

Title:	Display Screen Equipment Policy
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Distribution:	All staff and GP members of the CCG.
Compliance:	Mandatory for all permanent and temporary employees of Rotherham CCG.
Equality & Diversity Statement:	In applying this policy, the Organisation will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic

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1. Introduction

NHS Rotherham Clinical Commissioning Group (CCG) recognises its duty to comply with the Health and Safety at Work Act (HSWA) 1974 and all subordinate regulations such as the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002

The Display Screen Equipment (DSE) Policy aims to provide members of staff with the tools to assess the workstation and make adjustments as necessary to ensure the comfort and safety of individuals who use DSE workstations on a daily basis. This document defines the ways in which the process is to be managed and sets out the responsibilities of all employees of the CCG. These processes have been put in place to enable DSE users to directly manage the risks in their areas in respect of display screen equipment.

To comply with their duties the CCG shall:

- identify users of display screen equipment (DSE);
- carry out an assessment of work stations and, as far as reasonably practicable;
- introduce measures that will eliminate or minimise possible health effects such as upper limb pains and discomfort, eyesight effects, fatigue and stress
- contribute to the provision of eye and eyesight tests for designated display screen equipment users

In order to achieve this the CCG accepts that implementation of an effective and proactive DSE management policy will enable it to work towards reducing risks to all persons who are affected by the CCG's activities.

2. Purpose

This policy applies to all CCG staff including bank and agency staff, that use DSE as a significant part of their work based activity whether in the office at home or in other buildings not owned by the CCG, the principles of this policy will still apply.

- to minimise the risk to staff arising from the use of display screen equipment,
- to ensure that DSE assessments are carried out on all users and are reviewed periodically, if there is change in the working environment or if the user has been involved in an accident or suffering from ill health directly associated with DSE work,
- to complete an action plan where risks are identified to ensure the risk is eliminated or reduced to what is considered a reasonably practicable level.

3. Legislation and guidance

The following legislation and guidance has been taken into consideration in the development of this procedural document:

- Health & Safety at Work Act (1974)
- The Management of Health & Safety at Work Regulations 1999
- The Health and Safety (Display Screen Equipment) Regulations 1992
- Work with display screen equipment Approved Code of Practice (L26)
- The Workplace (Health, Safety and Welfare) Regulations 1992
- Workplace health, safety and welfare Approved Code of Practice (L24)
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Opticians Act 1989

4. Definitions

- a) NHS Rotherham Clinical Commissioning Group – CCG
- b) Display Screen Equipment - DSE - Any alphanumeric or graphic display screen, regardless of the display process involved and the term DSE covers both conventional display screens and other types such as liquid crystal or plasma displays used in flat panel screens, touch screens and other emerging technologies. The term DSE includes any portable DSE i.e. laptop and handheld computers, personal digital assistant devices and some portable communication devices.
- c) DSE user - A “user” is defined as being an employee who habitually uses DSE equipment as a significant part of their job requirements.

Where it is clear that the use of DSE is more or less continuous on most days, the individual concerned should be considered as a user under the DSE Regulations.

Where there is less continuous or less frequent use of DSE, other factors connected with the job must be assessed. It will generally be appropriate to classify the person concerned as a DSE user if they:

- normally use DSE for continuous or near-continuous spells of an hour or more at a time; and use DSE in this way on a more or less daily basis,
- have to transfer information quickly to or from the DSE.

The performance requirements of the system demand high levels of attention and concentration by the user where for example, the consequences of error may be critical.

- d) Workstation - For all DSE the workstation, as defined, is the assembly including the screen, keyboard, other parts of the computer and its accessories (such as the mouse or other input device), the desk, chair and the immediate work environment. Some of these items are specifically mentioned

in the DSE regulations, but anything else in the immediate work environment is also part of the workstation.

- e) Corrective appliances - The outcome of an eye test could be that the user requires “special” frames and lenses specifically for DSE use. These are glasses that are prescribed to correct the vision defects at the viewing distance or distances used specifically for the DSE work concerned.
- f) Normal corrective appliances - Normal corrective devices are spectacles prescribed by the optician for any purpose **other** than for specific use with DSE. The cost of these spectacles **will not** be met by the CCG if they are suitable for DSE work.

5. Duties / Responsibilities

The CCG’s Health and Safety Policy sets out the responsibilities for senior management, line managers, employees and working groups for all health and safety policies, procedures and working guidelines and have the same relevance to this policy.

a) Chief Officer

The Chief Officer of the CCG has overall responsibility for ensuring the CCG has a DSE Policy and procedure in place, responsibility for this is delegated to the Assistant Chief Officer

b) Assistant Chief Officer

The Assistant Chief Officer as competent person for Health and Safety has responsibility for the development and implementation of this policy and procedure

c) Health and Safety Manager

The Health and Safety Manager has operational responsibility for the day to day delivery of this policy and procedure, with support to line managers and staff in its implementation

d) Senior Managers

Have responsibility for developing, implementing and improving the CCG’s health and safety management system as an integral part of day-to-day operations. They have a duty for taking all practicable measures to create a safe and healthy work environment. This includes the use of DSE.

d) Managers

Managers to ensure that their staff are aware of this policy and to ensure that resources are made available to implement this policy effectively.

The responsibility for ensuring that DSE assessments are carried out is a function and responsibility of line management, this task can be delegated to a competent person or persons Line managers shall:

- respond to request for remedial action to minimise risk following an assessment, audit or inspection, by allocating funds, or seeking funds for the procurement of equipment, or changes to working practice where it will reduce the risk of injury or ill health
- ensure that all employees receive appropriate supervision, information, instruction and training on using DSE and on the health effects of the use of display screen equipment
- ensure that appropriate minimum ergonomic standards are met when new workstations are created or there is significant change in a workstation
- provide an authorization signature on any application for a DSE user eye test or an application of support towards to the cost of corrective eyewear glasses that are required for the use of DSE work only, as per this policy.

f) Employees

All employees are personally accountable for their actions, and responsible for:

- ensuring that they comply with this policy
- complying with instruction and training which is provided to minimise the risk to health from operating display screen equipment
- ensuring that they undertake work station self-assessments
- making use of any control measure that has been deemed necessary by the DSE assessment. Take reasonable steps to ensure own health, safety and welfare whilst using DSE
- reviewing and updating the self-assessment if any significant changes arise with the workstation such as a change in work load, an office move, increased working hours, a new workstation or installation of a new piece of DSE
- taking reasonable care of corrective appliances, and maintain them in good condition
- reporting to their line manager any personal conditions which may affect their capability to operate display screen equipment
- reporting and documenting any accidents, injuries or ill health conditions that may arise in connection with display screen equipment.

g) Health and safety team

Provides advice and support to staff whenever necessary:

- ensures that all managers are kept up to date with any changes in DSE regulations
- discusses any recommendations with managers if necessary

- liaises with the line manager and occupational health department to ensure that any workstation which may be contributing to work related ill health is risk assessed and risk reduced to the lowest level reasonably practicable
- provides suitable and reasonable recommendations to managers to ensure workstations are designed according to the users ergonomic needs to reduce the risk of ill health to the lowest level reasonably practicable

h) Occupational health service

- receive any user by referral, who may be experiencing physical problems which they attribute to the layout of their DSE workstation, for health assessment and advice
- provide suitable and reasonable recommendations to managers and ensure workstations are designed according to the users medical needs to reduce the risk of ill health to the lowest level reasonably practicable.

6. Rest breaks

Under regulation 4 of the DSE regulations; all users shall be provided with appropriate time away from the DSE in relation to the number of hours the user works. Whilst it is the CCG's duty to provide appropriate breaks it is the user responsibility to ensure these are away from their work station.

7. Eye and eye sight test

Under regulation 5 of the DSE regulations the CCG is required to provide users who so request it with an appropriate eye and eyesight test. An appropriate eye and eyesight test means a sight test as defined by the Opticians Act 1989 and includes a test of vision and an examination of the eye.

The CCG will offer reimbursement for any eye and eyesight test when;

- DSE users request a test
- Any individual who is to be recruited or relocated within the CCG to be a user requests a test
- Any user requires and requests an update test
- Any user notices a change in their eyesight, visual discomfort or eyestrain

The intervals between tests should be as recommended by their ???

7.1 Cost of testing

In order to receive reimbursement the user must:

- Be defined as a user under the requirements of this policy
- Have completed and documented a self-assessment of their work station

- Submit a request to their manager prior to the eyesight test (via email) to be acknowledged by the manager
- Obtain a signature from the optician on receipt of the eyesight test
- Obtain an official receipt for the cost of the eyesight test from the optician
- Submit the official receipt via expenses for reimbursement, remembering to keep a copy for their own records.

*Please note that the CCG **will not** be liable for the cost of the basic DSE eyesight test or the cost of any necessary DSE Special Corrective Appliances (see below) if the request has not been **acknowledged by the manager** prior to the eye sight test.*

The CCG will reimburse up to £21.31 for a sight test if the individual is not automatically entitled to free NHS sight tests. This figure was equivalent to the NHS sight test fee payable to optometrists from 1st April 2018. The maximum reimbursement will be revised annually in line with national amendments to this fee. Where bifocal or varifocal spectacles are prescribed as special corrective lenses the CCG will meet the costs associated with providing a basic frame and the prescribed lenses (up to a maximum of £58) having gained assurance that these lenses are appropriate.

Should the user who has been prescribed special / bifocal / varifocal lenses wish to choose upgraded or designer frames, these costs will not be met by the CCG and only the cost of the basic frames and the special lenses will be reimbursed.

