO**

Business plan impact negatively on any of the protected characteristic groups?	• **Sex** (Men, women and gender neutral etc.) **NO**
	• **Gender reassignment** (Transgender and gender identity) **NO**
	• **Sexual Orientation** (Lesbian, Gay, Bisexual, Heterosexual, Pansexual and Asexual etc.) **NO**
	• **Age** (includes, young people, older people – people of all ages) **NO**
	• **Religion or Belief** (includes faith groups, atheism and philosophical beliefs) **NO**
	• **Pregnancy and Maternity** (includes pregnancy, women who are breastfeeding and women on maternity leave) **NO**
	• **Marriage and Civil Partnership** (includes opposite and same sex couples who are married or civil partners) **NO**
	• **Armed Forces** (includes serving armed forces personnel, reservists, veterans and their families **NO**
Describe any negative impacts	There will be times when health and safety has to take priority and this may have an impact on a person's protected characteristics. TEWV would however always try and mitigate as much as possible any negative impact whilst ensuring health and safety legislation is followed.
Describe any positive impacts	Procedure is in place to reduce risk to all staff using display screen equipment.

Section 3	Research and involvement
What sources of information have you considered? (e.g. legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.)	Health & Safety at Work Act 1974
	Management of Health and Safety at Work Regulations 1999 (MHSWR)
	Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (miscellaneous amendments) Regulations 2002
Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the protected groups?	Yes

If you answered Yes above, describe the engagement and involvement that has taken place	Programme of visits and audits have been undertaken where concerns have been discussed and documented. These have been considered while reviewing the procedure.
If you answered No above, describe future plans that you may have to engage and involve people from different groups	

Section 4	Training needs
As part of this equality analysis have any training needs/service needs been identified?	No
Describe any training needs for Trust staff	N/A
Describe any training needs for patients	N/A
Describe any training needs for contractors or other outside agencies	N/A

Check the information you have provided and ensure additional evidence can be provided if asked.

Appendix 4 – Approval Checklist

	Title of document being reviewed:	Yes / No / Not applicable	Comments
1.	**Title**		
	Is the title clear and unambiguous?	Yes	
	Is it clear whether the document is a guideline, policy, protocol or standard?	Yes	
2.	**Rationale**		
	Are reasons for development of the document stated?	Yes	
3.	**Development Process**		
	Are people involved in the development identified?	Yes	
	Has relevant expertise has been sought/used?	Yes	
	Is there evidence of consultation with stakeholders and users?	Yes	
	Have any related documents or documents that are impacted by this change been identified and updated?	Yes	
4.	**Content**		
	Is the objective of the document clear?	Yes	
	Is the target population clear and unambiguous?	Yes	
	Are the intended outcomes described?	Yes	
	Are the statements clear and unambiguous?	Yes	
5.	**Evidence Base**		
	Is the type of evidence to support the document identified explicitly?	Yes	
	Are key references cited?	Yes	
	Are supporting documents referenced?	Yes	
6.	**Training**		
	Have training needs been considered?	Yes	
	Are training needs included in the document?	Yes	
7.	**Implementation and monitoring**		
	Does the document identify how it will be implemented and monitored?	Yes	

	Title of document being reviewed:	Yes / No / Not applicable	Comments
8.	**Equality analysis**		
	Has an equality analysis been completed for the document?	Yes	
	Have Equality and Diversity reviewed and approved the equality analysis?	Yes	19 March 2024
9.	**Approval**		
	Does the document identify which committee/group will approve it?	Yes	
10.	**Publication**		
	Has the policy been reviewed for harm?	Yes	
	Does the document identify whether it is private or public?	Yes	
	If private, does the document identify which clause of the Freedom of Information Act 2000 applies?	N/A	