

TRUST-WIDE NON-CLINICAL POLICY DOCUMENT

DISPLAY SCREEN EQUIPMENT

Policy Number:	HS3
Scope of this Document:	All Trust staff
Recommending Committee:	N/A
Approving Committee:	Health and Safety Committee
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2016 – Version 2

Quality, recovery and wellbeing at the heart of everything we do

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Further information about this document:

Document name	Display Screen Equipment (HS3)
Document summary	Regulations impose duties to safeguard the health and safety of persons who regularly use Display Screen Equipment as part of their normal work activity.
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To be read in conjunction with	Health, Safety and Welfare SA07 Risk Management Policy & Strategy SA02
This document can be made available in a range of alternative formats including various languages, large print and braille etc	
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Version Control:

		Version History:	
Approved		2015 Version 1	October 2015
Draft		2016 Version 2	October 2016

SUPPORTING STATEMENTS – this document should be read in conjunction with the following statements:

SAFEGUARDING IS EVERYBODY'S BUSINESS

All Mersey Care NHS Trust employees have a statutory duty to safeguard and promote the welfare of children and vulnerable adults, including:

- being alert to the possibility of child/vulnerable adult abuse and neglect through their observation of abuse, or by professional judgement made as a result of information gathered about the child/vulnerable adult;
- knowing how to deal with a disclosure or allegation of child/adult abuse;
- undertaking training as appropriate for their role and keeping themselves updated;
- being aware of and following the local policies and procedures they need to follow if they have a child/vulnerable adult concern;
- ensuring appropriate advice and support is accessed either from managers, *Safeguarding Ambassadors* or the trust's safeguarding team;
- participating in multi-agency working to safeguard the child or vulnerable adult (if appropriate to your role);
- ensuring contemporaneous records are kept at all times and record keeping is in strict adherence to Mersey Care NHS Trust policy and procedures and professional guidelines. Roles, responsibilities and accountabilities, will differ depending on the post you hold within the organisation;
- ensuring that all staff and their managers discuss and record any safeguarding issues that arise at each supervision session

EQUALITY AND HUMAN RIGHTS

Mersey Care NHS Trust recognises that some sections of society experience prejudice and discrimination. The Equality Act 2010 specifically recognises the *protected characteristics* of age, disability, gender, race, religion or belief, sexual orientation and transgender. The Equality Act also requires regard to socio-economic factors including pregnancy /maternity and marriage/civil partnership.

The trust is committed to equality of opportunity and anti-discriminatory practice both in the provision of services and in our role as a major employer. The trust believes that all people have the right to be treated with dignity and respect and is committed to the elimination of unfair and unlawful discriminatory practices.

Mersey Care NHS Trust also is aware of its legal duties under the Human Rights Act 1998. Section 6 of the Human Rights Act requires all public authorities to uphold and promote Human Rights in everything they do. It is unlawful for a public authority to perform any act which contravenes the Human Rights Act.

Mersey Care NHS Trust is committed to carrying out its functions and service delivery in line with a Human Rights based approach and the FREDA principles of **F**airness, **R**espect, **E**quality **D**ignity, and **A**utonomy

HS3. Assessment of Display Screen Equipment Regular Users

1. Introduction

The Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Health & Safety (Display Screen Equipment) Regulations 1992, as amended, impose duties to safeguard the health and safety of persons who regularly use Display Screen Equipment as part of their normal work activity.

2. Definitions

2.1 What is Display Screen Equipment (DSE)?

The definition of display screen equipment covers both conventional (cathode ray tube) display screen and other display processes such as liquid crystal or plasma displays used in flat-panel screens, touch screens and other emerging technologies; including scanning equipment with attached monitor. Laptops are also subject to the Regulations if they are in prolonged use for an accumulated total of one hour per day.

2.2 What constitutes a workstation?

A workstation means an assembly comprising of:

- a) Display screen equipment – typically, computer, keyboard, mouse, printer and screen including scanning equipment with attached monitor.
- b) Any optional accessories to the display screen equipment.
- c) Any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other item peripheral to the display screen equipment.
- d) The immediate work environment around the display screen equipment.