7.2 Supply of DSE special corrective appliances

If the outcome of an eye test should be that the user requires “special” frames and lenses specifically for DSE use. Under regulation 5 of the DSE regulations the CCG is responsible for paying the cost of only the basic appliance if special frames and lenses are required.

8. Procurement of equipment

All DSE equipment will be assessed by the CCG prior to procurement to ensure that it is both suitable for the task and complies fully with any appropriate safety standard.

The organisation will provide, as far as reasonably practicable, any equipment necessary to safely carry out work involving DSE.

Any requests for any equipment will be requested via the employee’s line manager, provided that the appropriate assessments have been carried out.

9. Maintenance of equipment

General day-to-day maintenance of all DSE will be the responsibility of the user, i.e. any defects or problems must be reported to management, as soon as possible.

The user must not put them self at risk by continuing to operate a defective piece of equipment. If the equipment is of an electrical nature, it must be isolated and

removed from use, and reported to the IT department. An incident report must be completed.

10. Training and awareness

Under regulation 6 & 7 of the DSE regulations aAll staff will receive awareness of this policy through their local Health and Safety induction process.

Guidance on how to set up your workstation can be found in appendix 3.

As part of local induction, managers should satisfy themselves that staff are able to recognise the hazards associated with the workplace and the associated control measures.

In addition to the training described above, should anyone require support, advice or guidance on any element outlines in this policy they should speak to their line manager or the Health and Safety Team.

11. Assessment

Regulation 2 requires that a 'suitable and sufficient' assessment must be made of all workstations utilised by users. Therefore all DSE users are required to assess their workstation using the standard DSE assessment form (see Appendix 2) which is available on the CCG web site.

On completion of the assessment and effective implementation of suitable control measures to reduce any risk of injury and/or ill health, the assessment form should be filed in the 'users' personnel file.

Where it is not possible to reduce the level of risk and there remains a significant risk of injury and/or ill health, a request by a line manager should be made to the health and safety team, in order that a further risk assessment can be carried out.

An assessment will need to be reviewed if there is any reason to suspect that it is no longer valid or there is a change to the matters to which the assessment relates.

A DSE self-assessment is required as part of the PDR process.

12. Monitoring and Review

The procedural document will be reviewed every three years, and in accordance with the following, on an as and when required basis:

- Legislative changes
- Good practice guidelines
- Case Law
- Significant incidents reported
- New vulnerabilities identified
- Changes to organisational infrastructure
- Changes in practice.

Equality Impact Assessment

Title of policy or service:	Display Screen Equipment Policy	
Name and role of officer/s completing the assessment:	Ian Plummer Health and Safety Manger	
Date of assessment:	8 th May 2019	
Type of EIA completed:	Initial EIA ‘Screening’ <input checked="" type="checkbox"/> or ‘Full’ EIA process <input type="checkbox"/>	<i>(select one option - see page 4 for guidance)</i>

1. Outline	
<p>Give a brief summary of your policy or service</p> <ul style="list-style-type: none"> • Aims • Objectives • Links to other policies, including partners, national or regional 	<p>Under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. NHS Rotherham CCG (CCG) has a legal duty of care to ensure the health, safety and wellbeing of its staff while they are at work.</p> <p>This Policy describes how the CCG will comply with the Health and Safety (Display Screen Equipment) Regulations 1992 to fulfil with those duties.</p>

Identifying impact:

- **Positive Impact:** will actively promote or improve equality of opportunity;
- **Neutral Impact:** where there are no notable consequences for any group;
- **Negative Impact:** negative or adverse impact causes disadvantage or exclusion. If such an impact is identified, the EIA should ensure, that as far as possible, it is justified, eliminated, minimised or counter balanced by other measures. This may result in a ‘full’ EIA process.

2. Gathering of Information

This is the core of the analysis; what information do you have that might *impact on protected groups, with consideration of the General Equality Duty.*

(Please complete each area)	What key impact have you identified?			For impact identified (either positive and or negative) give details below:	
	Positive Impact	Neutral impact	Negative impact	How does this impact? What action, if any, do you need to take to address these issues?	What difference will this make?
Human rights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Carers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Marriage and civil partnership (only eliminating discrimination)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

relevant groups					
HR Policies only- Part or Fixed term staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

IMPORTANT NOTE: If any of the above results in ‘negative’ impact, a ‘full’ EIA which covers a more in depth analysis on areas/groups impacted must be considered and may need to be carried out.

Having detailed the actions you need to take, please transfer them onto the action plan below.

