

## Display Screen Equipment Policy

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## 1. Introduction

The Health & Safety (Display Screen) Regulations 1992 lay down minimum health and safety requirements for work with display screen equipment (DSE) for employees. Essentially all workstations now in use must meet the ergonomic requirements set out in the approved code of practice (ACoP). As with many other pieces of legislation, risk assessment is the key to controlling the risks associated with work on display screen equipment.

This policy is made to ensure that requirements made by the Health and Safety at Work Act 1974 and the Health and Safety (Display Screen) Regulations 1992 are defined and met.

The Trust has a duty of care to its Employees and therefore the minimum standards should apply when they use DSE.

This policy has been based on:

- The Health & Safety at Work Act 1974
- The Health & Safety (Display Screen) Regulations 1992
- The Workplace (Health, Safety and Welfare) Regulations 1992

## 2. Purpose

The Health & Safety at Work Act 1974 places duties on the employer to ensure that, so far as is reasonable and practicable, the work is safe and without risk. This also covers persons not at work but who may be affected by the employers undertaking. In the case of AWP such persons are patients, visitors, contractors and members of the public. In the case of display screen equipment this would apply to agency or temporary staff.

The Health and Safety at Work Act and the Health and Safety (Display Screen) Regulations require the Trust to:

- Identify “users”
- Perform risk assessments on all workstations and provide ergonomic control measures as appropriate
- Provide “users” with eyesight tests if requested and to provide help with the cost of corrective spectacles if required.
- Provide information to “users” regarding the hazards, risks and control measures associated with work on display screen equipment

## 3. Scope

This policy covers all settings and teams within the Trust without exception. This policy is intended for use in relation to all Display Screen Equipment (including laptops) used by employees of the Trust.

## 4. Definitions

### Display Screen Equipment

Any alphanumeric or graphic display screen regardless of the display process involved e.g. Visual Display Units (VDUs), monitors, laptop computers (see Appendix 8), tablets, smart phones and microfiche. Television and film pictures are excluded

### User

For the purposes of the Regulations the following is the AWP definition of a “user”-

- “Any employee whose work requires the use of display screen equipment more or less continuously on most working days”.

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A person shall also be deemed a “user” if they fulfil most or all of the following criteria:-

- The job cannot be done effectively without display screen equipment,
- The worker has no discretion over whether to use display screen equipment,
- The job requires significant training or skills,
- Work requires the use of display screen equipment for continuous periods of an hour or more on most working days,
- The task requires fast transfer of information between the worker and screen; and
- Attention and concentration demands are high, such as where there may be critical consequences of an error.

## 5. Responsibilities

### 5.1 Executive Management

The Board has overall responsibility for the health, safety and welfare of all staff, service users, visitors and others within AWP. The Chief Executive is responsible for monitoring and reviewing health and safety in the Trust. The Board will be informed of health and safety matters on a regular basis and ensure adequate resources are made available to provide and maintain the necessary standards of health and safety in the Trust.

Members of the Executive Management Team have full responsibility for the health, safety and welfare for all staff within their employ.

All Directors have a corporate responsibility to promote a responsible approach in health and safety in the Trust.

### 5.2 Responsibilities of the Chief Executive

While ultimate responsibility is vested in the Trust Board, executive responsibility is delegated to the Chief Executive for managing health and safety, including compliance with relevant legislation and Trust policies.

### 5.3 Responsibilities of the Director of HR

The Director of HR as Director responsible for training takes responsibility for ensuring that the Learning & Development Department provides adequate training to ensure this policy is implemented in order that staff are able to discharge their legal duties and duty of care in accordance with current standards and best practice.

### 5.4 Responsibilities of the Operations Director

The Operations Director takes responsibility for ensuring that this policy is implemented within operational teams. The Operations Director will ensure that localities follow the policy and that all levels of management fulfil their responsibilities as described within this policy.

### 5.5 Responsibilities of Clinical Directors and Corporate Directors

Clinical Directors and Corporate function Directors will bring this policy to the attention of all their staff, including new and temporary staff, and management team and ensure that it is observed at all times. Clinical Directors and Corporate function Directors will also require each team to:

- Ensure that suitable and sufficient risk assessments are carried out on all “users” annually of where there has been significant change to work.
- Ensure that all workstations are assessed annually or where there has been significant change to the working environment.

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- Ensure that safe systems of work are developed and followed for all activities within their department or area of responsibility.
- Ensure adequate numbers of competent risk assessors are identified and given sufficient time and resources to carry out risk assessments.

### 5.6 Responsibilities of Team Managers & Team Leaders

- Managers will bring this policy to the attention of all their staff and ensure that these are observed.
- Ensure risk assessments are undertaken which identify potential risks related to the use of workstations. (see [Appendix 3](#) and refer to Section 9)
- Identify all “DSE users” in their department and notify the nominated local assessor.
- Ensure that suitable and sufficient risk assessments are carried out on all “users” annually or where there has been significant change to work (see Section 9)
- Ensure that all workstations are assessed annually or where there has been significant change to the working environment.
- Ensure that safe systems of work are developed and followed for all activities within their department or area of responsibility.
- Ensure laptops, tablets, mobile phones and other mobile IT are provided and used as per the guidance in [Appendix 8](#)
- Ensure adequate numbers of competent risk assessors are identified and given sufficient time and resources to carry out risk assessments.
- Provide employees with information on the risks identified by the assessment together with the protective and preventative measures to be adopted.
- Refer any staff who report adverse health effects from working with display screen equipment to the Trust Occupational Health Service (ATOS).

