

WEST GLOUCESTERSHIRE PRIMARY CARE TRUST

This document supports the Trust Health and Safety Policy as it applies to managing

DISPLAY SCREEN EQUIPMENT.

Scope

The procedure is applicable for employees or others working for the Trust who habitually use display screen equipment (DSE). The procedure also describes the responsibilities for Managers.

The procedure covers the use of DSE in the following circumstances:

- Use of DSE by employees or others within Trust property or buildings
- Use of DSE by employees not on Trust property or buildings
- Use of portable DSE (including DSE in vehicles)
- Use of DSE for work purposes at home

What needs to be done?

In overview, the requirements for DSE cover:

- Assessment of DSE risks
- Planning of user's activities to reduce risks
- Provision of eye and eyesight tests
- Provision of training and instruction

Assessment

Users and other people using display screen equipment must be identified (Health and Safety (Display Screen Equipment) Regulations 1992).

Assessments of risks due to DSE must be carried out for all users. Guidance on assessment can be found in Health & Safety (Display Screen Equipment) Regulations 1992.

The Control Book Holder must insure that:

- Procedures for the assessment of risks to DSE users are in place – including work at home where this is a job requirement
- Assessments are documented for all DSE users
- Assessments are reviewed when they are no longer valid e.g. due to changes in circumstances, equipment or personnel

Assessments of DSE risks must be carried out by trained DSE assessors nominated by the Control Book Holder.

Assessments should be carried out using the approved form (Refer to Appendix A). A copy of the completed risk assessment form should be given to the user. Assessors can see the advice of Occupational Health Advisors and/or Health and Safety Specialists when required.

The Control Book Holder must ensure that the recommendations of the assessments are carried out as far as reasonably practicable.

Risks from activities involving the use of DSE not covered by the regulations (Health and Safety (DSE) Regulations 1992) should be reduced. These include:

- The voluntary use of DSE for work purposes at home (only covered by the regulations in case of prolonged use)
- The use of portable DSE (only covered by the regulations in case of prolonged use)

The use of portable DSE in vehicles

The reduction of risk for these activities may be carried out using the same procedures and formats specified above. Particular attention should be paid to ergonomics and potential manual handling injuries in the use of portable DSE in vehicles.

Planning of User's activities

The Control Book Holder must ensure work is designed to enable periodic activity changes away from DSE for all employees, including those not normally covered by DSE regulations. Guidelines regarding the nature and timing of breaks can be found in the Health & Safety (DSE) Regulations 1992.

The design of the workstations and office layout should ensure the minimisation of health risks from the use of DSE. Guidelines can be found in the Schedule to Health and Safety (DSE) Regulations 1992.

Provision of Eye and Eyesight Tests

(This is the responsibility of an individual's employer as per Regulation 5 of the DSE Regulations)

The Control Book Holder must ensure that **the Trust's procedure is followed if an eye/eyesight test is requested by a user.**

Currently the procedure is:

When a request is made the Control Book Holder, or his/her representative, arranges for a vision screening test to be carried out by Occupational Health (OH).

OH will then advise whether a user's sight is satisfactory or whether they should go on to attend an optometrist for a full eye/eyesight test. OH will send written

notification to the user's manager of the outcome of the vision screening test.

This enables managers to manage their budget for the payment of eye/eyesight tests and any subsequent VDU glasses, if they are found to be necessary.

Supply of glasses

Where glasses are found necessary specifically for the use of DSE, the Trust will reimburse the minimum basic cost of the purchase of a standard frame and lenses, as advised by the Trust approved optometrist. This could be put towards a more expensive model. Evidence of purchase and confirmation that they are specifically for the use of DSE must be produced.

Care and replacement of glasses

The employee is personally responsible for the safekeeping of glasses. Employees are expected to show the same degree of care for glasses as for any other item of Trust property. Where there is a change in an employee's visual defect and this results in a change to prescription requirements, the Trust will bear the cost of replacement subject to the procedures outlined above.

Training, Instruction and Information

The Control Book Holder must ensure that adequate information is provided to all employees using display screen equipment. The following information should be considered:

- The user's role in the recognition of risks
- A simple explanation of the causes of risks (e.g. poor posture)
- The proper use of mitigating equipment
- The need for proper maintenance of equipment (e.g. screen cleaning)
- The need to take advantage of breaks and changes of activities
- The organisation's arrangements to report problems or symptoms
- The Trust's procedure for vision screening tests.

