POLICY FOR THE USE OF DISPLAY SCREEN EQUIPMENT

NOTE: THIS POLICY IS CURRENTLY BEING REFRESHED

Document Summary

To minimise exposure to the risks associated with the use of Display Screen Equipment as far as reasonably practicable.

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<td>Manual Handling Officers</td>
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Important Note:
The Intranet version of this document is the only version that is maintained.

Any printed copies should therefore be viewed as “uncontrolled” and, as such, may not necessarily contain the latest updates and amendments.
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1 SCOPE

This policy applies to all staff, permanent, bank, temporary, volunteers, staff working from home and work placement within the Cumbria Partnership NHS Foundation Trust.

2 INTRODUCTION

Cumbria Partnership NHS Foundation Trust recognises and accepts its responsibility as an employer to provide a safe working environment as required by the Health and Safety at Work etc Act 1974, and its subordinate legislation.

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

The main hazards associated with Display Screen Equipment (DSE) are musculoskeletal disorders, fatigue, eye strain, headaches and stress, which can arise due to poor workstation design, working environment or organisation of work. This document also provides guidance on the use safe of DSE to minimise risks associated with exposure to these hazards as far as reasonably practicable.

3 STATEMENT OF INTENT

To protect the health safety and welfare of all staff, and others working on behalf of the Trust, who are required to use DSE as part of their job, by encouraging good ergonomic design of equipment, furniture, the working environment and the job.

To advise Managers and staff of the conditions most likely to ensure that high standards of health and safety are achieved and maintained with regard to the use of DSE.

To comply with legal requirements imposed by the DSE Regulations as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

To review the Employer’s responsibilities under Health & Safety (Display Screen Equipment) Regulations 1992 (DSE Regs) towards people who use Display Screen Equipment as part of their work.

To review the Employee’s responsibilities as they have a legal duty to take care of their own health & safety when working with DSE.

To understand the risks to health that are associated with the use of Display Screen Equipment and how those risks can be reduced.
To understand the principles of workstation design and ergonomics in line with HSE and DSE guidance.

To understand the process of workstation assessment

4 DEFINITIONS

4.1 DSE User

Any worker who habitually use display screen equipment as a significant part of their normal work. A person is a ‘user’ if more than one of the following applies:-

- The individual uses DSE to do the job, and alternative means are not readily available for achieving the same results;
- The individual has no discretion on the use or non-use of the DSE.
- The individual needs significant training and/or particular skills in the use of DSE to do the job.
- The individual normally uses DSE at continuous spells of an hour or more at a time.
- The individual uses DSE in this way more or less daily.

4.2 DSE Operator

Anybody who uses a computer for the purposes of the Trust who does not meet the criteria of a DSE User (4.1) shall be classed as an operator.

4.3 Display Screen Equipment

This includes 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.

4.4 Workstation

Workstation means any assembly comprising:-

- DSE (whether fitted with a keyboard or other input device). Any optional accessories to the DSE.
  - Any disk drive, telephone, modem, printer, document holder, work chair, work
desk, work surface, or other item peripheral to the display screen equipment.
- The immediate work environment around the display screen equipment.

4.5 Adviser

Manual Handling Officers.

4.6 Condition

Health condition associated with the use of DSE; Physical (musculoskeletal) problems, visual fatigue and mental stress.

5 DUTIES

5.1 The Chief Executive

Has overall responsibility for all aspects of this policy, and delegates the duties required to comply with the DSE Regulations to managers throughout the Trust as detailed below.

5.2 Executive Directors

Are responsible for ensuring adequate arrangements are in place for the policy to be fully implemented throughout their Directorate.

5.3 Ward/Department/Unit Managers

Are responsible for:

- Ensuring all reasonable steps (Managers Guide Appendix 2) are taken to ensure the needs of DSE Users are met, (this includes all temporary/bank staff/volunteers and work placements).
- Identifying an individual(s) within their service area and/or locality who will undertake DSE assessments for their service/department and ensuring that they have undertaken the relevant training for DSE Assessors.
- Ensuring a DSE Workstation Assessment of all workstations under their control has been completed and remedial action as identified in the Risk Assessment is taken using this policy as guidance, and monitor remedial action.
- Ensuring Users are involved in the appropriate Workstation assessment.
- Ensuring all appropriate instruction is provided to DSE Users before the operator becomes a user.
- 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.
- Wherever possible, 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.
Obtaining expert advice from the Adviser where appropriate.
Ensuring all DSE workstation assessments are up to date and reviewed on an annual basis.
- Eye screening tests can be arranged by contacting the Optician of their choice.

5.4 All employees

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, and taking regular breaks away from the DSE and to bring any problems to the attention of their manager.

- To take reasonable care for their own health and safety with regard to;
- To follow the Trust’s policies and procedures;
- To undertake appropriate training relevant to risks associated with the workstation environment eg Risky Business;
- To complete a DSE self assessment;
- To wear corrective appliances where these have been specifically provided for such use;
- To use aids where advised and provided e.g. footrests, copyholders, wrist supports etc where required by the assessment;
- To report any concerns to their manager relating to the use of DSE

5.5 Occupational Health

**WAITING FOR FEEDBACK**

All users should seek the advice of the Occupational Health Department if, after prolonged periods of use of the equipment, they become aware of any of the following:

- Backache;
- Tired eyes/headache;
- Aches or pains in hands or arms;
- Impairment of grip or movement of fingers or other joints;
- