



**Northamptonshire Healthcare**  
NHS Foundation Trust

## **Working with Display Screen Equipment Guidelines**

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HSCg014 Working with Display Screen Equipment Guidelines rev Aug 21

## Table of Contents

Why we need these Guidelines .....	4
What the Guidelines are trying to do .....	4
Which stakeholders have been involved in the creation of these Guidelines.....	4
Any required definitions/explanations .....	4
Key duties.....	5
Guidelines detail .....	5
Training requirements associated with these Guidelines.....	6
How these Guidelines will be monitored for compliance and effectiveness .....	6
For further information.....	7
Equality considerations.....	7
Document control details .....	8

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HSCg014 Working with Display Screen Equipment Guidelines rev Aug 21

## Quick Reference Guide

Managers to identify all DSE (display screen equipment) users in their area



User to complete e-learning – safe use of DSE equipment



User to complete DSE self-assessment form



Managers and staff can contact the health and safety risk team for support and advice as required to resolve any outstanding issues.	Manager reviews self-assessment with the individual and checks workstation is set up according to guidelines. Where issues are identified the manager should where possible implement additional controls.
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On completion of their DSE assessment staff identifying musculoskeletal conditions or ill health that they believe may be attributable to their work environment should be referred to occupational health.



DSE self-assessment to be reviewed 2 yearly or whenever new controls/changes to the environment are made.

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HSCg014 Working with Display Screen Equipment Guidelines rev Aug 21

## Why we need these Guidelines

The 'Health and Safety at Work etc. Act 1974' puts a requirement on the Trust to ensure as far as reasonably practicable the health, safety and welfare of all its employees. The 'Health and Safety (Display Screen Equipment) Regulations 1992' as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 require employers to assess and evaluate health and safety risks associated with work on display screen equipment and seek to minimise these risks.

The Trust is committed to treating people with dignity and respect in accordance with the Equality Act 2010 and Human Rights Act 1998. Throughout the production of these guidelines due regard has been given to the elimination of unlawful discrimination, harassment and victimisation (as cited in the Equality Act 2010).

## What the Guidelines are trying to do

The aim of these guidelines is to ensure all reasonable steps are taken to ensure the health and safety of all employees who work with display screen equipment (DSE).

## Which stakeholders have been involved in the creation of these Guidelines

Safer Services and Environment Group.

## Any required definitions/explanations

**Display Screen Equipment (DSE)** – this means any alphanumeric or graphic display screen, including desktop, laptop, microfiche, televisions used as CCTV monitors.

**User** - an employee who habitually uses the DSE as a significant part of their working day (other requirements may need to be considered) eg the individual has no discretion as to the use or non-use of the display screen equipment. This includes temporary staff.

**Workstation** – this is the equipment used for DSE work and includes the screen, keyboard, computer accessories (such as the mouse, printer or other input devices), the desk, chair and the immediate working environment.

**Workstation assessment** – is the examination of the DSE workstation to identify what may cause harm to people and whether or not the controls to prevent harm are suitable.

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HSCg014 Working with Display Screen Equipment Guidelines rev Aug 21

## Key duties

**Trust Managers** – Will familiarise themselves with these guidelines and ensure they understand their responsibilities to DSE users.

They will identify individuals who are DSE users and ensure they receive the necessary health and safety training and information as outlined in section 6 to be able to reduce the risks associated with DSE work.

Managers will ensure that users are aware of the provision of eyesight tests and the requirement for 'users' to undertake training and complete self-assessments of their workstation. They will review and ensure that any actions required from the self-assessments or eyesight tests are dealt with.

Where a portable or 'laptop' computer is provided as the main personal computer (PC) then provision of a separate input device such as a keyboard and mouse should be considered for the user along with the ability to raise the screen to a suitable viewing level.

Where required managers should seek assistance from the Health and Safety Team or the Occupational Health Providers.

**Occupational Health Department (Communicare)** – Make recommendations to managers to prevent or lower the risk of ill health from DSE work. They will also issue a Specsavers voucher to DSE users requiring an eye-test to cover the cost of the eye-test.

**Health and Safety Risk Team** – will provide assistance and advice to managers and employees on DSE work and how to correctly set up the workstation. The health and safety risk manager will also review and update these Guidelines as required.

**Employees** – will:

- Complete DSE on-line training and self-assessment
- Use DSE in accordance with any instructions or training given
- Report to management any faults relating to DSE equipment, furniture or working environment
- Report to management any discomfort associated with the use of DSE
- Take appropriate frequent breaks away from the DSE – the intention of this is to break up long periods of sitting in one position or lengthy periods of repetitive data, varying movement will prevent physical and visual fatigue.
- Adjust furniture or equipment in order to reduce unnecessary discomfort

## Guidelines detail

- Managers will identify all DSE (display screen equipment) users in their area.
- All users will complete the e-learning module – safe use of DSE equipment.