### 5.7 Responsibilities of Individual Employees

The Health and Safety at Work Act 1974 states the following duties:

- Every employee has a duty of care for the health and safety of people at work and of other persons who may be affected by work activities.
- Employees must take care of themselves and others at work and co-operate with AWP in the implementation of health and safety systems.
- Employees must obey the directions of their employer in matters relating to health and safety or compliance with legal duty.
- Employees must not interfere with or misuse items provided in the interests of health and safety.
- Users of display screen equipment are required to report any symptoms arising from their work with display screen equipment to their line manager.
- Users of display screen equipment are required to use all equipment provided in the interests of safety in the manner shown in the information guides.
- Assist the competent persons to undertake workstation assessments.
- When using laptops, tablets, mobile phones and other mobile IT follow the guidance in [Appendix 8](#).

Staff have a duty to follow all safe systems of work, procedures and management plans in place to control risks. Furthermore staff must report any hazard that could give rise to new or increased risk to health and where appropriate, take immediate compensating action.

## 5.8 Responsibilities of Competent Persons (Assessors)

Using the Trust's standard risk assessment form and in consultation with "users", Competent Persons should assess the adequacy of workstations and advise the "users" line manager of the results of the risk assessment (see also Section 9)

## 5.9 Responsibilities of the IT Department

The IT Department should ensure that all software and hardware provided meets the requirements of the ACoP. This does not extend to furniture which is the responsibility of the department where the workstation is sited.

The IT Department should inform the manager of the department of replacement of any workstation or equipment undertaken so that an assessment may be made where deemed necessary.

IT have a duty not to place equipment on desk furniture falling short of basic requirements (see [appendix 4](#) detailing what features workstations require). This covers elements of space, height and size etc of desk. IM&T will also flag up any obvious issues to the manager that do not meet best practice. However IM&T are not responsible for assessing the workstation.

## 5.10 Learning & Development Department

The Learning & Development Department will provide an adequate training resource to ensure that the Trust can comply with its policy. It will liaise with operational management to ensure that training needs are monitored and that provision reacts accordingly.

## 5.11 Estates and Facilities Management

Estates and Facilities Management will ensure that all new builds and refurbishments and other projects shall include suitable and sufficient risk assessments and consideration of the elimination or control of risks by liaising with staff and the health and safety department in formulating specifications within the project.

To facilitate this, Estates and Facilities Management must ensure that appropriate representation is sought for all project steering groups and this must include appropriate representation from affected staff, the health & safety department and other pertinent leads such as Infection Control, Facilities Management and the Sustainability Advisor

## 5.12 Health & Safety Department

The Health & Safety Department will advise and support staff as necessary in conducting health and safety risk assessments.

## 6. Monitoring

The implementation of this policy will be monitored and evaluated by the Health, Safety and Fire Group through audit of risk assessments, action plans and inspections of environments

## 7. Policy Statement

Assessments should be undertaken either using the standard AWP forms or the e-learning package. There are two forms; one is for the user ([Appendix 3](#)) and the other for assessing the suitability of workstations ([Appendix 4](#)). The standard forms provide all necessary documentation required.

The Trust will provide workstations which comply with the Display Screen Work Equipment Regulations so far as is reasonably practicable.

## 8. Approach to Display Screen Equipment Risk Assessment

### 8.1 Initial Risk Assessment

- An initial assessment should be undertaken by the individual using the [e-learning package available from the MLE](#)
- Any issues flagged up through self assessment after taking the E learning course should be discussed with the employees manager, seeking advice from a local DSE assessor if available.
- A full Display Screen Equipment & User assessment will be arranged with a suitably competent assessor as stated in 9.2 and 9.3 of this policy where any significant problems or ill health effects are flagged up in the initial risk assessment
- OR a full assessment can be requested as per 9.2 & 9.3 if the individual has known health issues.

### 8.2 Request and protocol for User risk Assessment

- A detailed risk assessment may be requested at any time by the User/operator of display screen equipment
- The Risk Assessor / competent person should undertake the assessment with the assistance of the user/operator using the form at [Appendix 3](#). This will identify the factors in the task that define if the employee is a “user” or “non-user” under the terms of the Regulations.
- The user/operator of the DSE should be informed of the findings.
- A copy of this assessment should be made available to the assessor during the work station assessment.
- A review of the risk assessment will be required if the person work pattern changes significantly.

The Health, Safety, Security and Fire Group is responsible for agreeing an annual programme of risk assessment for the whole Trust to participate.

### 8.3 Request and protocol for a Workstation assessment

A detailed assessment of a workstation may be requested at any time by the user/operator or the line manager. Either person may contact the assessor directly to arrange for the assessment.

