

TRUST-WIDE NON-CLINICAL POLICY DOCUMENT

HS3 DISPLAY SCREEN EQUIPMENT POLICY

Policy Number:	HS3
Scope of this Document:	All Trust staff
Recommending Committee:	N/A
Approving Committee:	Health and Safety Committee
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Lead Executive Director:	Executive Director of Communication and Corporate Governance
Lead Author(s):	Head of Health Safety Fire and Security

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2020 – Version 4

*Striving for perfect care
and a just culture*

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DISPLAY SCREEN EQUIPMENT

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:

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Approved	2015 Version 1	October 2015
Draft	2016 Version 2	October 2016
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Approved	2018 Version 3	May 2018
Draft	2020 Version 4	May 2020

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 adults, including:

- being alert to the possibility of child/adult abuse and neglect through their observation of abuse, or by professional judgement made as a result of information gathered about the child/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/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 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 the with a Human Rights based approach and the FRED A principles of **F**airness, **R**espect, **E**quality **D**ignity, and **A**utonomy

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1.0 PURPOSE AND RATIONAL

- 1.2 The Display Screen Equipment Regulations 1992 (as amended) require employers to assess and evaluate health and safety risks associated with work on display screen equipment and seek to minimise those risks. Members of staff have the right to information and training on health and safety matters relating to their workstations and to regular rest breaks. Staff classified as regular users are also entitled to vision or sight tests and employees are also eligible for payment towards visual aids to correct vision defects connected with display screen work.
- 1.3 Mersey Care NHS Trust also recognises that some DSE equipment allow the ability to work in an agile manner allowing for more effective and efficient ways of working. The ability to work effectively across different locations is supported by agile technology and it may lead to a number of the efficiency benefits, including the ability to access information regardless of location and less down time which should increase the effectiveness of the service and deliver benefits to the Trust and its patients.

2.0 OUTCOME FOCUSED AIMS AND OBJECTIVES

- 2.1 The aim of this Policy is to:
- To prevent health problems and to encourage effective design of equipment, the environment and the job;
 - To outline the self-assessment process for DSE within the Trust;
 - To detail the role and responsibilities of different staff groups under the procedure
 - To detail the management arrangements for identifying users and for providing special corrective equipment;
 - To provide support to agile workers
 - To set out how the compliance and effectiveness of this policy will be monitored

3.0 SCOPE

- 3.1. The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for an hour or more at a time. We describe these workers as 'DSE users'. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.

4.0 DEFINITIONS

What is DSE?	DSE are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.
What are the health risks with DSE?	Some workers may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced

	from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a combination of factors.
Who is a DSE user?	The definition of a DSE User is a worker who regularly uses DSE as a significant part of their normal work (daily for continuous periods of an hour or more).
What is a workstation?	A workstation is all the equipment and furniture required for the purpose of the job and includes environmental factors: <ul style="list-style-type: none"> • Desk/work surface • Computer and accessories (i.e. Mouse, Keyboard, Monitor) • Chair • Telephone • Area around workstation • Lighting • Temperature • Humidity

5.1 DUTIES

5.1 **The Chief Executive** – is the accountable officer and accepts overall responsibility for all matters relating to health and safety, security and fire as stated in the Trusts Health and Safety Policy.

5.2 **Line /Departmental and Ward Managers** - Line Managers/Service and Team Managers are responsible for ensuring that within their areas of their responsibility:-

- Identifying DSE Users;
- Ensuring that each User completes a DSE **Self Assessment** using the HSE Display Screen Equipment (DSE) Workstation Checklist at Appendix 1;
- Review the findings with the DSE User and take all necessary action to remedy any risks found as a result of the assessment, making a record of significant findings and the controls put in place. The checklist should be signed off by both the staff member and line manager;
- Nominating Assessors who will assist with workstation assessments on their behalf. If assessors are not nominated the responsibility to undertake the assessments will rest with the Manager;
- Ensuring that staff who work in an agile manner are provided with appropriate DSE equipment and training to carry out their duties and that records of training are retained.
- Ensuring that communication is maintained with all staff and that staff are briefed and encouraged to be part of a team and that staff who work in an agile manner continue to receive regular supervision in line with Trust policy.
- To seek advice and assistance from the health and safety team in relation to the health and safety of staff, including reasonable adjustments that may need to be made to the workplace
- Take account of an individual's special needs, such as users with a disability;