2.3 Who is a Display Screen Equipment User?

In general terms a DSE User may be defined as any person who:-

- a) Normally uses DSE more or less continuously for a significant part of their work or continuous or near-continuous spells of an hour or more at a time and;
- b) Uses DSE in this way more or less daily and;
- c) have to transfer information quickly to or from the DSE

And also:

- d) need to apply high levels of attention and concentration; or are
- e) highly dependent on DSE or have
- f) little choice about using it; or need
- g) Special training or skills to use the DSE.

N.B. "Significant" is not defined within the Regulations.

3. Roles and Responsibilities

3.1 Ward/Department Managers

Ward/Department Managers are:

- a) Identify all DSE users in their area. These should be logged on the Display Screen Equipment Staff Management Log (*see section 6*).
- b) Ensure that DSE Assessments are carried out on all identified users.
- c) Nominate Assessors who will carry out workstation assessments on their behalf. If assessors are not nominated the responsibility to undertake the assessments will rest with the Manager.
- d) Be responsible for ensuring that the nominated assessor and all staff undergo appropriate DSE training.
- e) Be responsible for completing an annual review of all assessments and for taking all necessary measures to correct any deficiencies identified by the assessment.
- f) Action all appropriate changes to workstations and equipment, as identified in the Risk Assessment, within the specified time limit.
- g) Where alterations/purchase of equipment to correct the problem is not possible, a risk assessment must be generated and the risks managed through the divisional risk register.
- h) Ensure that appropriate expert advice and support is sought for ergonomic, occupational health, technical / software and estates/environment, refurbishment and occupancy issues.
- i) Ensure any user request for an appropriate eye/eyesight test occurs as soon as practicable after the request
- j) Be responsible for arranging reimbursement for eyesight tests and corrective appliances where applicable in accordance with the eyesight test procedure.
- k) Liaise with the Estates Department regarding all office refurbishments (*prior to the purchase of equipment*) to ensure that the Trust remains compliant with the regulations regarding layout, space, occupancy and use of workstations.
- l) Follow up staff members who fail to attend training and ensure that they attend a later session.

N.B. In identifying “DSE users” managers will need to consider factors including: the staff member’s role and job description; the nature and diversity of duties; the amount of time continuously spent using the computer and whether some element of rotation might be introduced.

3.2 DSE Assessors

DSE Assessors are to:

- a) Assist managers in Identifying DSE users (as per the definition ‘Who is a Display Screen Equipment user?’) in their area. These should be logged on the Display Screen Equipment Staff Management Log (*see section 6*).
- b) Undertake assessments of all workstations (the Display Screen Equipment Risk Assessment Form and DSE Risk Assessment Guidance can be found in sections 7 and 8 of this document).
- c) Forward all completed assessments to the Manager for review, action and to be signed.
- d) Ensure that copies of all assessments are kept in individual staff records. The action plans (risk control measures) from these assessments must be recorded and reviewed annually and / or when there is a change in the:
 - i. workstation (furniture, DSE or location)
 - ii. software

- iii. tasks (e.g. increase in the amount of time required to be spent using DSE)
- iv. environment (e.g. lighting, occupancy)
- v. new users starting work, or changing workstations
- vi. change in individual circumstances e.g. returning to work, pregnancy etc.

3.1 Staff / DSE Users

Staff/DSE Users are:

- a) Required to familiarise themselves with this procedure and conform to the requirements contained within it.
- b) Required to inform their Manager if they consider their workstation is causing any discomfort.
- c) Entitled to request an eyesight test. (*see section 13*)
- d) To follow advice given in section 15

Any user who requests through their manager, an eye-test, must pay for this on completion, obtain a receipt, then send the completed *section 14* and receipt to their manager to authorise reimbursement. "Special" corrective appliances (normally spectacles) provided to meet the requirements of the DSE Regulations will be those appliances prescribed to correct vision defects at the viewing distance(s) used for the display screen equipment concerned.

"Normal" corrective appliances are spectacles prescribed for any other purpose.

It should be noted that experience has shown that in most working populations only a minority (less than 10%) will need special corrective appliances for display screen work.

4. Education & Training

All Assessors / Managers and DSE Users are required to undergo online DSE training via the Learning & Development Department (Mandatory once only training session).

