Joint Policy for Cumbria Partnership Foundation Trust & North Cumbria University Hospital NHS Trust

Display Screen Equipment (DSE) Policy

<table>
<thead>
<tr>
<th>Reference</th>
<th>POL/COR010</th>
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<tr>
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<td>v1.0</td>
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<tr>
<td>Accountable Director</td>
<td>Executive Director of Finance, Estates &amp; Support Services</td>
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<td>Policy Author</td>
<td>OH Specialist Physiotherapist Head of Occupational Health &amp; Wellbeing</td>
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Any printed copies or copies held on any other web page should therefore be viewed as "uncontrolled" and as such, may not necessarily contain the latest updates and amendments.
## SUMMARY & AIM

The purpose of this policy is to comply with the legal requirements imposed by Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. To safeguard the wellbeing of staff, and others working on behalf of the Trust, who use DSE.

To make staff and their managers aware of their responsibilities with regards to the use of DSE.

## KEY REQUIREMENTS

- New and Existing DSE users
- Complete the e-learning module
- Display Screen Equipment Information and Training
- Complete DSE self-assessment
- Staff members to discuss assessment with manager
- Manager to action issues raised as required, in line with policy.

## TARGET AUDIENCE:

This policy pertains to all staff who habitually use DSE for a significant part of their normal work and would therefore be considered a DSE User under HSE guidance.

Managers of staff who use DSE as part of their role.

## TRAINING:

e-learning
Display Screen Equipment Information and Training
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1. **INTRODUCTION**

The Trusts acknowledge that health and safety hazards may arise from Display Screen Equipment. It is the intention of the Trust to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns.

The main hazards associated with Display Screen Equipment (DSE) include musculoskeletal disorders, fatigue, eye strain and stress, which can arise due to incorrect posture while using DSE, uncorrected eyesight weaknesses, poor workstation design, working environment or organisation of work. The causes may not always be obvious and can be due to a combination of factors.

This document also provides guidance on the safe use of DSE to minimise risks associated with exposure to these hazards as far as reasonably practicable.

2. **PURPOSE**

The purpose of this policy is to comply with the legal requirements imposed by Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. To safeguard the wellbeing of staff, and others working on behalf of the Trust, who use DSE.

3. **POLICY DETAILS – DISPLAY SCREEN EQUIPMENT (DSE):**

DSE encompasses any form of alpha numeric or graphical display whether provided on conventional cathode ray tubes (including VDUs), liquid crystal displays (including laptops) or any emerging technology. Where a screen shows mainly T.V. or film images it is not considered to be DSE under the regulations.

3.1 **DSE User –**

An employee who habitually uses display screen equipment as a significant part of his or her normal work. Someone who uses DSE for an hour or more at a time, on most days would generally be considered as a user.

3.2 **Workstation –**

An assembly comprising:

- Display screen equipment (whether provided with software determining the interface between the equipment and its operator or user, a keyboard or any other input device);
- Any optional accessories to the display screen equipment;
• Any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other item peripheral to the display screen equipment; and
The immediate work environment around the display screen equipment

3.3 Hotdesks/Shared Workstations –

Where one workstation is used by more than one worker, whether simultaneously or in shifts, it must be analysed and assessed in relation to all those covered by the DSE Regulations. For example if a very tall and a very short worker are sharing a workstation, the assessor should check the chair has a wide enough range of adjustment to accommodate both of them, and that a footrest is available when required. The desk will also need to meet the height difference in potential users.

3.4 DSE Risk Assessment –

Every employer must perform a suitable and sufficient assessment of workstations which are used by its Users to identify potential hazards and the associated risk.

Any risk identified by the assessment must be reduced to the lowest level reasonably practicable. The Trust will achieve this through a process of DSE self-assessment and through the use of suitably trained DSE Assessors.

Where significant risks are identified that cannot be rectified immediately, the manager is responsible for ensuring the risk is recorded on the departments risk register

(See Appendix 4 – DSE Assessment Flowchart)

3.4.1 DSE Self-assessment - Part 1

Each DSE User will be expected to complete the e-learning update 000 Display Screen Equipment Information on a 3 yearly basis or 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. The self-assessment/flowchart (appendix 4) should also be completed.