- Take steps to organise activities to prevent intensive periods of on-screen activity; effectively design work to encourage changes in posture and alternating between screen based or non-screen based tasks
- Retain DSE checklists in personal/HR file and review at annual Performance Review meeting or earlier if circumstances change, for example:
 - Major changes are made to the equipment, furniture, work environment or software
 - Users change workstations;
 - The nature of work tasks changes considerably
 - It is thought that the controls in place may be causing other problems
- Ensure any user request for eye/eyesight test occurs as soon as practicable after the request
- Be responsible for arranging reimbursement for eyesight tests and corrective appliances where applicable in accordance with the eyesight test procedure;
- Ensure that appropriate expert advice and support is sought for ergonomic, occupational health, technical / software and estates/environment, refurbishment and occupancy issues;
- 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;
- Ensure that staff are promptly referred to Occupational Health as required or where there are specific problems identified that an ergonomic assessment is required;
- Encourage staff to raise any issues of concern relating to DSE;

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.

5.3 DSE Assessors – Shall

- 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 Appendix 4);
- Assist line/departmental managers by undertaking DSE assessments on request using the Display Screen Equipment Risk Assessment Form at Appendix 1;
- Forward all completed assessments to the Manager for review, action and to be signed;
- Ensure 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:
 - workstation (furniture, DSE or location)
 - software
 - tasks (e.g. increase in the amount of time required to be spent using DSE)
 - environment (e.g. lighting, occupancy)
 - new users starting work, or changing workstations
 - change in individual circumstances e.g. returning to work, pregnancy etc.

5.4 Health and Safety/ Manual Handling Advisors – will:

5.5 On request assist with DSE assessments and provide expert ergonomic advice in terms of explaining:

- the risks from DSE work and the controls you have put in place;
- how to adjust furniture;
- how to organise the workplace to avoid awkward or frequently repeated stretching movements;
- how to clean the screen and mouse;
- who to contact for help and to report problems or symptoms;
- how to use the Display screen equipment (DSE) workstation checklist if users are going to make their own assessment;
- Escalate requests for specialist DSE Assessment to relevant external services.

5.6 Staff / DSE Users - will:

- Complete the **DSE Self Assessment** themselves and provide management with a copy of the assessment (see Appendix 1);
- Seek support from their departmental DSE Assessor/ Health and Safety Advisor if necessary;
- inform their Manager if they consider their workstation is causing any discomfort;
- Help to identify the risks;
- Make that they work safely and consider health risks associated with prolonged use of DSE;
- Raise concerns in a timely way;
- Commit to working in a healthy way;
- Access eyesight test by following guidance in section 6.