<https://esr.mhapp.nhs.uk>

The DSE Information and Training package includes:

- a) Requirements of the Display Screen Equipment Regulations.
- b) What is Display Screen Equipment?
- c) Who is a Display Screen Equipment User?
- d) The principles of good Display Screen Equipment workstation design, including the use of laptops.
- e) Potential ill health effects of working with Display Screen Equipment.
- f) What to do in the event of a health and safety problem arising from the use of Display Screen Equipment?
- g) Setting up your workstation correctly

Training for Assessors will be delivered by the Trust Safety Team and includes:

- a) An introduction to the Display Screen Equipment & Workplace Health, Safety & Welfare Regulations
- b) Understanding the optimum workstation requirements
- c) Reducing and removing hazards / risks
- d) The eyesight test process

e) Risk Assessment process and tool

Training registers will be used to record all attendances on training sessions. This register will then be recorded onto the Trust's Employment Staff Records system.

The Senior Safety Advisor will inform Managers of all staff attending or failing to attend the booked training session. Where staff failed to attend it is the responsibility of the Manager to follow this up and ensure they undergo the training.

5. Monitoring & Audit

The implementation and effectiveness of this procedure will be monitored through the Trust Health & Safety Committee. The Committee will 'measure' effectiveness and compliance with the procedure using a number of indicators.

These include:

- a) Performance Standard 7 of the Safety Partnership Agreement.
- b) Incidents and Accident statistics (reported on the DATIX incident reporting system).
- c) RIDDOR reports to the HSE.
- d) Legal action / claims data.

6. Display Screen Equipment Staff Management Log

Department: _____	Is the person a DSE User?		Has a Workstation Assessment been undertaken?		If eligible for an Eyesight test, date test undertaken (if not eligible enter N/A)
Name: _____	Yes	No	Yes	No	

7. Display Screen Equipment (DSE) Risk Assessment Form

Display Screen Equipment (DSE) Risk Assessment Form Location Details	Assessment Details	
Department Hot desk Yes / No	User's name: Date of assessment: Date of last assessment (<i>if applicable</i>) Assessor's name:	
Address / Location of Workstation		
Is there a change in circumstances (e.g. software / location / pain?) Please state		
Have you recently experienced any aches or pains that may have been aggravated by work? Yes No If yes, brief description:		
Have you had an eye test within the last 2 years? Yes / No Aware of Eyesight procedure? Yes / No		
Note: Answer the questions by circling the appropriate responses		
Workstation Criteria Comments		
1. Can the workstation be adjusted to suit the User's needs? (see guidance note 1)	Yes	No
2. Can the User sit in a comfortable position at the workstation? (see guidance note 2)	Yes	No
Is there adequate space on & under the desk to allow the User to move? (see guidance note 3)	Yes	No
Is there sufficient space in front of the keyboard to support the User's wrists & hands? (see guidance note 4)	Yes	No
Does the User's chair have castors / glides appropriate for flooring? (see guidance note 5)	Yes	No
6. Can the User adjust their seat? (see guidance note 6)	Yes	No
7. Is the seat pad the correct depth? a. Is the seat cover intact? (see guidance note 7)	Yes Yes	No No
8. Can the height & tilt of the backrest be adjusted? (see guidance note 8)	Yes	No
When the User's chair is correctly adjusted do their feet rest flat on the floor / footrest?	Yes	No
10. Does the user use a laptop? (see guidance note 10)	Yes	No

11. Is the mouse comfortable for the User?	Yes	No
a. Is the mouse close to the keyboard & easy to reach?	Yes	No
b. Is it a laser mouse? (<i>mouse mat not required for laser mouse</i>)	Yes	No
12. Are the keyboard symbols clearly defined and easy to read?	Yes	No
13. Does the monitor screen tilt?	Yes	No
14. Does the User need glasses when at the Display screen equipment? Check type of lenses used (<i>see guidance note 14</i>)	Yes	No
15. Is the monitor at the correct height & distance from the User? (<i>see guidance note 15</i>)	Yes	No
16. Is the screen free from glare and / or reflections? (<i>see guidance note 16</i>)	Yes	No
17. Is the screen adjustable for brightness and contrast? (<i>see guidance note 17</i>)	Yes	No
18. Is the screen easy to read with well defined characters?	Yes	No
19. Does the User regularly use a telephone? Is a phone headset required? (<i>see guidance notes 19</i>)	Yes Yes	No No
20. Is the working area adequate for the task?	Yes	No
21. Is a document holder / writing slope required? (<i>see guidance note 22</i>)	Yes	No
22. Has user attended DSE training?	Yes	No
Environment Comments		
E1. Is ventilation adequate and the working environment draught-free? (<i>if issues raised refer to Facilities / Estates</i>)	Yes	No
E2. Are room temperature and humidity comfortable? (<i>if issues raised refer to Facilities / Estates</i>)	Yes	No
E3. Are noise levels acceptable and do they allow normal conversation? (<i>see guidance note E3</i>)	Yes	No
E4. Is the overall level of light / lighting adequate for the task? (<i>see guidance note E4</i>)	Yes	No
Software		
S1. Any Software issues? (<i>Refer to ICT</i>)	Yes	No
Breaks		
Is it possible to arrange tasks to ensure job rotation?	Yes	No