Occupational Health Advisers and Health and Safety Specialists should provide advice regarding the provision of information to employees.

The Control Book Holder should ensure that appointed assessors are competent. The following areas should be considered:

- Familiarity with the DSE regulations
- Ability to identify typical risks
- Knowledge of mitigating measures

The Executive Director should ensure that statutory and procedural training requirements are incorporated within the health and safety training plan.

Who should do it?

The Control Book Holders are responsible for ensuring:

- Mechanisms for the assessments of Users of DSE are in place and up to date including the use of DSE at home where this is a job requirement
- There is sufficient number of competent DSE assessors to carry out DSE Assessments
- Implementation of recommendations from assessments as far as reasonably practicable
- Training and instruction is provided
- Work is designed to enable periodic activity changes away from DSE
- Vision screening are provided upon user's request
- Reduction of risk for activities involving the use of DSE not covered by the regulations (Health and Safety (Display Screen Equipment) Regulations 1992), which include: the use of portable DSE (only covered by regulations in case of prolonged use) and the use of portable DSE within vehicles.

Occupational Health Advisers and Medical Advisers are responsible for:

- The provision of vision screening tests as requested by Control Book Holders or users.
- Advising on the measures to reduce risk
- Providing advice regarding the provision of information to employees
- The provision of advice to both the user and the manager regarding the need for the user to attend an optometrist for a full eye/eyesight test.

Health and Safety Specialists are responsible for:

- Advising on measures to reduce risks
- Ensuring audits on compliance with regulations and internal requirements are carried out
- Providing advice regarding the provision of information to employees

Executive Directors, through their nominated manager, should ensure that statutory and procedural training requirements are incorporated with the Health and Safety Training Plan, including the provision of DSE advice and instruction in all information systems (I.S.) training.

Why is it necessary?

There are legal requirements (Health and Safety (Display Screen Equipment) Regulations 1992 and Health and Safety at Work Act 1974) regarding the use of DSE. These require employers to maintain an environment in which display screen equipment can be operated without risk to health.

Incorrect use of DSE can lead to health problems such as eye discomfort, stress, work related upper limb disorders (WURLD), repetitive strain injury (RSI) and there

is a need for a formal process to manage the risks.

The employer has an obligation to provide a safe workplace and there are potential liabilities in case of mismanagement. Potential damage resulting from incorrect use of DSE is often underestimated.

Review

This document will be subject to review every 12 months, or if circumstances indicate it may no longer be valid.

The document will be amended in the light of review.

Date: February 2003

Appendix 1
Display Screen Equipment (DSE) Assessment Questionnaire
TO BE COMPLETED BY THE CONTROL BOOK HOLDER/ASSESSOR

User Name:	Location (Area):	Reference No.
Users Job:	Asset Number of VDU:	Date

This assessment addresses the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992

Alongside each answer, one of the following four options is ticked:

No action	- The answer is satisfactory and there is no need for any further action.
Training	- The concern is due to lack of knowledge or understanding and appropriate training has been provided at the time of the assessment.
Equipment	- Furniture or accessories are recommended to address the problem. See the equipment summary at the end of the assessment for further action.
Management	- Action needs to be addressed by the manager e.g. volume/planning of work.

Once all appropriate equipment has been provided and configured, the assessment should be reviewed to ensure that all necessary action has been taken and all concerns are addressed.

Question	User	Hours	Minutes		No action	Training	Equipment	Management
1	On average, how long do you spend working at the computer each day?							
2	What is the maximum length of time you ever use the computer without a break or change of activity?							
Question	Display Screen	YES	NO	N/A	No action	Training	Equipment	Management
3	Is the image clear, stable and free from flicker, jitter and glare?							

4	Is the screen fitted with brightness, contrast (and colour) controls?							
5	Are controls easily reachable by the user?							
6	Can the screen tilt?							
7	Can the screen swivel?							
8	Is the position of the screen free from distracting reflection?							
9	Is the screen clean?							
10	Are cleaning materials available at the work station?							
Question	Keyboard and Input Devices	YES	NO	N/A	No action	Training	Equipment	Management
12	Is the keyboard detachable, have a separate numeric key set and shallow slope?							
13	Can its surface angle be adjusted?							
14	Has it got a matt surround, non-reflective legible key tops?							
15	Is the surface clean?							
16	Is there adequate space in front of the keyboard to rest wrists?							
17	Is a wrist rest available?							
18	Are key characters easily readable?							
Question	General	YES	NO	N/A	No action	Training	Equipment	Management
19	Is the floor clear of trailing cables and the room clear of waste materials?							
Question	Working Posture	YES	NO	N/A	No action	Training	Equipment	Management
20	Is the distance between the forehead and VDU approximately 35-75cm?							