5.7 Information Technology Team - is responsible for ensuring that:

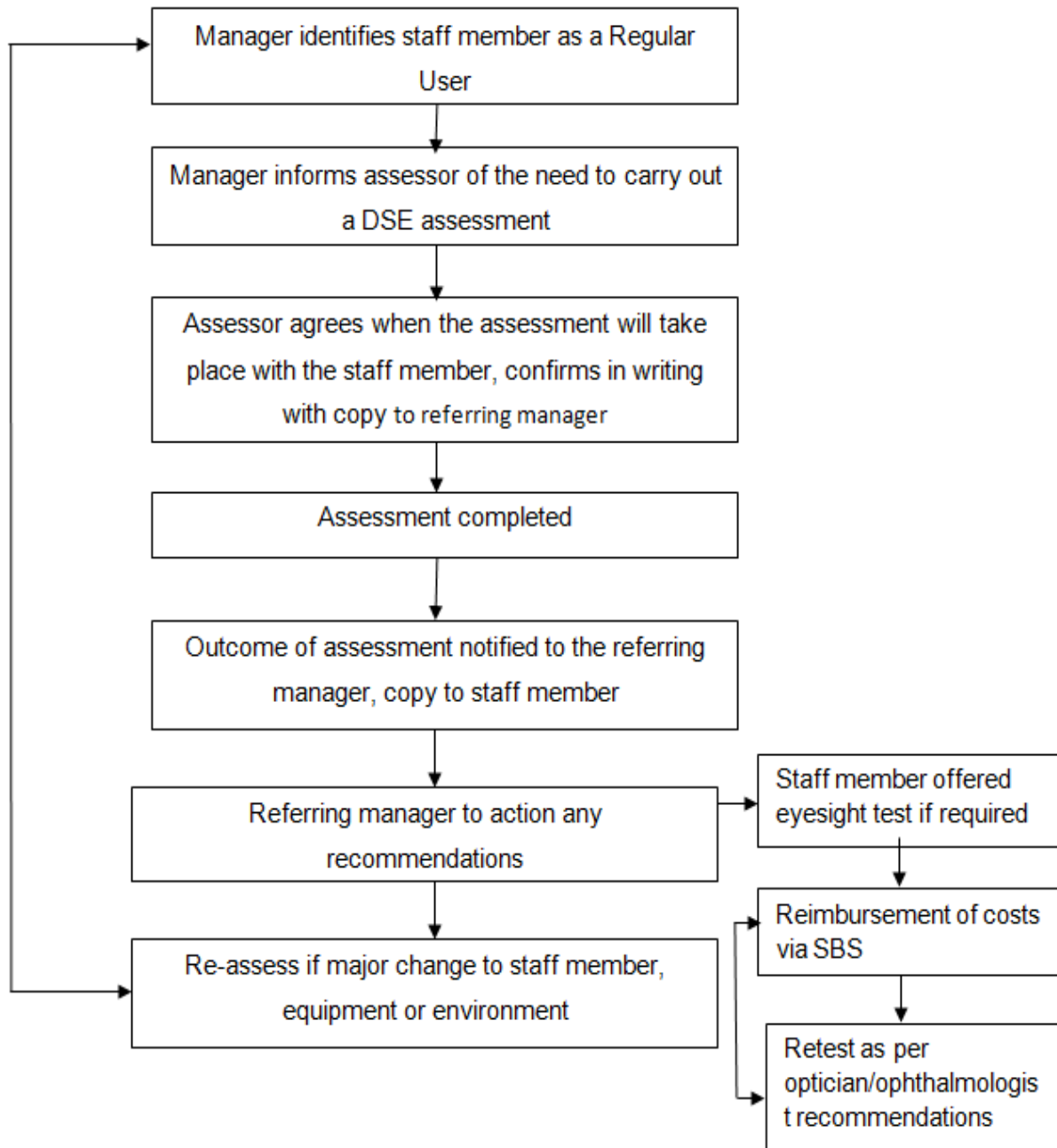
- The Trusts IT infrastructure is maintained in a manner which will reasonably prevent security breaches relating from agile working;
- Where appropriate, software and other upgrades/updates to Trust equipment is provided to ensure the equipment meets all security requirements;
- Appropriate technical support is provided to the staff on how to use any equipment provided;
- The equipment asset register is kept up to date with information on which staff members have agile working equipment so that records can be updated and the use of assets can be monitored.

6.0 PROCEDURES

6.1 **DSE User are** - any employee who habitually uses display screen equipment as a significant part of their normal work. The Regulations apply to users whether they are

employed to work at their own employer's workstation, a workstation at home or hot-desking. The majority of Trust employees will be classed as 'users'

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



6.3 Safe Use of DSE Workstations

6.4 **Associated Risks**

Many of the health problems associated with using DSE such as pains in the arms, shoulders or neck are attributed to:

- Users adopting poor awkward postures,
- Inadequate back support.
- Prolonged use of equipment without breaks.
- Poor design layout of the workstation design.

6.5 Outbreaks of soft tissue disorders among keyboard workers have often been associated with high workloads combined with tight deadlines.

6.6 Members of staff are therefore encouraged to make appropriate adjustments before commencing work. Machines should be serviced regularly to ensure that a clear and stable image is maintained, as drifting or flickering can lead to eyestrain or headaches. All faults with equipment must be reported to the Helpdesk or Line Managers as appropriate

6.7 **Getting comfortable. The following may help users:**

- Forearms should be approximately horizontal and the user's eyes should be the same height as the top of the screen;
- Make sure there is enough work space to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements;
- Arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights;
- Adjust curtains or blinds to prevent intrusive light.
- Make sure there is space under the desk to move legs;
- Avoid excess pressure from the edge of seats on the backs of legs and knees. A footrest may be helpful, particularly for smaller users.

6.8 **Well-designed workstations:**

6.9 *Keyboards and keying in (typing)*

- A space in front of the keyboard can help you rest your hands and wrists when not keying;
- Try to keep wrists straight when keying;
- Good keyboard technique is important – you can do this by keeping a soft touch on the keys and not overstretching the fingers.