Actions			
<p>If you have identified any issues in the above sections, please list in the table below identifying the Actions required to reduce the risk. DSE Assessors should leave a copy of this signed assessment with the DSE User, a copy should be sent to the Manager and the original retained for future reference.</p>			
Actions	Date to be completed	Manager Responsible	Date completed
Next review date for this assessment is:			
<p>The above actions are considered necessary to reduce risk of injury to the user of this workstation. User Assessor Manager</p>			
Name:			
Signature:			
Date:			

Please note: If there is a risk or action that cannot be managed locally this must be transferred to the Trust's Risk Assessment Tool. The derived risk rating will determine who then needs to be involved / informed.

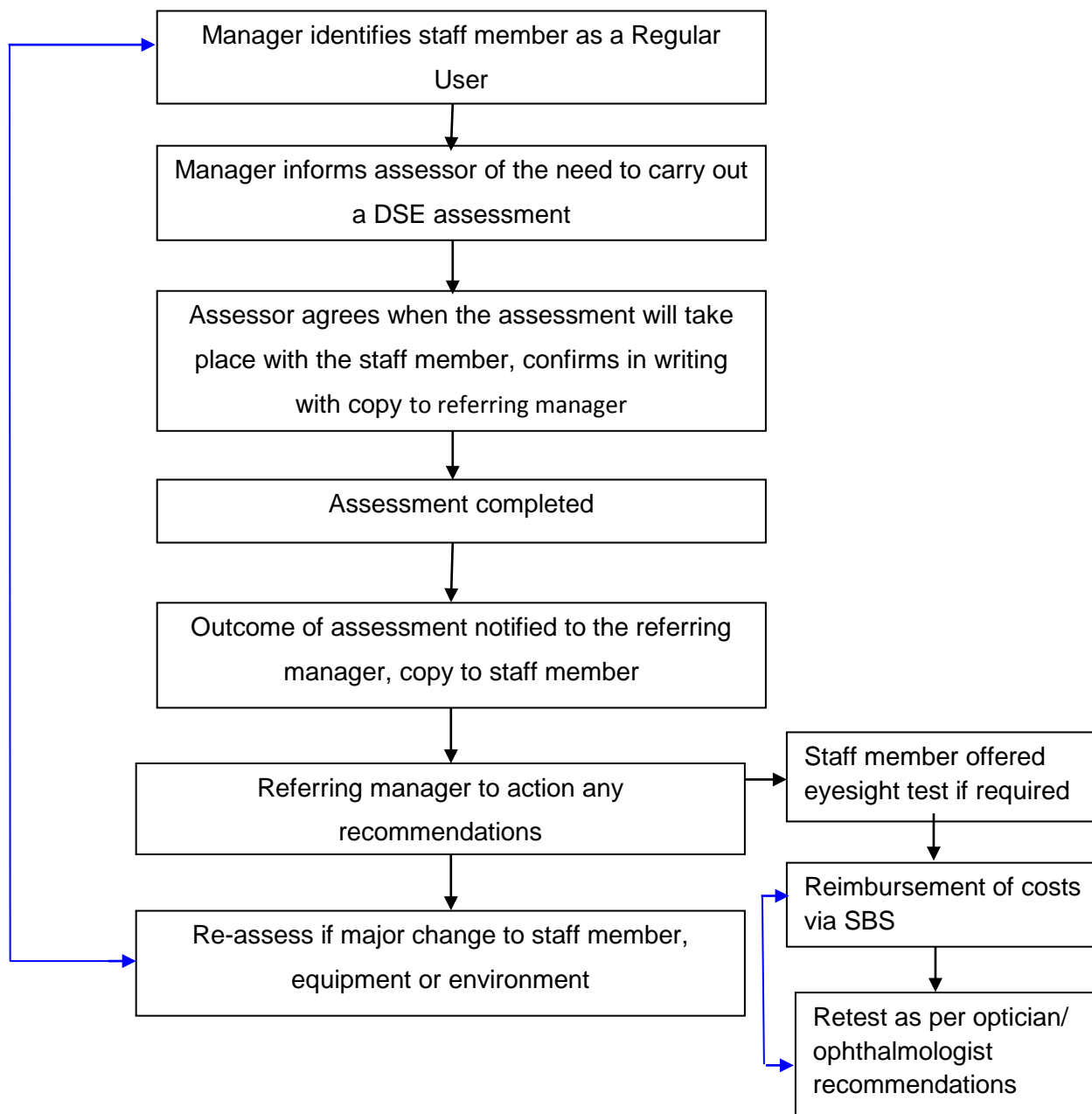
8. DSE Risk Assessment Guidance

This document supports the Trust's Display Screen Equipment (DSE) Risk Assessment Form ~ use this if you find you require more information on a particular question. All the numbers relate to those in the Risk Assessment Checklist for ease of use.	
Workstation/chair Criteria	
Question from the DSE User Assessment Checklist	Further information / suggestions.....
1. Can the workstation be adjusted to suit the User's needs?	Is the monitor at a comfortable viewing distance? (Should be approximately at arms length from the user.) Is the work surface of a sufficient depth to locate the monitor at a comfortable viewing distance?
2. Can the User sit comfortably?	Try pushing the display screen further back to create more room for the keyboard, hands and wrists.
3. Is there adequate space on & under the desk to allow the User to move?	The work surface should not be used for storage purposes. There MUST be adequate space for the User's legs under the desk; items must not be stored under desks – sufficient space is required to allow the User to stretch and move. Consider reorganising the office layout and check obstructions.
4. Is there sufficient space in front of the keyboard to support the User's wrists & hands?	The keyboard should be located approx. 50 - 100mm from the edge of the desk.
5. Castors appropriate for flooring	Castors are suitable for carpet & carpet tiled floors Brake unloaded / semi braked castors are suitable for hard floors Wheelchair users require specialist assessment to be carried out by the Ergonomics Dept.
6. Can the User adjust the seat?	The User should be able to carry out their work sitting comfortably. For information on setting up the workstation & chair correctly, attendance on DSE training session is required for User / Manager & Assessor. Armrests on chairs can prevent the User from getting close enough to use the equipment comfortably, (<i>consider removing these.</i>) The User should have a straight back, supported by the chair, with relaxed shoulders; additional back supports should not be required if the chair is set up correctly. Adjust the chair height to ensure the User's arms in the right position at the desk, then adjust the display screen equipment height if necessary.