- The line manager should request a workstation assessment when a new workstation is put into use.
- All workstations must be assessed for compliance with the ergonomic requirements whether they are used by a user or not or if they are used purely as a “hot desk”.
- Before a formal assessment is undertaken the person using the DSE will be asked to complete the checklist in [Appendix 4](#). This will help the assessor when the formal risk assessment is done. The assessor on visiting will review the checklist and working environment and consider each risk element and existing precautions to determine the extent of the risk to the individual. The user/operator must be present during this assessment and be able to actively contribute to the process.
- When completed the assessments will be given to the user/operator and the line manager. The line manager should maintain records of all assessments.
- The assessor will explain the conclusions of the assessment to both parties and identify if the person is a “user” or not and if the workstation meets the required standard.
- An assessment will be required if a new workstation is installed, new furniture is supplied, the office is significantly re-arranged or replacement equipment of a different type is installed.

## 8.4 Remedial Action Plans

The line manager is responsible for ensuring that any remedial actions are carried out. The assessor shall recommend what action should be carried out to correct any deficiencies in the work equipment. Target dates for action plans should be discussed between the assessor and the manager and set down in the action plan.

## 8.5 Review of Action Plans

The line manager is responsible for ensuring that any remedial actions are carried out in accordance with the action plan and within the time scale set out. Periodic review with the user is essential.

The assessor, when reassessing the workstation, should identify where there has been a failure to adhere to the action plan. Where this is the case the assessor should bring this to the attention of the line manager.

Each management team will maintain a cohort of or have access to trained DSE assessors who will co-ordinate the assessments at a local level.

The assessments will be completed electronically and filed locally. Do not send assessments to health and safety.

**9. Eye Sight Testing** All new and existing users may opt to have an eyesight test. Such tests are for display screen equipment purposes only and are not for ordinary eyesight testing. Eyesight tests may be taken at any optometrist. The employee will be required to have the optometrist complete the DSE Eyesight Test Form [Appendix 7](#) as evidence of the test for DSE purposes before claiming the cost of the test using an expenses form. Reimbursement will normally be through the Payroll department.

- An eyesight test at the Trust's expense may be taken once every two years or as in the case of persons with certain eye conditions at the frequency recommended by an optometrist.
- Where the user's vision is found to be defective in the range required for DSE use and prescription spectacles are required, the Trust will contribute to the cost of these spectacles up to a maximum allowed in the allowance. If spectacles exceed the cost of the basic allowance the employee will be required to meet the additional cost. Reimbursement is again provided via expenses through Payroll.
- Additional funding will be provided where more complex prescriptions are necessary if this is required specifically to perform work on DSE equipment.
- The spectacle allowance is reviewed annually and details are available in [Appendix 5](#)
- The allowance for spectacles only covers for DSE use and does not cover spectacles required for other requirements such as reading and long vision. These are required for everyday use and not specifically for DSE use.
- Completed DSE Eyesight Test Forms will be kept in the expenses system as a record of the claim

## 10. Training & Information

The Trust's overarching policy for training is the Learning and Development Policy and this should be read in conjunction with this policy. Attached, as appendices to that policy, are the Trust's learning and development matrices. These matrices describe the minimum statutory, mandatory and required training for all staff groups in respect of health and safety.

The Learning and Development Policy also describes the Trust's arrangements for training, in particular how there are processes in place to ensure staff receive the training they require and how non-attendance is followed up. These arrangements are further supported by management supervision and appraisal processes.

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The Trust lead for health and safety has agreed the training standard with the Learning and Development Team and training standards have been informed by statutory requirements, professional standards and national best practice.

The Trust Lead for Health and Safety participates in a programme of continuous professional development to ensure that training remains up to date and keeps abreast of developments in this field.

### 11. Review

This policy will be reviewed every three years. The reimbursement for spectacles will be reviewed yearly.

### 12. References

- Health & Safety At Work Act 1974
- Management of Health & Safety At Work Regulations 1999
- Visual Display Screen Regulations 1992
- Workplace, Health Safety and Welfare Regulations 1992
- The Provision and Use of Work Equipment Regulations (PUWER & PUWER2)
- Personal Protective Equipment 1992

### 13. Related Policies

[Health & Safety Policy P094](#)

[Policy for the Protection of the Health, Safety and Welfare of New and Expectant Mothers P110](#)

[Risk Assessment Policy P054](#)

### 14. Appendices

[Appendix 1 Requirements For Offices & Workers](#)

[Appendix 2 Office Layouts](#)

[Appendix 3 DSE Users Assessment Form](#)

[Appendix 4 DSE Workstation Assessment Form](#)

[Appendix 5 Procedure for Eyesight Testing for DSE Users](#)

[Appendix 6 Display Screen Equipment – A Users Guide](#)

[Appendix 7 Record of an Eyesight Test Form](#)

[Appendix 8 Requirements for Laptops, tablets, mobile phones and other mobile IT](#)

## Display Screen Equipment Policy

Version History				
Version	Date	Revision description	Editor	Status
1.0	18 May 2000	Approved by Board	PAD	Approved
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