6.10 **Using the mouse:**

- Position the mouse within easy reach, so it can be used with a straight wrist;
- Sit upright and close to the desk to reduce working with the mouse arm stretched;
- Move the keyboard out of the way if it is not being used;
- Support the forearm on the desk, and don't grip the mouse too tightly;
- Rest fingers lightly on the buttons and do not press them hard.

6.11 **Reading the screen:**

- Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment;
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room;
- Make sure the screen surface is clean;
- When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position;
- Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).

6.12 **Taking a Break:**

There is no legal guidance about how long and how often breaks should be for DSE work. It depends on the kind of work you are doing. Take short breaks often, rather than longer ones less often. For example 5 to 10 minutes every hour is better than 20 minutes every 2 hours. Ideally, users should be able to choose when to take breaks. In most jobs it is possible to stop DSE work to do other tasks, such as going to meetings or making phone calls.

6.13 If there are no natural changes of activity in a job, staff should plan rest breaks. Breaks or changes of activity should allow users to get up from their workstations and move around, or at least stretch and change posture.

6.14 **Safe Use of portable computers (Laptops):**

Laptops allow us to be able to work more flexibly, but they have been blamed for causing back, neck and shoulder problems. These same controls will also reduce the DSE risks associated with portable computers. However, the following may also help reduce manual handling, fatigue and postural problems:

- Think before you use the laptop – try to cut down intensive usage because the more you use it, the more likely you are to develop problems
- Only use laptops on a suitable stable surfaces;
- Find a posture in which you can keep your wrists straight (neutral, in line with your forearms), your shoulders relaxed and your back supported, and in which you feel comfortable
- Align the laptop centrally with your body – don't twist round to use it.

- Take frequent breaks from working on the laptop, and get up and stretch and walk around, at least once an hour and more frequently if possible.
- Change your posture often, whenever it becomes even slightly uncomfortable; don't stay in one position for more than 15 minutes or so.
- Rest your eyes frequently by looking at something far away or by closing them, for a minute or two.
- Remember to blink more, to prevent your eyes feeling dry.
- Do not support the laptop on your lap (because of the heat and poor posture)
- Adjust the laptop screen angle (and height if possible) to reduce stretching your neck and to minimise glare on the screen
- If possible, if using the laptop for long periods, use a docking station and attach an external full-size keyboard and an external mouse.
- Consider potential risks from manual handling if users have to carry heavy equipment and papers;

6.15 **Note:** Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain. The causes may not always be obvious.

6.16 *Radiation and Pregnancy:*

Scientific research has concluded that there is no risk from radiation emitted by DSE. There is no evidence to suggest that it causes miscarriages, and pregnant women should therefore be advised accordingly and encouraged to continue working with DSE. However, it is clear that a pregnant woman should avoid anxiety and stress and so members of staff who are concerned about adverse reports should be given the opportunity to discuss the matter with a suitably qualified person.

6.17 **A risk assessment must still be undertaken as pregnancy may affect posture.**

6.18 *Lighting:*

Inappropriate or inadequate lighting can lead to headaches and eye problems. Direct glare from windows or lights or reflections on the display screen can be a particular problem and should be eliminated or minimised by using curtains or blinds.

6.19 Reflected glare can also be minimised by choosing equipment with features such as matt keyboard surrounds. When positioning equipment, the light sources within a room (both natural and artificial) should be taken into account and adjustments should be made accordingly.

6.20 *Ventilation and Humidity:*

Where a number of DSEs are in operation within a work area, a certain amount of heat may be generated and attention should be given to humidity and ventilation in order to avoid drowsiness and soreness or dryness of eyes.

6.21 **Noise:**

Ideally DSE's should be almost silent. If this is not the case, employers may wish to refer the matter to the manufacturers, via the Helpdesk, for investigation. Where possible, printers should be sited away from DSE operators or should be adequately soundproofed

6.22 **Musculoskeletal Problems:**

Where DSE operators complain of discomfort in the neck, shoulders or arms, adjustments to their workstation, environment, work pattern, posture or technique will usually provide the answer. It is likely that a combination of factors may contribute to such discomfort. Prolonged static posture of the back, neck and head are known to cause musculoskeletal problems. Awkward positioning of the hands and wrist (e.g., as result of poor working technique or inappropriate work height) are further likely factors.