7. Seat pad – correct depth	There should also be at least 1 inch of padding in the centre of the seat pad. The seat fabric must

	<p>be intact, not frayed or split. When the User is sat with their bottom at the back of the chair, there should be approximately 3 finger widths between the chair pad and the User's knees.</p>
8. Back rest adjustment	Office chairs must have a back rest that adjusts forward & backwards as well as up & down
10. Does the user use a laptop?	If a laptop is used continuously for more than 1 hour, a docking station or separate monitor, keyboard & mouse should be considered.
12. Are the keyboard symbols clearly defined & easy to read?	If keyboard symbols have faded, a new keyboard is required
14. Does the User need glasses when using the display screen equipment? - check type of lenses.	Varifocal / bifocal lenses require the monitor to be flat on the desk to prevent excessive head & neck movement.
15. Is the monitor at the correct height and distance from the User?	<p>Is the monitor at a comfortable height? The User's eye-line should be in the top half of the screen unless User wears varifocal / bifocal lenses (<i>see guidance note 14</i>) The User should not be tilting their neck to view the monitor. Provision of monitor risers can be used to adjust the height of the monitor. A monitor arm may provide some extra distance between the User and the edge of the desk.</p>
16. 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. You might need to move the screen or desk and / or shield the screen from the source of reflections. Avoid where possible the User facing or having a window directly behind them. Ensure windows have blinds and these are in good working order.</p>
17. Is the screen adjustable for brightness and contrast?	The brightness / contrast can be altered throughout the day as lighting levels change.
19. Does the User regularly use a telephone?	<p>Consider which side of the desk the telephone is situated on (<i>this depends on whether the User is left / right handed</i>); a person picking up the telephone and starting to write <u>must not</u> place the telephone on their shoulder. If the telephone is used regularly consider the use of a headset or Bluetooth ear-piece.</p>
22. Is a document holder / writing slope required?	Required for User's who regularly copy documents from paper onto the computer, the document holder / writing slope should be positioned to prevent the User from having to excessively move the head to look at documents and the monitor.
Environment	
E3. Are noise levels comfortable?	Consider moving sources of noise e.g. printers away from the User; also desk partitions should be considered to reduce noise.