DSE Users are responsible for raising any concerns they may have relating to their workstation (assembly and/or use) with their manager in order that further assessment, and where necessary, remedial actions can be taken.

The User will be assisted by their manager to complete the DSE Self-assessment. The manager must action any issues raised, where able, including replacing broken/faulty/heavily worn equipment.

Records of the DSE Self-assessment will be held at each respective workplace.

(See Appendix 5 – DSE Self-assessment Checklist)

3.4.2 Management Action Plan - Part 2
Managers in each service area are responsible for actions identified from the assessment. Assistance can be provided by Health & Safety, Manual Handling and Occupational Health.

- Make a clear record of the assessment and communicate the findings to those who need to take appropriate action, and to the worker concerned.
- Recognise their own limitations as to assessment so that further expertise can be called on if necessary.
- Attend an update at least every two years.

Any person designated to carry out workstation assessments who encounters difficulty with this task should seek advice from the Manual Handling Officer, who will offer training and advice.

3.5 Trust Support Services –

- The Occupational Health Department is responsible for providing specialist advice if required for Staff members with DSE related health problems.

Members of staff who develop any health problem which they think may be related to working with DSE, must report this to their Manager. In these cases where members of staff feel their health is being affected by working at their workstation, the individual must complete the DSE self-assessment form (appendix 4)

- Trust Moving and Handling Team or Health and Safety Team will also make recommendations; including advice about equipment, ergonomics, posture, lighting and breaks etc.

All findings will be reported to the employee’s line manager as appropriate and liaise with other departments as appropriate.

3.6 Eye and Eyesight Tests –

There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure Users can comfortably see the screen and work effectively without visual fatigue.

All DSE Users have the right to request an appropriate eye and eyesight test:

- On commencement with the Trust.
- When a change of job or workload means they become a DSE User.
- On request if the User thinks they are experiencing visual difficulties which may be caused by DSE work.

DSE Users can contact Occupational Health for the provision of a voucher entitling them to an eye and eyesight test.
Under the DSE Regulations the Trust is not responsible for contributing to the cost of glasses (corrective appliance) if the individual requires them for any other purpose than to correct vision defects at the normal display screen viewing distance.

4. **TRAINING AND SUPPORT**

Training requirement for this policy, e-Learning DSE Assessment. Guidance and support can be sought from Occupational Health. Health & Safety and Moving and handling Team.

5. **PROCESS FOR MONITORING COMPLIANCE**

The process for monitoring compliance with the effectiveness of this policy is as follows:

<table>
<thead>
<tr>
<th>Aspect being monitored</th>
<th>Monitoring Methodology</th>
<th>Presented by</th>
<th>Reporting Committee</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adherence to this Procedure/Policy</td>
<td>– Annual Report DSE Activity Figures</td>
<td>OH &amp; HS</td>
<td>Health Safety and Security Committee</td>
<td>Annual</td>
</tr>
<tr>
<td></td>
<td>RIDDOR Report Figures for WRULD</td>
<td></td>
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<tr>
<td>Monitoring of incidents related to DSE use.</td>
<td>– Quarterly Report DSE Activity Figures</td>
<td>OH</td>
<td>Health Safety and Security Committee</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>RIDDOR Report figures for WRULD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Wherever the above monitoring has identified deficiencies, the following must be in place:

- Action plan
- Progress of action plan monitored by the Health Safety and Security Committee minutes
- Risks will be considered for inclusion in the appropriate risk registers

6. **REFERENCES:**


7. **ASSOCIATED DOCUMENTATION:**

List any Trust policies (hyperlinked to the relevant policies on the policies web page) and procedures that link to this policy.

8. **DUTIES (ROLES & RESPONSIBILITIES):**
8.1 Chief Executive / Trust Board Responsibilities:

The Chief Executive and Trust Board jointly have overall responsibility for the strategic and operational management of the Trust, including ensuring that Trust policies comply with all legal, statutory and good practice requirements.

8.2 Executive Director Responsibilities: Executive Director of Finance, Estates & Support Services

All policies have a designated Executive Director and it is their responsibility to be involved in the development and sign off of the policies, this should ensure that Trust policies meet statutory legislation and guidance where appropriate. They must ensure the policies are kept up to date by the relevant author and approved at the appropriate committee.