6.23 The research does suggest that for a number of people, these problems can develop into a chronic and persistent condition. Such conditions have until recently fallen under the general heading of Repetitive Strain Injury (RSI) and involve recurrent or persistent pain, disability or loss of function in any part of the body, but mainly in the upper limbs and neck. They are now more commonly known as Work Related Upper Limb Disorders (WRULDS).

6.24 **Note:** In designing, selecting, commissioning and modifying software, and in designing tasks using display screen equipment, the employer shall take into account the following principles:

- software must be suitable for the task;
- software must be easy to use and, where appropriate, adaptable to the level of knowledge or experience of the operator or user; no quantitative or qualitative checking facility may be used without the knowledge of the operators or users;
- systems must provide feedback to operators or users on the performance of those systems;
- systems must display information in a format and at a pace which are adapted to operators or users;
- the principles of software ergonomics must be applied, in particular to human data processing.

6.25 **Agile Working**

6.26 Agile Working uses information technology to enable people to work without the traditional limitations of where and when tasks must be performed to optimise their performance whilst working within the guidelines of the task, but without the boundaries of how to carry out the task.

6.26 **Eye/eyesight Test**

6.27 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.

6.28 "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.

- 6.29 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.
- 6.30 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
- 6.31 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

- 6.32 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; merseycare.employmentservices@sthk.nhs.uk
 - c. the applicant for eyesight test can be found at Appendix 4

6.33 Incident Reporting

If you start to get symptoms such as aches and pains associated with your use of the laptop, inform your line manager and consult with Occupational Health and your health and safety advisor.

7.0 CONSULATION

- 7.1 The Trust recognises that an effective safety culture requires a partnership between management and staff, working together to identify risks and to improve safety standards and working practices.
- 7.2 In accordance with the Safety Representatives and Safety Committees Regulations 1977, trade unions may appoint Safety Representatives from amongst employees of the Trust, who are members of a recognised Trade Union.
- 7.3 Where staff are not members of one of these trade unions the Trust must consult staff directly or via nominated staff representatives in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.
- 7.4 Staff are formally consulted about health and safety at the Trust's Health and Safety Committee that meets every 2 months. The Committee includes trade union and staff representatives from across the Trust. Information from the Committee is disseminated to divisional safety meetings and the Quality Assurance Committee for discussion. This

includes requesting feedback about health and safety policies and addressing any Trust-wide or local issues raised by committee members on behalf of the staff they represent.

8.0 TRAINING & SUPPORT

8.1 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?

The principles of good Display Screen Equipment workstation design, including the use of laptops.

- d) Potential ill health effects of working with Display Screen Equipment.
- e) What to do in the event of a health and safety problem arising from the use of Display Screen Equipment?
- f) Setting up your workstation correctly

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

- g) An introduction to the Display Screen Equipment & Workplace Health, Safety & Welfare Regulations.
- h) Understanding the optimum workstation requirements
- i) Reducing and removing hazards / risks
- j) The eyesight test process
- k) Risk Assessment process and tool

8.3 All DSE user complete a 3 yearly DSE e-learning package which helps users identify the risks and safe work practices.

9.0 MONITORING

Area for Monitoring	How	Who by	Frequency	Reported / escalated to
5.6 duty of staff to complete DSE Self assessment	Workplace inspections	Risk and Health and Safety Advisors	Quarterly	Health and Safety Committee Divisional

				Safety Groups
6.25 monitor incident reports and sickness absences arising from DSE use	Review of DATIX incident reports	Risk and Health and Safety Advisors	Ongoing	Health and Safety Committee Divisional Safety Groups

10. Equality and Human Rights Analysis

Title:	Display Screen Equipment Policy
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Area covered: Safe use of display screen equipment – Trust wide

What are the intended outcomes of this work? *Include outline of objectives and function aims*

the aims and objectives are;

- (a) To ensure compliance with the statutory, common law, and trust minimum performance standards.
- (b) to eliminate or implement appropriate control measures arising out the trust's work activities to reduce identified risk to as low as is reasonably practicable.

Who will be affected? *e.g. staff, patients, service users etc*

Applies to all activities and functions undertaken by, or on behalf of, the trust and applies to all trust employees and anybody who is or may be impacted upon by work activities of the trust.

Evidence

What evidence have you considered?

Equality Information as published on the website in relation to the content of this policy

Disability (including learning disability)

This policy takes into account the increased risk to any person(s) with a disability who may be lone working

Sex

No significant issues

Race *Consider and detail (including the source of any evidence) on difference ethnic groups, nationalities, Roma gypsies, Irish travellers, language barriers.*

No significant issues

Age *Consider and detail (including the source of any evidence) across age ranges on old and younger people. This can include safeguarding, consent and child welfare.*

Gender reassignment (including transgender) *Consider and detail (including the source of any evidence) on transgender and transsexual people. This can include issues such as privacy of data and harassment.*

Sexual orientation *Consider and detail (including the source of any evidence) on heterosexual people as well as lesbian, gay and bi-sexual people.*

No significant issues

Religion or belief *Consider and detail (including the source of any evidence) on people with different religions, beliefs or no belief.*

No significant issues

Pregnancy and maternity *Consider and detail (including the source of any evidence) on working arrangements, part-time working, infant caring responsibilities.*

An increased risk to new or expectant mothers exists and lone working should be considered as part of the pregnancy risk assessment

Carers *Consider and detail (including the source of any evidence) on part-time working, shift-patterns, general caring responsibilities.*

No significant issues
Other identified groups Consider and detail and include the source of any evidence on different socio-economic groups, area inequality, income, resident status (migrants) and other groups experiencing disadvantage and barriers to access. No significant issues
Cross Cutting implications to more than 1 protected characteristic No significant issues

Human Rights	Is there an impact? How this right could be protected?
Right to life (Article 2)	<i>Use not engaged if Not applicable</i> Supportive of HRBA.
Right of freedom from inhuman and degrading treatment (Article 3)	<i>Use supportive of a HRBA if applicable</i> Supportive of HRBA.
Right to liberty (Article 5)	Supportive of HRBA.
Right to a fair trial (Article 6)	Supportive of HRBA.
Right to private and family life (Article 8)	Supportive of HRBA.
Right of freedom of religion or belief (Article 9)	Supportive of HRBA.
Right to freedom of expression Note: this does not include insulting language such as racism (Article 10)	Supportive of HRBA.
Right freedom from discrimination (Article 14)	Supportive of HRBA.

Engagement and Involvement detail any engagement and involvement that was completed inputting this together.
This was the annual policy review and other than being taken to the Health and Safety Committee there was no formal engagement

Summary of Analysis *This highlights specific areas which indicate whether the whole of the document supports the trust to meet general duties of the Equality Act 2010*

Eliminate discrimination, harassment and victimisation

Where appropriate the policy is supportive

Advance equality of opportunity

Where appropriate the policy is supportive

Promote good relations between groups

Where appropriate the policy is supportive

What is the overall impact?

The overall impact on the implementation on this policy review is minimal

Addressing the impact on equalities

There needs to be greater consideration re health inequalities and the impact of each individual development /change in relation to the protected characteristics and vulnerable groups

Action planning for improvement

Detail in the action plan below the challenges and opportunities you have identified. *Include here any or all of the following, based on your assessment*

- *Plans already under way or in development to address the **challenges** and **priorities** identified.*
- *Arrangements for continued engagement of stakeholders.*
- *Arrangements for continued monitoring and evaluating the policy for its impact on different groups as the policy is implemented (or pilot activity progresses)*
- *Arrangements for embedding findings of the assessment within the wider system, OGDs, other agencies, local service providers and regulatory bodies*
- *Arrangements for publishing the assessment and ensuring relevant colleagues are informed of the results*
- *Arrangements for making information accessible to staff, patients, service users and the public*
- *Arrangements to make sure the assessment contributes to reviews of DH strategic equality objectives.*

For the record

Name of persons who carried out this assessment:

Carlton Brooks Head of Health Safety Fire and Security


Date assessment completed:

05 May 2020


Name of responsible Director: Executive Director of Communications and Corporate Governance
Date assessment was signed: 05 May 2020

Appendix 1: Self Assessment Display Screen Equipment (DSE) Risk Assessment

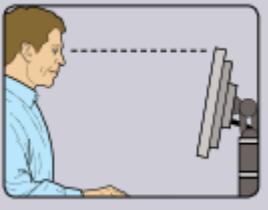

Department Hot desk Yes / No	User's name: Date of assessment: Date of last assessment (<i>if applicable</i>) Assessor's name:	Address / Location of Workstation	
Risk Factors	Tick answer	Things to consider	Action to take