	Any problems, contact Occupational Health.
E4. Is the overall level of light / lighting adequate for the task?	<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>Alter room layout (where possible) to ensure the User does not face or have a window behind them.</p> <p>If these measures do not work / are not possible, consider anti-glare screen filters for the monitor or windows.</p> <p>Users should be able to control light levels e.g. by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting e.g. desk lamps.</p>
Breaks	
Is it possible to arrange tasks to ensure job rotation?	A 'break' is not necessarily a 'coffee break', but jobs / tasks should be planned to incorporate a natural break away from a computer screen for approximately 5 minutes every hour.

9. Flowchart to Identify and Risk Assess Regular Users of Display Screen Equipment



10. DISPLAY SCREEN EQUIPMENT

Notification of Assessment/Re-Assessment *(delete as necessary)*

Dear

You have been identified as a regular user of Display Screen Equipment, as per Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002), and an assessment of your working environment is necessary.

The purpose of this assessment is to identify any hazards and make recommendations to reduce/eliminate these.

In order to carry out the assessment I will visit your work area on,

Day

Date

Time

As arranged with yourself.

Yours sincerely

cc: Manager

11. Standard E-mail to Manager

DISPLAY SCREEN EQUIPMENT

Notification of Recommendations Following Assessment/Re-Assessment

Dear

I have recently assessed, who was identified as a regular user, and their work environment.

I have identified the problems listed on The Assessment Sheet, and make my recommendations on a Section 12 form.

Yours sincerely

cc: User

12. Recommendations Following Assessment/Re-Assessment

Of: (Name)
..... (Workplace)

Section 1: Computer Use
Section 2: Symptoms
Section 3: Workstation design, lighting and contrast
Section 4: Training
Section 5: Any other comments

13. Process for Eye/Eyesight Test

1. If identified as a regular user, submit a request to your manager to attend the Optician/Ophthalmologist of your choice, for an eye/eyesight test.
2. If, following your eye/eyesight test, it is diagnosed that you require corrective appliances for working with DSE, you should make the initial payment and present the receipt for the eye/eyesight test to your manager for authorisation
3. You will be entitled up to £22.40 towards the cost of the eye/eyesight test and up to £42.00 towards the provision of corrective appliances, should they be required: -

Eye/Eyesight Test	£22.40
Corrective Appliances	£42.00
Total	£64.40

4. The arrangements for financial re-imburement are as follows: -
 - a. Submit the claim form (section 14) with relevant invoices/receipts attached to your manager for authorisation.
 - b. The claim form should scanned, attached and then sent to the following e-mail address for payment at the next available payday;
SBS-S.350monthlyteam@nhs.net

14. Application for Reimbursement of Eye/Eyesight Test Fee and Corrective Appliances

YOUR NAME

DESIGNATION

BASE

PAYROLL REFERENCE

DATE OF TEST

NAME OF OPTICIAN

ADDRESS OF OPTICIAN

.....

COSTS INCURRED	£	P
EYE/EYESIGHT TEST		
CORRECTIVE APPLICANCES		
TOTAL		

NB: Only those costs as identified in the guidance notes will be reimbursed

I CERTIFY THAT I HAVE INCURRED THE COSTS AS INDICATED ABOVE:

SIGNED DATE

CERTIFICATION BY MANAGER

I certify that this claim can be reimbursed as the individual named above meets the necessary criteria.