8.3 Managers Responsibilities:

- Ensuring a DSE Assessment of all workstations under their control has been completed and remedial action (as identified in the DSE Risk Assessment) is taken using this policy as guidance, and monitor remedial action.
- Ensuring Users are involved in the appropriate DSE assessment. Maintaining and keeping records of all workstation and user risk assessments under their control and the action taken by them to ensure a safe working environment.
- Arranging the activities of Users under their control so that their daily work on DSE is periodically interrupted by breaks or changes of activity. Where continuous viewing of the screen is required managers must ensure that users take regular 5-10 minute breaks away from the screen every hour.
- Provision of appropriate equipment.

8.4 Staff Responsibilities:

All staff have the legal duty to take care of their own health and safety when working with DSE. This includes;

- Maintaining good workstation set up, good workstation housekeeping. (See Appendix 3- Diagram Showing Correct Workstation Positioning)
- Taking regular breaks away from the DSE.
- Undertaking appropriate training relevant to risks associated with the workstation.
- To complete a DSE self-assessment on an annual basis.
- To wear corrective appliances where these have been specifically provided for such use.
- To use aids where advised and provided e.g. footrests, document holders etc. where required by the assessment.
- To report any concerns to their manager relating to the use of DSE.

8.5 Approving Committee Responsibilities:
The Chair of the Joint Health & Safety (H&S) committee will ensure the policy approval is documented in the final section of the Checklist for Policy Changes. The H&S committee will agree the approval of the final draft of the policy.

9. **ABBREVIATIONS / DEFINITION OF TERMS USED**

<table>
<thead>
<tr>
<th>ABBREVIATION</th>
<th>DEFINITION</th>
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<tbody>
<tr>
<td>DSE</td>
<td>Display Screen Equipment</td>
</tr>
<tr>
<td>HSE</td>
<td>Health and Safety Executive</td>
</tr>
<tr>
<td>OH</td>
<td>Occupational Health</td>
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</table>

<table>
<thead>
<tr>
<th>TERM USED</th>
<th>DEFINITION</th>
</tr>
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<tr>
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<td>Any form of alpha numeric or graphical display whether provided on conventional cathode ray tubes (including VDUs), liquid crystal displays (including laptops) or any emerging technology.</td>
</tr>
<tr>
<td>Hazard</td>
<td>Something with the potential to cause loss, harm, injury or damage.</td>
</tr>
<tr>
<td>Risk</td>
<td>The likelihood that a hazard will actually cause harm, injury or damage; it also considers the consequences, extent and outcome of a hazardous event occurring.</td>
</tr>
<tr>
<td>User</td>
<td>An employee who habitually uses display screen equipment as a significant part of his or her normal work. Someone who uses DSE for an hour or more at a time, on most days would generally be considered as a user.</td>
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<td>Workstation</td>
<td>An assembly comprising of; DSE, a keyboard or any other input device, any optional accessories to the DSE, disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other item peripheral to the DSE and the immediate work environment around the DSE.</td>
</tr>
</tbody>
</table>

**APPENDIX 1 - GUIDANCE FOR THE SAFE USE OF DISPLAY SCREEN EQUIPMENT:**

**The Working Environment**
Space

There must be sufficient space for workers to change position and vary movements.

Lighting, Reflections and Glare

Room or task lighting (desk lamps etc.) must ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the needs of the user. So far as is reasonably practicable lighting should be by natural light. The lighting level at the work surface should be between 300 and 500 lux for a combination of screen and non-screen tasks.

Glare and reflections on the screen or other equipment must be prevented by coordinating the layout of the workstation with that of the lighting.

Ideally the screen should be positioned between a row of light fittings, with the line of sight parallel to the light fittings in order to minimise glare. The screen should also be positioned so that the line of sight is parallel to any windows. These two criteria will be unachievable if light fittings run at right angles to the windows. In such circumstances the best compromise must be achieved. All fluorescent lights should be fitted with an appropriate diffuser designed to minimise glare.