21	Is the relationship between the user and station satisfactory? (Is the posture correct?)							
22	Are the eyes cast down at an angle of approximately 15-20 degrees?							
23	Is the work area space sufficient to accommodate postural change?							
Question	Working Routine	YES	NO	N/A	No action	Training	Equipment	Management
24	Is the work arranged with breaks of 5 in 30, 10 in 60 or 15 in 90 minutes?							
25	Does the work offer variety and with adequate staff for the volume?							
Question	Lighting	YES	NO	N/A	No action	Training	Equipment	Management
26	Is the lighting in the workplace and at the desk suitable with enough daylight?							
27	Is there enough artificial light (300 to 500 lux) and additional light if needed?							
28	If there are no blinds, is this satisfactory?							
29	Is the screen free from reflection and glare from lights and other sources?							
30	Is the screen positioned between overhead lights rather than directly under?							

Question	Under Consideration	YES	NO	N/A	No action	Training	Equipment	Management
31	Are users aware of free eye test and correct appliances if required? Are users aware of the Trust's vision screening procedure which must be followed if help towards the purchase of glasses specifically for VDU work should be required?							
32	Are users given the opportunity to test at regular intervals?							
33	Are users aware of their role in detecting hazards and risks?							
34	Are users aware of the reasons for DSE hazards, risks and what actions to take to combat these?							
35	Are users aware of the organisational arrangements by which problems may be communicated?							
36	Has information about DSE health and safety been provided to the user?							
Question	Work Desk and Surface	YES	NO	N/A	No action	Training	Equipment	Management
37	Is the clearance from the floor between 66-73cm?							
38	Is the surface of the desk space adequate?							
39	Is a document holder provided?							
40	Can the document holder be repositioned?							
41	Is a modesty panel desirable?							
42	Are the home keys (F and J) level with the operator's elbows?							
43	Is the desk stable and have a matt finish?							

44	Is it greater than 60cm deep (80cm opt) and 120cm wide (160cm opt)?							
Question	Work Seat or Chair	YES	NO	N/A	No action	Training	Equipment	Management
45	Does it provide back support without excessive pressure?							
46	Is it stable and have a 5 star base on castors?							
47	Does it swivel freely and adjust in height (38-53cm)?							
48	If there are arm rests do they hinder the movement of the chair?							
49	Are all castors attached, free and working?							
50	Is the floor surface sound and stable?							
51	Is the upholstery comfortable and in good condition?							
52	Does the backrest adjust and tilt (17-30cm) and have a seat depth of 38-47cm?							
Question	Foot Rest	YES	NO	N/A	No action	Training	Equipment	Management
53	Is a footrest provided?							
54	Does the footrest have a suitable surface?							
55	Is the footrest surface adjustable for angle?							

Question	Software	YES	NO	N/A	No action	Training	Equipment	Management
56	Does the software allow tasks to be completed efficiently and problem free?							
57	Is the software easy to use and adequate for the task undertaken?							
58	Is training provided and have users mastered the system?							
59	If there is hidden monitoring in the system, is the user aware of it?							
60	Is software adapted to the user and feed back given on the system status?							
Question	Noise	YES	NO	N/A	No action	Training	Equipment	Management
61	Do printers or equipment with noise emissions allow normal conversation?							
62	Is noisy equipment sited satisfactorily and acoustic hoods provided if needed?							
Question	Heating and Ventilation	YES	NO	N/A	No action	Training	Equipment	Management
63	Can heat and ventilation be maintained at a comfortable level?							
64	Is the temperature above 16 degrees C and humidity between 30% and 70%?							

Question	Electricity	YES	NO	N/A	No action	Training	Equipment	Management
65	Is the station free from risk and have an up to date electrical test label?							
66	Does it appear to be electrically safe?							

CONCLUSIONS AND RECOMMENDATIONS			
Equipment Required	YES	NO	Comments
Desk			
Chair			
Screen Riser			
Wrist Support			
Document Holder			
Foot Rest			
Other			
Users/Operators Comments:			
Signature: _____ Date: _____			
Assessor's Comments, including actions taken and date completed:			
Assessor's Signature:			
Name:			
Review Date:			
Proposed date for review of assessment (subject to no significant changes in the meantime).			