3. Action plan				
Issues/impact identified	Actions required	How will you measure impact/progress	Timescale	Officer responsible

4. Monitoring, Review and Publication				
When will the proposal be reviewed and by whom?	Lead / Reviewing Officer:		Date of next Review:	

Once completed, this form **must** be emailed to Alison Hague, Corporate Services Manager for sign off: alisonhague@nhs.net

Signature:	
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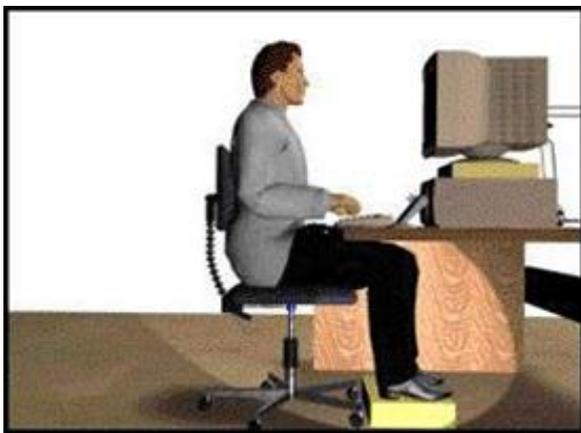
Setting up the workstation

Setting up your workstation correctly is vital to ensuring you reduce the risk of pain and ill health that can be associated with DSE use. It is the responsibility of all DSE users within the Trust to ensure they have followed the DSE policy, set up their workstation and completed a DSE self-assessment. By following the steps below, you should alter the layout of your workstation to ensure you are working safely. Remember, if items are bulky or heavy you should not attempt to move them on your own. The correct set up of your workstation may not feel right at first but it will encourage correct posture and safe working practices.

Step 1 - Your Chair

Adjust the height of your chair so that when you put your fingers on the middle row of the keyboard your hands and forearms remain horizontal.

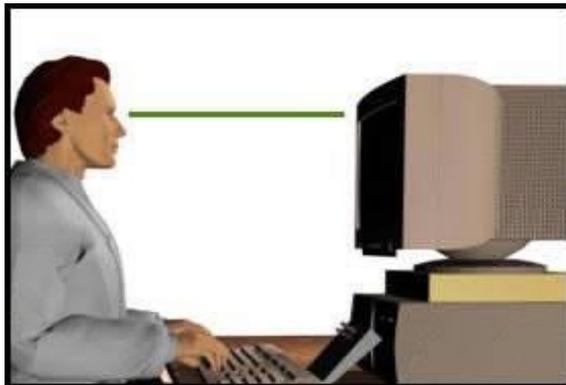
- Your elbow joint should be at 90 degrees
- There should be no angle at the wrist



- This may mean your feet are dangling
- Your knees must also be at about 90 degree angle
- You may require a foot rest in order to ensure that there is no pressure on the bottom of your thigh.

Step 2 – The Monitor

- Adjust the height of the monitor to ensure that you are looking horizontally at it
- Your eyes should be level with the top of the screen
- You can adjust the height of your monitor by using supports. Please ensure that this is safe
- Ensure your monitor screen is clean
- Ensure the distance from your eyes to the monitor is sufficient to ensure you can comfortably see without squinting

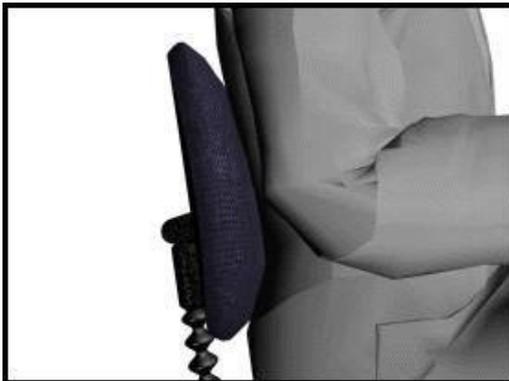


- Adjust the screen quality or settings to provide comfortable viewing
- Ensure the characters on the screen are well defined and clearly formed, of adequate size and with adequate spacing between characters and lines
- The image on the screen is stable, with no flickering or other forms of instability
- The brightness and contrast between characters and the background should be easily adjustable by the operator and be easily adjustable to ambient conditions
- The screen must swivel and tilt easily and freely to suit the needs of the operator
- Ensure the screen is free of reflective glare and reflections liable to cause discomfort to the 'User'
- Where secondary monitors are used these should be set in line with the primary one to enable ease of viewing and the same conditions listed above apply
- Tilt monitor between 5-15% off of the vertical line.

Step 3 – Your Backrest

Adjust the angle of your back rest and / or your bottom cushion to ensure that your back is supported in your work position

- If you cannot sit back and upright without the back of your knees touching the front of the seat you will need to change your chair to one with a shorter seat pan.
- If the gap between the back of your knees and the seat pan is over one hand width your legs are not being supported correctly and you will need to change your chair for one with a longer seat pan.
- Adjust the back rest support so that it supports the small of your back

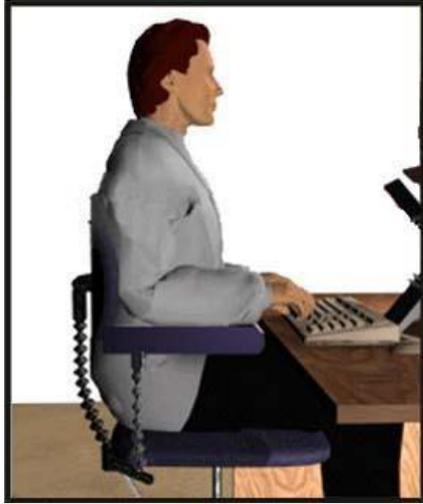


- If the back rest does not fit into the small of your back, you may benefit from a back support
- Ensure that your feet are flat on the floor and your knee is at a 90 degree angle
- If your feet are dangling, you may need a footrest

Step 4 – Arm Rests

The CCG does not encourage buying chairs with arm rests as they can cause upper limb disorders if used incorrectly.

- If your chair has arm rests ensure that they are adjustable, static arm rests can cause serious musculoskeletal problems if they are not at the correct height
- If your chair has adjustable arm rests, ensure they are set at the correct height. Your elbow joints should be at a 90⁰ angle
- If you cannot get close enough to your desk because of the arm rests you may have to have them removed
- Your elbows should be vertical under your shoulders.



Step 5 – The Desk

Ensure that you are sat directly in front of the monitor and keyboard

- Sit close to your desk, allowing for your wrists to be supported by the desk
- Never put anything between the keyboard and you



- If you often have to refer to documents whilst typing, you may benefit from a document holder
- This should be placed at the same height and distance from your monitor
- Do not let cables trail from the desk
- Avoid using extension leads
- Never use pieces of equipment you have brought in from home without agreement with your manager
- Ensure there is enough space around you to allow free movement

- Ensure accessories are within reach i.e. stationery, telephone, other equipment. There should be no overstretching to reach these items. All items regularly used should be within a 45° angle of you
- Ensure you have enough clearance between the underside of the desk and your thighs to prevent entrapment
- Ensure you have enough space under the desk to allow you to get close to the keyboard
- Ensure cables are tied/stored correctly.

Step 6 – The Mouse

The mouse needs to be positioned as close to you as possible

- Aim to work with the mouse with your elbow vertically under your shoulder and right by your side



- Always have your mouse on the mouse mat if applicable unless it is a laser mouse which does not require one
- Position any additional equipment e.g. phones, paper trays and notes in an accessible place to avoid twisting and overstretching.

Step 7 – Environment

Temperature and humidity should be adjusted to ensure you are comfortable

- If you suffer from dry eyes you should report this to your manager and DSE assessor.

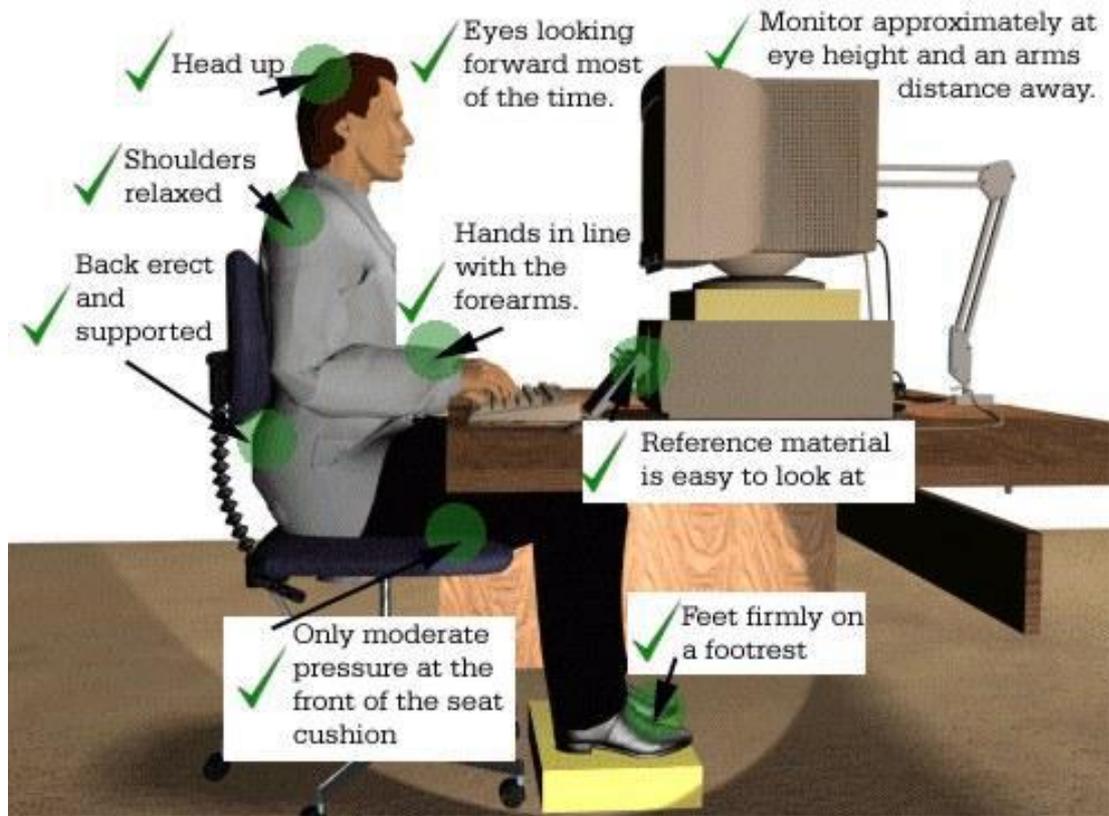


- Eliminate glare or reflections on your screen, close blinds or move workstation so that it is at right angles with the window
- Turn off over head lights if not needed (if colleagues all agree).

Step 8 - Carry out the self-assessment

- See DSE user self-assessment (appendix 2)





Working with laptops

Laptops should not be used intensively for long periods of time. The design features that make them portable can compromise health and safety. If you are using a laptop for more than half an hour at a time; consider the following:

- Place the laptop on a firm surface at the right height for reading or typing
- Make sure the laptop is placed in a suitable position to prevent glare and eye strain
- Use a docking station or laptop riser if one is available
- Use a separate mouse and keyboard if available
- Use a suitable chair to allow a good sitting position.
- Take regular breaks away from the laptop if possible.

Sitting Properly

Make sure you are sat directly in front of your lap top and your back is supported and use a five-castor adjustable chair if one is available.

Ensure you have a suitable surface to work on. Check that you have enough space for your laptop and other equipment. If possible ensure it is at the right height for you to work comfortably – try to get your forearms as near to horizontal as possible.

To reduce the risk of musculoskeletal issues while working with a laptop: Do not slouch, crouch over the laptop, twist or lean to one side.

Reading the Screen

Ensure the screen is placed at a comfortable viewing distance and at the right angle. Use a laptop riser if available; if possible ensure the top of the screen is at eye-level, looking up or downwards for long periods can cause neck and back strain.

Avoid glare. Glare and reflected light can affect screen clarity when using laptops. If glare occurs, adjust your screen - either by means of programme menu controls or move to another position within the room, try not to sit with your back facing a window.

Using your Keyboard and Mouse

Use a separate keyboard and mouse whenever possible. Keep both close to you to avoid over-stretching. Make sure you have a suitable work surface and enough space to use them comfortably.

Check that the mouse can be used by both left and right-handed people and is large enough for your hand. The CCG will provide a mouse upon request if it is not suitable. When using the mouse, trackball or glide pad, make sure your hand is flat and as relaxed as possible. Don't clench your fingers or raise them in the air.

Relying on the use of an integral track-point (“nipple”) device should be discouraged due to possible harmful physical effects from continuous use.

Working with a laptop at home or an event

Many conference venues now provide suitable designated areas for laptop use. These will include conference rooms and public area laptop points. Always use these facilities where possible.

If these facilities are not available, try to compromise by using an appropriate chair that gives posture support. If possible do not use a laptop whilst sitting on a sofa or easy chair, coffee tables aren't likely to make a suitable workstation.

Do not work with the laptop on your lap, there is a risk of muscle strain due to incorrect posture or use a laptop when lying on the bed; this could cause strain to the neck and back.

Use a suitable non-reflective work surface if possible.

Working with a laptop in a car

Laptops should not be used in cars. However, there may be occasions when this may be unavoidable.

- Never use your laptop when driving.
- Do not use a laptop whilst sitting in the driver's seat with it on your lap or sited on the passenger seat.
- Sit in the passenger seat if you have to use the laptop. Adjust the seat to provide plenty of legroom, and if you have a briefcase put it under the laptop to raise it slightly. This will improve posture for your neck and wrists.
- Limit the time you use the laptop to a maximum of 30 minutes to reduce the risk of musculoskeletal injuries.

Working with a laptop on trains

- When on a train, avoid working in seats with tables attached to the rear of seats in front of you.
- Try to use the more spacious communal tables. Place the laptop away from the edge of the table in order to achieve a more comfortable position.
- Beware of the content of your work; especially if it contains confidential information.

Personal safety

Think about personal safety whenever you use or carry your laptop.

- Don't carry your laptop in a bag that has a computer manufacturer's logo on it.