The working environment, walls and surface finishes, should employ soft pastel colours, and where necessary windows should be fitted with blinds, curtains or light reflecting film to avoid glare. Antiglare screen filters should only be fitted as a last resort.

Temperature and Humidity

A reasonable temperature must be maintained in the working environment. Display screen equipment, and associated printers, light sources etc. Inevitably generate heat in warm weather or where several units are operating in limited space high temperatures can become a problem. When this occurs staff must have access to either natural or mechanical ventilation (desk fans etc.). Staff should turn equipment off when not in use.

An adequate level of humidity must be maintained.

Noise

Display screen equipment should be quiet. Some printers however can produce levels of noise that can be a nuisance. When positioning equipment noise should be taken into account, and if it is likely to cause a distraction or disturb speech it should be positioned away from users or fitted with a noise reduction enclosure.

The Workstation

Display Screen

The display screen must:
- Have well defined characters of adequate size and spacing, which are easily legible.
- Have an image, which is stable and flicker free.
- Have controls so that brightness and contrast can be altered by the user.
- Be free from reflections and glare.
- Have an equipment mechanism that will allow the screen to be tilted and swivelled.
- Be able to use a base or stand in order to achieve an appropriate screen height.
- Have their screens cleaned regularly by users.

The Keyboard

The keyboard must:

- Be separate from the screen and tilt-able.
- Have sufficient space between its front and the edge of the work surface to provide hand/arm support for the user (50mm).
- Have a matt surface to avoid reflected glare.
- Have easily legible characters.
- Be placed flat or slightly tilted so that the wrists are kept straight.
- Be placed away from the edge of the work surface to allow wrists/arms to be rested in breaks between keying.
- Be provided with wrist rests if necessary (these should not be used while keying).

When using the keyboard users should touch the keys lightly, keeping the fingers curved in a natural position. The wrists should be relaxed and as straight as possible. When using a mouse or trackball the wrists should be kept straight and a light touch should be applied. The whole hand and arm should be used rather than one or two fingers.

Pointing Device (mouse)

When using a Pointing Device:

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

Chairs

Chairs for DSE work should:

- Be stable (star base) and allow freedom of movement and a comfortable position.
- Be adjustable in height.
• Have back rests which are adjustable in height and tilt.
• Have sufficient support for the back, pelvis and buttocks.
• Users should be encouraged to adjust their chairs in order to encourage a good working posture and should be provided with a footrest if required to enable the chair to be raised to the appropriate height for DSE work.
• Arms and elbows should be at the appropriate height for the work surface and keyboard. Thighs should be parallel to the floor. Feet should rest flat on the floor, or on a footrest if the user’s feet do not reach.

Ensure that chairs with castors do not slide away too easily when the user gets up or sits down. This a common problem when they are used on hard floors. Different types of castors are available for different floor types, such as hard floors and carpeted floors.

The Work Surface

The work surface must:-

• Provide adequate leg clearance and be at working height which is comfortable to the users
• Provide sufficient space to allow a comfortable working position to be achieved.
• Be free from glare.
• Be large enough for the task and to accommodate a flexible arrangement of all necessary equipment.

Workstation Design

The aim is to select and arrange the appropriate components to create a workstation that facilitates efficient operational performance and the comfort, health and wellbeing of the user. The main objective is to achieve a workstation design, which will enable and encourage a good working posture by the operator.

A good working posture will be facilitated by the following:-

• The underside of the work surface must be high enough to allow thigh clearance for all users.
• Users should be able to position the screen between 350mm to 600mm away.
• The top of the screen should be at eye level (a little lower for non-touch typists)
• The keyboard should be positioned and the chair height adjusted so that the user’s forearms are approximately parallel to the floor during keying, and the angle at the elbow (between the forearm and the upper arm) is approximately 90 degrees.
• The keyboard, screen and any documents in use should be positioned so that no large or rapid changes in focal length or in head or eye movements are required.
• Documents should be easily accessible since frequent repetitive movements; particularly involving excessive twisting of the trunk or neck should be discouraged.
• Prevent excessive movement of head and rotation of the body when transferring the gaze from documents to the screen through the provision of document holders where they would be of benefit.
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- Have document holders, which are stable and adjustable (where they have been provided), placed as close to the display screen as possible, on the same level and at approximately the same viewing distance as the screen.
- If the User regularly uses a phone while keying or using the pointing device then consider using a headset. The phone should not be cradled between the users ear and shoulder.