	Yes	No		
1. Eyesight & Physical Health				
Have you had an eye test within the last 2 years?				
Are you aware of Eyesight procedure?				
Have you recently experienced any aches or pains caused by use of DSE?				
2. Keyboard				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (eg 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 keying position? 			Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	
Does the user have good keyboard technique?			Training can be used to prevent: <ul style="list-style-type: none"> ■ hands bent up at the wrist; ■ hitting the keys too hard; ■ overstretching the fingers. 	
Are the characters clear and readable?			Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	


Risk Factors	Tick answer		Things to consider	Action to take
	Yes	No		
3. Mouse and track ball etc.				
Is the device suitable			If the user is having problems, try a	

for the tasks it is used for?			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"> ■ prevent arm overreaching; ■ encourage users not to leave their hand on the device when it is not being used; ■ encourage a relaxed arm and straight wrist. 	
Is there support for the device user's wrist and forearm?			Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.	
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (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?			User may need training in how to adjust device settings.	


Risk Factors	Tick answer		Things to consider	Action to take
	Yes	No		
4. Display Screens				
Are the characters clear and readable?			Make sure the screen is clean and cleaning materials are available.	

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: #ADD8E6; text-align: center;">Health and safety</div> <div style="border: 1px solid black; padding: 5px; background-color: #FF00FF; text-align: center;">Health and safety</div>			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.	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all time	
Does the screen swivel and tilt? 			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: <ul style="list-style-type: none"> ■ swivel/tilt is absent or unsatisfactory; ■ work is intensive; and/or ■ the user has problems getting the screen to a comfortable position. 	
Is the screen free from glare and reflections? 			Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of the reflections. Screens that use dark characters on a light background are less prone to glare and reflections.	

Risk Factors	Tick answer		Things to consider	Action to take
	Yes	No		
Are adjustable window coverings provided and			Check that blinds work. Blinds with vertical slats can be more suitable	

in adequate condition?			than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.	
6. Furniture (Desk & Chair)				
Is the work surface large enough for all the necessary equipment, papers etc? 			Create more room by moving printers, reference materials etc elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible rearrangement <i>(see guidance note 1)</i>	
Can the user comfortably reach all the equipment and papers they need to use?			Rearrange equipment, papers etc to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements	
Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
Is the chair suitable? Is the chair stable? Does the chair have a working: ■ seat back height and tilt adjustment? ■ seat height adjustment? ■ castors or glides?			The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.	

Risk Factors	Tick answer		Things to consider	Action to take
	Yes	No		

<p>Is the chair adjusted correctly?</p> 			<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.</p>	
<p>Is the small of the back supported by the chair's backrest?</p>			<p>The user should have a straight back, supported by the chair, with relaxed shoulders.</p>	
<p>Are forearms horizontal and eyes at roughly the same height as the top of the DSE?</p>			<p>Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary</p>	
<p>Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?</p>			<p>If not, a footrest may be needed.</p>	
7. The Environment				
<p>Is there enough room to change position and vary movement?</p>			<p>Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.</p>	
<p>Is the lighting suitable, eg not too bright or too dim to work comfortably?</p>			<p>Users should be able to control light levels, eg by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, eg desk lamps (make sure lights don't cause glare by reflecting off other surfaces)</p>	
<p>Does the air feel comfortable?</p>			<p>DSE and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.</p>	

Risk Factors	Tick		Things to consider	Action to take
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	answer			
	Yes	No		
Are levels of heat comfortable?			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?	
Are levels of noise comfortable?			Consider moving sources of noise, eg printers, away from the user. If not, consider soundproofing.	
Has the checklist covered all the problems you have working with their DSE?				
Have they experienced any discomfort or other symptoms which they attribute to working with their DSE?				
Does the user take regular breaks working away from DSE?				
Refer user to Occupational Health / Health and Safety Team				

8. Actions

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.