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HSCg014 Working with Display Screen Equipment Guidelines rev Aug 21

- All users will complete a DSE self-assessment form as soon as they start working with display screen equipment. These assessments should be updated two yearly or before if circumstances/environment changes.
- Managers will review the self-assessment with the individual and verify that the workstation is set up according to guidelines. Where issues are identified the manager should where possible implement simple adjustments to the workstation position and basic set-up to reduce the risks. The following links provide additional information on sitting correctly at the workstation, use of laptops and preventing repetitive strain injury:

<http://www.nhs.uk/livewell/workplacehealth/pages/howtositcorrectly.aspx>

<http://www.nhs.uk/livewell/workplacehealth/pages/laptophealth.aspx>

<http://www.nhs.uk/livewell/workplacehealth/pages/rsi.aspx>

- The health and safety risk manager can be contacted for advice and support as required to resolve any outstanding issues. Where necessary a more in-depth workstation assessment can be carried out.

## Training requirements associated with these Guidelines

### Mandatory Training

Training required to fulfil these guidelines will be provided in accordance with the Trust's Training Needs Analysis. Management of training will be in accordance with the Trust's 'Statutory and Mandatory Training Policy'

### Specific Training not covered by Mandatory Training

All users should complete e-learning – safe use of DSE equipment.

## How these Guidelines will be monitored for compliance and effectiveness

The table below outlines the Trusts' monitoring arrangements for this document. The Trust reserves the right to commission additional work or change the monitoring arrangements to meet organisational needs.

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HSCg014 Working with Display Screen Equipment Guidelines rev Aug 21

Aspect of compliance or effectiveness being monitored	Method of monitoring	Individual responsible for the monitoring	Monitoring frequency	Group or committee who receive the findings or report	Group or committee or individual responsible for completing any actions
Duties	To be addressed by the monitoring activities below.				
Completion of e-learning – safe use of DSE	ESR report	Managers	Annually	Health, Safety & Risk Committee	Health, Safety & Risk Committee
Completion of self-assessments	Health & Safety Inspections	Managers	Annually	Health, Safety & Risk Committee	Health, Safety & Risk Committee
	Training will be monitored in line with the Statutory and Mandatory Training Policy.				
Where a lack of compliance is found, the identified group, committee or individual will identify required actions, allocate responsible leads, target completion dates and ensure an assurance report is represented showing how any gaps have been addressed.					

## For further information

## Equality considerations

The Trust has a duty under the Equality Act and the Public Sector Equality Duty to assess the impact of Policy changes for different groups within the community. In particular, the Trust is required to assess the impact (both positive and negative) for a number of ‘protected characteristics’ including:

- Age;
- Disability;
- Gender reassignment;
- Marriage and civil partnership;
- Race;
- Religion or belief;
- Sexual orientation;
- Sex;
- Pregnancy and maternity; and
- Other excluded groups and/or those with multiple and social deprivation (for example carers, transient communities, ex-offenders, asylum seekers, sex-workers and homeless people).

The author has considered the impact on these groups of the adoption of these Guidelines.

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HSCg014 Working with Display Screen Equipment Guidelines rev Aug 21

(a) Line Managers should ensure that staff returning from maternity or paternity leave are given time to update themselves on any changes made to these Guidelines.

(b) Equality Considerations - Should the reader of these Guidelines or any other group believe they are disadvantaged by anything contained in these Guidelines, please contact the Equality & Inclusion Manager, who will then actively respond to the enquiry.

## Reference Guide

### Document control details

<b>Author:</b>	Health and Safety Risk Manager
<b>Approved by and date:</b>	Health, Safety & Risk Committee 15.08.2018
<b>Responsible committee:</b>	Health, Safety & Risk Committee
<b>Any other linked Policies:</b>	HSC001 Health and Safety Policy HSC002 Policy and Guidance for the use of Risk Registers HSC010 Moving and Handling Policy
<b>Guidelines number:</b>	HSCg014
<b>Version control:</b>	2

Version No.	Date Ratified/ Amended	Date of Implementation	Next Review Date	Reason for Change (eg. full rewrite, amendment to reflect new legislation, updated flowchart, minor amendments, etc.)
1	04.03.2014	04.03.2014	30.04.2018	Review.
2	15.08.2018	12.09.2018	15.08.2021	Review

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