**Work Routine**

**Task Variety**

In most tasks involving DSE use, natural breaks or pauses in DSE use occur as a result of the work routine, as most jobs consist of a mix of DSE and non-DSE work. Job design should permit changes in patterns of activity to allow time away from DSE use. This will allow performance to be maintained and prevent fatigue.

**Rest Pauses**

In some DSE work naturally occurring breaks are less frequent. In this situation where work cannot be organised in any other way and natural breaks in the work do not occur, then rest pauses should be introduced.

Rest pauses should be organised so that they are taken prior to the onset of fatigue rather than to recover from it.

Short frequent breaks 5-10 minutes every 50-60 minutes from DSE work should be taken. During this time the User should move or at least change position.
APPENDIX 2 - GUIDANCE FOR THE SAFE USE OF PORTABLE DISPLAY SCREEN EQUIPMENT:

Laptop Computers

The use of portable types of equipment is becoming increasingly more prevalent with the working environment. These appliances are designed for work of a short duration, and should not be used in preference to a desk top pc unless they are equipped with a docking station and a keyboard which enables them to be used as a desk top pc.

Line Managers are advised to consider the length of time that employees will use a laptop and tablets (e.g. iPads) and advise employees against extended periods of continual use.

Home Worker Additional Information

The risks of working at home with DSE are the same as using DSE in the workplace. The risks are increased if the home workstation equipment can’t be adjusted to achieve good posture. This may not be significant if the User is working at home infrequently however, regular home working in these circumstances will significantly increase the risk of upper limb disorders, back ache, fatigue, stress, temporary eyestrain and headaches. If an employee works at home on an infrequent basis or at his or her request then the home workstation must be assessed via a DSE Self-assessment.

Managers are not expected to visit the User at home. If the User assessment identifies issues that need to be addressed then the following methods can be used to resolve them:

- Telephone discussion, email etc.
- Photographs of workstation i.e. equipment and/or layout and/or posture

A review of the home working environment is required to ensure that the DSE set up meets the correct standards, particularly for longer periods of home working. Where the standards are poor then a decision has to be made as to if working from home in these conditions can continue.
APPENDIX 3 – DIAGRAM SHOWING CORRECT WORKSTATION POSITIONING:

- Sit right back in chair.
- Keyboard approx. 8-10cm from edge of desk.
- Adjust chair height to create right angle at elbow when typing, forearms parallel to desk surface.
- Adjust height of backrest so that lower back supported.
- Adjust angle of backrest to comfortable upright position.
- Adjust depth of seat pan using seat slide function, if available. Leaving a gap between the front of seat and back of knees (Ideally 3-4 fingers width)
- Use a footrest if feet not comfortably flat on floor.
- Regular changes of position.
APPENDIX 4 – DSE ASSESSMENT & FLOWCHART:

North Cumbria University Hospitals NHS

Cumbria Partnership NHS Foundation Trust

DSE Assessment Process Flowchart

NCUH/CPFT

Staff worker uses DSE for significant part of their role

User carries out DSE Self assessment after completing the DSE e-learning package (3 yearly)

No Problems Identified

Manager Reviews Checklist

Problems identified

IT Equipment Issues?

Has the management assessment and the purchase/ use of additional equipment resolved the issues?

No action required

Manual Handling Issue Identified?

Advice from Manual Handling Team/H&S Advisors

Health Issues identified not resolved with the assessment form?

Referral made to OH for a report. OH may require additional equipment, a course of physiotherapy or a specialist ergonomic assessment.

Line manager to purchase additional equipment identified as being necessary.