- Think about lone working - try to avoid working alone in public places where there may be an increased risk of theft.
- Never leave your laptop on view as you travel, or leave it overnight in an unattended vehicle. Please refer to the Security Policy for more information (<http://www.rotherhamccg.nhs.uk/corporate-policies.htm>)

Moving and Handling

Only carry what you can comfortably manage

- Carrying laptops and associated equipment, papers etc. can present a moving and handling risk to employees, especially if you are always on the move.
- Your manager should go through all available options during the initial assessment but don't be afraid to ask.
- You may not always be able to do much about the weight of the laptop but where practical, reduce the amount of miscellaneous items such as leads, cases and paperwork you carry.
- Plan ahead as much as possible; you can avoid carrying heavy papers by sending them in advance by email, or storing them electronically on the laptop. Extra transformer/cable sets may be available wherever the laptop is to be used so you don't need to carry your own.
- When carrying the weight ensure it is spread evenly on your body (e.g. both shoulders and the upper body). For more information regarding moving and handling, please refer to the Moving and Handling Procedure. (<http://www.rotherhamccg.nhs.uk/corporate-policies.htm>)

General guidelines

- Think about electrical safety. Do a visual check of leads and plugs to make sure they're not damaged. Make sure that the leads have been portable appliance tested. Don't use the equipment if there are any doubts about electrical safety.
- Take regular breaks away from your laptop. Plan your work to include a mix of tasks and activities.
- If you have any health concerns when using your laptop, such as eye discomfort, headaches, neck or back pain, report them immediately to your line manager.
- Be aware of the sensitivity of the information you may have on your laptop. Don't work on confidential documents in public places. Make sure your laptop is password protected / encrypted so the data on it can't be used if it's stolen. For more information please read the Information Governance Policy and Management Framework. (<http://www.rotherhamccg.nhs.uk/it-policies.htm>)



Display screen equipment (DSE) workstation checklist

Workstation location and number(if applicable)	
User	
Checklist completed by	
Assessment Checked by	
Date	
Follow-up action completed on	

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

The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying. You will not be able to address some of the questions and 'Things to consider', e.g. on reflections on the screen, or the user's comfort, until the workstation has been installed. These will be covered in the risk assessment you do once the workstation is installed.

Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:

'Yes' answers require no further action.

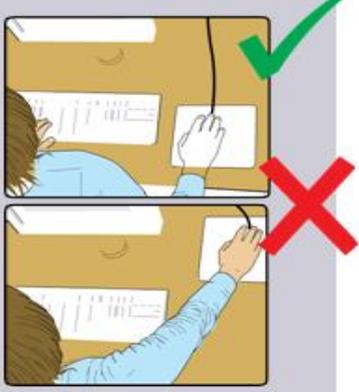
'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column.

Assessors should check later that actions have been taken and have resolved the problem.

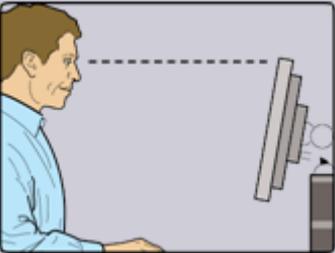
Remember, the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, e.g. by giving users health and safety training, and providing for breaks or changes of activity. For more advice on these see *Working with display screen equipment (DSE): A brief guide (INDG36)*.

Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
1 Keyboards				
Is the keyboard separate from the screen?	<input type="checkbox"/>	<input type="checkbox"/>	This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable).	
Does the keyboard tilt?	<input type="checkbox"/>	<input type="checkbox"/>	Tilt need not be built in.	

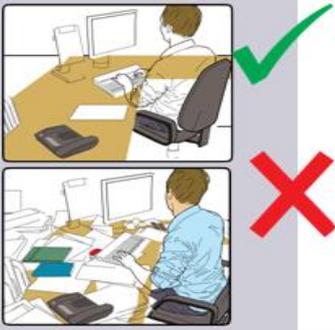
Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
<p>Is it possible to find a comfortable keying position?</p> 	<input type="checkbox"/>	<input type="checkbox"/>	<p>Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p> <p>Users of thick, raised keyboards may need a wrist rest.</p>	
<p>Does the user have good keyboard technique?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Training can be used to prevent:</p> <ul style="list-style-type: none"> ■ hands bent up at the wrist; ■ hitting the keys too hard; ■ over stretching the fingers 	
<p>Are the characters clear and readable?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	

Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
2 Mouse, trackball etc				
Is the device suitable for the tasks it is used for?	<input type="checkbox"/>	<input type="checkbox"/>	If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user? 	<input type="checkbox"/>	<input type="checkbox"/>	<p>Most devices are best placed as close as possible, e.g. right beside the keyboard.</p> <p>Training may be needed to:</p> <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?	<input type="checkbox"/>	<input type="checkbox"/>	<p>Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>The user should be able to find a comfortable working position with the device.</p>	

Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
Does the device work smoothly at a speed that suits the user?	<input type="checkbox"/>	<input type="checkbox"/>	<p>See if cleaning is required (e.g. of mouse ball and rollers).</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p>	
Can the user easily adjust software settings for speed and accuracy of pointer?	<input type="checkbox"/>	<input type="checkbox"/>	Users may need training in how to adjust device settings.	
3 Display screens				
<p>Number of screens in use – one / two / three (If more than one screen, please answer questions in this section for each screen)</p> <p>Are the top of all screens adjusted to the same level?</p>	<input type="checkbox"/>	<input type="checkbox"/>	Please note the number of screens in use in right hand column.	
Are the characters on the screen / monitor clear and readable?	<input type="checkbox"/>	<input type="checkbox"/>	<p>Make sure the screen is clean and cleaning materials are available.</p> <p>Check that the text and background colours work well together.</p>	

Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
Is the text size comfortable to read?	<input type="checkbox"/>	<input type="checkbox"/>	Software settings may need adjusting to change text size.	
Is the image stable, i.e. free of flicker and jitter?	<input type="checkbox"/>	<input type="checkbox"/>	Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If there are still problems, get the set-up checked, e.g. by the equipment supplier.	
Is the screen's specification suitable for its intended use?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt? 	<input type="checkbox"/>	<input type="checkbox"/>	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. 	

Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
<p>Is the screen free from glare and reflections?</p> 	<input type="checkbox"/>	<input type="checkbox"/>	<p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of the reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>	
<p>Are adjustable window coverings provided and in adequate condition?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	
4 Software				
<p>Is the software suitable for the task?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages</p>	

Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
5 Furniture				
<p>Is the work surface large enough for all the necessary equipment, papers etc.?</p> 	<input type="checkbox"/>	<input type="checkbox"/>	<p>Create more room by moving printers, reference materials etc. elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p>	
<p>Can the user comfortably reach all the equipment and papers they need to use?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Rearrange equipment, papers etc. to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	
<p>Are surfaces free from glare and reflection?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Consider mats or blotters to reduce reflections and glare.</p>	

Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
<p>Is the chair suitable?</p> <p>Is the chair stable?</p> <p>Does the chair have a working:</p> <ul style="list-style-type: none"> ■ seat back height and tilt adjustment? ■ seat height adjustment? ■ castors or glides? 	<input type="checkbox"/>	<input type="checkbox"/>	<p>The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.</p>	
<p>Is the chair adjusted correctly?</p> 	<input type="checkbox"/>	<input type="checkbox"/>	<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p>	

Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
Is the small of the back supported by the chair's backrest?	<input type="checkbox"/>	<input type="checkbox"/>	The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the DSE?	<input type="checkbox"/>	<input type="checkbox"/>	Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?	<input type="checkbox"/>	<input type="checkbox"/>	If not, a footrest may be needed.	
6 Environment				
Use of Telephone – Do you make fairly constant use of DSE while making or taking telephone calls.	<input type="checkbox"/>	<input type="checkbox"/>	Consider if headphones are required.	
Is there enough room to change position and vary movement?	<input type="checkbox"/>	<input type="checkbox"/>	Space is needed to move, stretch and fidget. Consider re organising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.	

Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?	<input type="checkbox"/>	<input type="checkbox"/>	<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 (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p>	
Does the air feel comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	<p>DSE and other equipment may dry the air.</p> <p>Circulate fresh air if possible. Plants may help.</p> <p>Consider a humidifier if discomfort is severe.</p>	
Are levels of heat comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	<p>Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room OR, can users be moved away from the heat source?</p>	
Are levels of noise comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	<p>Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.</p>	

Risk Factors	Tick Answer		Things to consider	Action to take
	Yes	No		
Complete this section if you use a laptop for prolonged periods in the same location				
Have you been provided with a docking station, mouse, keyboard and/or screen (or screen riser) and fully adjustable chair?	<input type="checkbox"/>	<input type="checkbox"/>	Consider using a docking station or laptop stand with suitable peripherals attached	
Do you need a suitable bag, rucksack or trolley to help you carry the laptop and any documents?	<input type="checkbox"/>	<input type="checkbox"/>	Consider using a trolley to reduce the risk of a MSK injury	

7 Final questions to users...

- Has the checklist covered all the problems they may have working with their DSE? **YES / NO**
- Have they experienced any discomfort or other symptoms which they attribute to working with their DSE? **YES / NO**
- Has the user been advised of their entitlement to eye and eyesight testing? **YES / NO**
- Does the user take regular breaks working away from DSE? **YES / NO**

Write down the details of any problems here

On completion of this self-assessment checklist, please share a copy with your Line Manager to be placed on your personal file.

Checklist for the Review and Approval of Procedural Documents

Display Screen Equipment Policy	YES/NO/Unsure	Comments
1. Title		
Is the title clear and unambiguous?		
Is it clear whether the document is a guideline, policy, procedure/protocol or plan?		
2. Rationale		
Are reasons for development of the document stated?		
3. Development Process		
Is the method described in brief?		
Are people involved in the development identified?		
Has relevant expertise has been used?		
Is there evidence of consultation with stakeholders and users?		
4. Content		
Is the objective of the document clear?		
Is the target population clear and unambiguous?		
Are the intended outcomes described?		
Are the statements clear and unambiguous?		
Are cross references accurate?		
5. Evidence Base		
Is the type of evidence to support the document identified explicitly?		
Are key references cited?		
Are the references cited in full?		
Are supporting documents referenced?		
6. Approval		
Does the document identify which committee/group will approve it?		
If appropriate have the joint Human Resources/staff side committee (or equivalent) approved the document?		