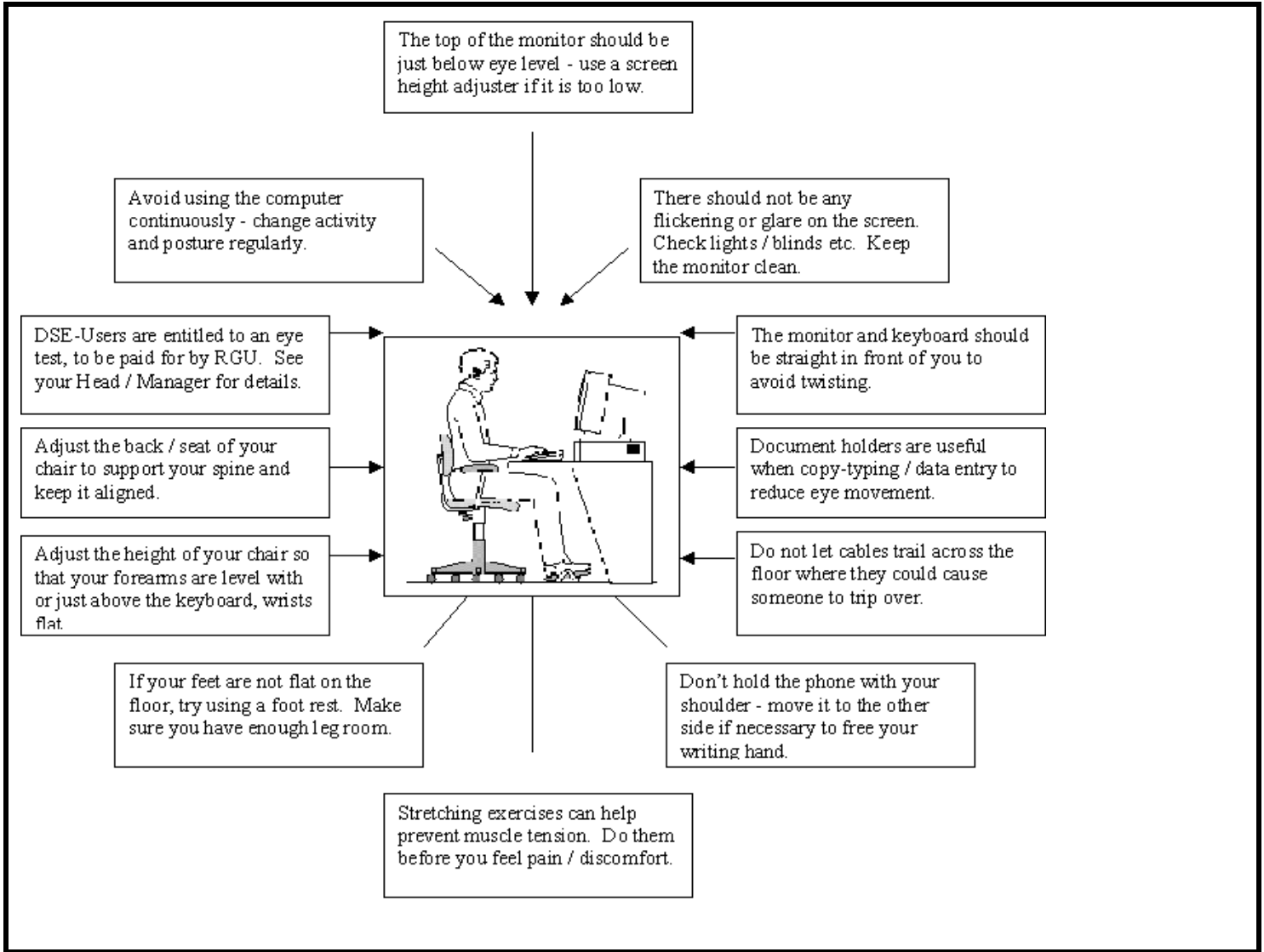
Issue(s)	Recommendations	By who	Date completed

Assessor name:	
Signature :	
Date of assessment:	

Reviewed by	Month	Year	Comments

Appendix 2: DSE Information Checklist

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



Appendix 3: Application for Reimbursement of Eye/Eyesight Test Fee and Corrective Appliances

YOUR NAME

DESIGNATION

Name:	Yes	No	Yes	No	
Name:	Yes	No	Yes	No	
Name:	Yes	No	Yes	No	
Name:	Yes	No	Yes	No	
Name:	Yes	No	Yes	No	
Name:	Yes	No	Yes	No	
Name:	Yes	No	Yes	No	
Name:	Yes	No	Yes	No	
Name:	Yes	No	Yes	No	
Name:	Yes	No	Yes	No	
Name:	Yes	No	Yes	No	
Name:	Yes	No	Yes	No	
Name:	Yes	No	Yes	No	
Name:	Yes	No	Yes	No	
Name:	Yes	No	Yes	No	