Problems Resolved

Manager records assessments and findings in staff personnel file
DSE User Self-Assessment Form

Part 1 – Self Assessment – form below

Part 2 – Management Action – following completion of the self-assessment form issues to be addressed:
- IT issue
- Manual handling issue
- Health issue

Workstation location and number (if applicable):

User/Staff Member:

Date completed:

<table>
<thead>
<tr>
<th>Risk Factors</th>
<th>Y/N</th>
<th>Things to consider</th>
<th>Action to take</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. FURNITURE - CHAIR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is your chair suitable and stable and can be easily adjusted?</td>
<td>Y/N</td>
<td>N = The chair may need replacing if the user is uncomfortable, or cannot use the adjustment mechanisms. NB: It is not necessary to have chair arms, but if they are provided they should not prevent you from pushing your chair under the desk or allowing your shoulders to remain in a neutral/relaxed position.</td>
<td>Contact Procurement and order an appropriate DSE user chair e.g. CENR202 or CENR404 from the Centric catalogue. Either chair can be purchased with additional lumbar pump and/or seat pan slide.</td>
</tr>
<tr>
<td>Does the chair have a working:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• Seat back height and tilt adjustment?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• Seat height adjustment?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Seat pan slide – if gap between edge of seat pan and back of knee is &lt; or &gt; than 3 fingers width space</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is your chair adjusted correctly, so that it is comfortable to sit on?</td>
<td>Y/N</td>
<td>N = Set the seat height so your elbows are approximately level with the edge of the desk and your elbows and upper arms are at right angles. The user should have a straight back, supported by the chair, with relaxed shoulders.</td>
<td></td>
</tr>
<tr>
<td>Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?</td>
<td>Y/N</td>
<td>N = A footrest may be needed.</td>
<td>Order through procurement</td>
</tr>
<tr>
<td>Question</td>
<td>Y/N</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
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<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Is the chair adjusted correctly?</td>
<td>Y/N</td>
<td>N = The user should be able to carry out their work sitting comfortably. Repeat the previous steps and assess whether this has improved the position of the user. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.</td>
<td></td>
</tr>
<tr>
<td>Is the work surface large enough for all the necessary equipment, papers etc.?</td>
<td>Y/N</td>
<td>No = Create more room by moving printers, reference materials etc. elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible rearrangement.</td>
<td></td>
</tr>
<tr>
<td>Can the user comfortably reach all the equipment and papers they need to use?</td>
<td>Y/N</td>
<td>No = Rearrange equipment, papers etc. to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</td>
<td></td>
</tr>
<tr>
<td>Are surfaces free from glare and reflection?</td>
<td>Y/N</td>
<td>No = Consider mats or blotters to reduce reflections/glare. As above pictures</td>
<td></td>
</tr>
</tbody>
</table>
### 2. KEYBOARD

<table>
<thead>
<tr>
<th>Question</th>
<th>Y/N</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is it possible to find a comfortable keying position which avoids hand and arm fatigue?</td>
<td>Y/N</td>
<td>No = The keyboard should be parallel with the front of the desk with an approx. 8-10cm space in front. Pinning of the wrists when typing should be avoided. Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</td>
</tr>
<tr>
<td>Does the user have good keyboard technique?</td>
<td>Y/N</td>
<td>No = Training can be used to prevent: hands bent up at the wrist; hitting the keys too hard; Overstretching the fingers.</td>
</tr>
<tr>
<td>Are the characters clear and readable?</td>
<td>Y/N</td>
<td>No = Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.</td>
</tr>
</tbody>
</table>

### 3. MOUSE, TRACKBALL, ETC

<table>
<thead>
<tr>
<th>Question</th>
<th>Y/N</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is your mouse positioned close to the user?</td>
<td>Y/N</td>
<td>No = Most devices are best placed as close as possible, e.g. right beside the keyboard. Is the user overstretching due to length of keyboard? Consider mini keyboard.</td>
</tr>
</tbody>
</table>
Training may be needed to
- 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.

| Does the mouse work smoothly at a speed that suits the user? | Y/N | No = See if cleaning is required (e.g. of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed. | Order as required |