.....
Name and Signature of Certifying Officer

.....
Grade

.....
Date

Please forward this form to SBS-S.350monthlyteam@nhs.net with receipts attached.

15. DSE Information check list

Whenever you use a computer, please check that your workstation is safe by checking the points below.

The top of the monitor should be just below eye level - use a screen height adjuster if it is too low.

Avoid using the computer continuously - change activity and posture regularly.

There should not be any flickering or glare on the screen. Check lights / blinds etc. Keep the monitor clean.

DSE-Users are entitled to an eye test, to be paid for by RGU. See your Head / Manager for details.

Adjust the back / seat of your chair to support your spine and keep it aligned.

Adjust the height of your chair so that your forearms are level with or just above the keyboard, wrists flat.

If your feet are not flat on the floor, try using a foot rest. Make sure you have enough leg room.



The monitor and keyboard should be straight in front of you to avoid twisting.

Document holders are useful when copy-typing / data entry to reduce eye movement.

Do not let cables trail across the floor where they could cause someone to trip over.

Don't hold the phone with your shoulder - move it to the other side if necessary to free your writing hand.

Stretching exercises can help prevent muscle tension. Do them before you feel pain / discomfort.

Equality and Human Rights Analysis

Title: Health and Safety HS3 Display Screen Equipment

Area covered: Trust wide

What are the intended outcomes of this work?

The Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Health & Safety (Display Screen Equipment) Regulations 1992, as amended, impose duties to safeguard the health and safety of persons who regularly use Display Screen Equipment as part of their normal work activity. This procedure will ensure that those duties are complied with.

Who will be affected?

Staff

Evidence

What evidence have you considered?

Procedure only

Disability inc. learning disability

Page Section 3 .1 Takes account of staff whom require eyesight testing

Staff will be supported and reimbursed where they require 'special' corrective appliances (normally spectacles). This is required to meet the DSE Regulations

Sex

No Issues identified within discussions

Race

No Issues identified within discussions

Age

Gender reassignment (including transgender)

No Issues identified within discussions

Sexual orientation No Issues identified within discussions
Religion or belief
Pregnancy and maternity Assessments to be completed upon staff returning to work following pregnancy
Carers No Issues identified within discussions
Other identified groups No Issues identified within discussions
Cross cutting No Issues identified within discussions

Human Rights	Is there an impact? How this right could be protected?
This section must not be left blank. If the Article is not engaged then this must be stated.	
Right to life (Article 2)	No Issues identified within discussions.
Right of freedom from inhuman and degrading treatment (Article 3)	No Issues identified within discussions.
Right to liberty (Article 5)	No Issues identified within discussions.
Right to a fair trial (Article 6)	No Issues identified within discussions.
Right to private and family life	All assessments to be kept in the individual staff records.

(Article 8)	
Right of freedom of religion or belief (Article 9)	No Issues identified within discussions.
Right to freedom of expression Note: this does not include insulting language such as racism (Article 10)	No Issues identified within discussions
Right freedom from discrimination (Article 14)	No Issues identified within discussions

Engagement and involvement

HR, Staff Side Senior Managers were consulted.

Summary of Analysis

Eliminate discrimination, harassment and victimisation

This procedure has been developed to comply with the DSE Regulations. It takes account of staff with eyesight issues and also returning mothers.

Advance equality of opportunity

N/A

Promote good relations between groups

N/A

What is the overall impact?

Intended to have a positive impact on those with eyesight problems

Addressing the impact on equalities

N/A

Action planning for improvement

N/A

For the record

Name of persons who carried out this assessment (Min of 3):

George Sullivan

George Shield

Anthony Crumpton

Date assessment completed: 09.November.2015

Reviewed: 06/09/2016

Name of responsible Director: Executive Director Finance (Deputy CEO)

Date assessment was signed:

Action plan template

This part of the template is to help you develop your action plan. You might want to change the categories in the first column to reflect the actions needed for your policy.

Category	Actions	Target date	Person responsible and their Directorate
Involvement and consultation			
Data collection and evidencing			
Analysis of evidence and assessment			
Monitoring, evaluating and reviewing			
Transparency (including publication)	Policy should be placed on Trust /staff folder with this assessment .		