### 4. DISPLAY SCREEN

<table>
<thead>
<tr>
<th>Are the characters clear and readable?</th>
<th>Y/N</th>
<th>No = Make sure the screen is clean and cleaning materials are available. Check that the text and background colours work well together.</th>
<th>IT helpdesk for further support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the text size comfortable to read?</td>
<td>Y/N</td>
<td>No = Software settings may need adjusting to change text size.</td>
<td>IT helpdesk for further support</td>
</tr>
<tr>
<td>Is the image stable, i.e. free of flicker and jitter?</td>
<td>Y/N</td>
<td>No = 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.</td>
<td>IT helpdesk for further support</td>
</tr>
<tr>
<td>Is the size of your monitor suitable for its intended use?</td>
<td>Y/N</td>
<td>No = For example, intensive graphic work or work requiring fine attention to small details may require large display screens.</td>
<td>IT Procurement</td>
</tr>
<tr>
<td>Are the brightness and/or contrast adjustable?</td>
<td>Y/N</td>
<td>No = Separate adjustment controls are not essential, provided the user can read the screen easily at all times.</td>
<td>IT helpdesk for further support</td>
</tr>
<tr>
<td>Does the screen swivel and tilt and/or is the screen height adjusted to allow for comfortable head position?</td>
<td>Y/N</td>
<td>No = You should be sat looking straight ahead and symmetrical to the edge of your desk. Your neck should be straight with a slightly downward viewing angle to the screen.</td>
<td>IT helpdesk for further support</td>
</tr>
<tr>
<td>Question</td>
<td>Y/N</td>
<td>Answer</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-----</td>
<td>--------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>As a rough guide, your eyes should be about level with the top of the monitor.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Is the screen free from glare and reflections?                         | Y/N | No = You might need to move the screen or even the desk and/or shield the screen from the source of the reflections.  
|                                                           |     | Screens that use dark characters on a light background are less prone to glare and reflections. |
| Are adjustable window coverings provided and in adequate condition?     | Y/N | No = Check that blinds work.installed. Blinds with vertical slats can be more suitable than horizontal ones.  
|                                                           |     | If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help. |
| Have you been provided with a stable and adjustable document holder if one is required? | Y/N | No = whilst not an absolute requirement, a document holder maybe helpful if you regularly need to transfer information/data from a hard copy.  
|                                                           |     | This can be positioned at the same height as your monitor or between screen and keyboard to minimise uncomfortable head and eye movements. |
|                                                                                                                                 |

[View Estates IT desk for further support](https://www.deskstopinnovation.co.uk/writing-slopes-and-document-holders/ergonomic-angled-document-holder-writing-(£28))
### 5. SOFTWARE

<table>
<thead>
<tr>
<th>Question</th>
<th>Y/N</th>
<th>Description</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the software suitable for the task?</td>
<td>Y/N</td>
<td>No = Software should help the user carry out the task, minimise stress and be user-friendly. Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</td>
<td>IT helpdesk for further support</td>
</tr>
</tbody>
</table>

### 6. ENVIRONMENT

<table>
<thead>
<tr>
<th>Question</th>
<th>Y/N</th>
<th>Description</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have enough room to change position and vary movement?</td>
<td>Y/N</td>
<td>No = Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.</td>
<td>Health &amp; Safety Reps</td>
</tr>
<tr>
<td>Is the lighting suitable, e.g. not too bright or too dim to work comfortably?</td>
<td>Y/N</td>
<td>No = Users should be able to control light levels, e.g. by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps.</td>
<td>H&amp;S advice and Estates</td>
</tr>
<tr>
<td>Does the air feel comfortable?</td>
<td>Y/N</td>
<td>No = DSE and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.</td>
<td>Estates</td>
</tr>
<tr>
<td>Are levels of heat comfortable?</td>
<td>Y/N</td>
<td>No = Equipment should not produce excessive heat. You should not be working in drafts. 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?</td>
<td>IT/Estates</td>
</tr>
<tr>
<td>Are levels of noise comfortable?</td>
<td>Y/N</td>
<td>No = Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing</td>
<td>IT/Estates</td>
</tr>
</tbody>
</table>

### 7. FINAL QUESTIONS

<table>
<thead>
<tr>
<th>Question</th>
<th>Y/N</th>
<th>Description</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the checklist covered all the problems you may have working with your DSE?</td>
<td>Y/N</td>
<td>– No why?</td>
<td></td>
</tr>
<tr>
<td>Are you able to organise your work to ensure that you have sufficient screen breaks and changes in posture?</td>
<td>Y/N</td>
<td>Most jobs provide opportunities to take short breaks from your screen include collecting documents from the printer, making phone calls, filing and going to the toilet etc.</td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure prolonged keying tasks are broken into shorter sessions (every 30-60 minutes) interspersed with activities involving a change of posture and movement which includes standing up, stretching and/or moving around.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remember 20:60:20 rules – look 20 feet away for 60 seconds every 20 minutes.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frequent short breaks are better than fewer ones.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you experienced any discomfort or other symptom which you feel is attributed to working with DSE?</td>
<td>Y/N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes please expand;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you aware of the health effects of not using your workstation correctly?</td>
<td>Y/N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Further information can be found on the Staff Health &amp; Wellbeing site</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have a diagnosed medical condition which you feel may require further specialist equipment to fulfil your role as a DSE user?</td>
<td>Y/N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes = A specialist workstation assessment may be required and individual equipment recommended – please see link to see if you would be eligible?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="https://www.gov.uk/access-to-work/eligibility">https://www.gov.uk/access-to-work/eligibility</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="https://www.gov.uk/access-to-work/what-youll-get">https://www.gov.uk/access-to-work/what-youll-get</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you feel the guidance contained within this document has given you enough information on how to set up your work station correctly? (If you feel you need guidance in addition to that provided on this form please speak with your line manager to address the issues you have raised in the first instance)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Part 2 – Management Action Plan

(to be completed by the users line manager)

- Has the DSE Assessment flowchart been checked and followed? (appendix) Y/N
- Were there any actions to be undertaken form this assessment and the flowchart? Y/N  
  Yes = *(details)*

**DATE:**

The completed assessment to be kept on the employees personnel file, copy given to the employee and a copy emailed to [OccupationalHealth@ncuh.nhs.uk](mailto:OccupationalHealth@ncuh.nhs.uk)

---

### To be completed by OH

- Assessment checked by: .................................................................
  
  Further action needed: Yes/No
  
  OH Physiotherapist/ Occupational Health Advisor/ Health & Wellbeing Advisor
  
  - Date follow-up action completed: .................................................................

---
DOCUMENT CONTROL

| Equality Impact Assessment Date | 31st May 2019 |
| Sub-Committee & Approval Date   | Joint Health & Safety Committee Meeting – 17th May 2019 |

History of previous published versions of this document:

<table>
<thead>
<tr>
<th>Version</th>
<th>Ratified Date</th>
<th>Review Date</th>
<th>Date Published</th>
<th>Disposal Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL/002/021</td>
<td>October 2017</td>
<td>October 2019</td>
<td>October 2017</td>
<td></td>
</tr>
</tbody>
</table>

CPFT Statement of changes made from previous version (NCUHT did not have a policy)

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Section &amp; Description of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL/002/021</td>
<td></td>
<td>• Format changed in line with Joint Policy Template</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Introduction amended</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Amended DSE risk assessment and flow chart added in Section 3.4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Addition 3.6 Eye and Eye sight tests</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Duties removed for Manual Handling Officers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Updated staff and managers role and duties</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Appendix 4 updated form – DSE Assessment &amp; Flow chart</td>
</tr>
</tbody>
</table>

List of Stakeholders who have reviewed the document

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Mitchell</td>
<td>Health &amp; Safety Manager</td>
<td>Via email during May 2019</td>
</tr>
<tr>
<td>Nigel Irving</td>
<td>IT Manager</td>
<td>Via email during May 2019</td>
</tr>
<tr>
<td>Jacqui Mounsey</td>
<td>Moving and Handling Learning Manager</td>
<td>Via email during May 2019</td>
</tr>
<tr>
<td>Name</td>
<td>Role</td>
<td>Communication Method</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Karen Shearman</td>
<td>Moving and Handling Learning Manager</td>
<td>Via email during May 2019</td>
</tr>
<tr>
<td>Dr Andrews</td>
<td>OH Consultant</td>
<td>Via email during May 2019</td>
</tr>
<tr>
<td>OH Team</td>
<td></td>
<td>OH Team Meeting April 2019</td>
</tr>
</tbody>
</table>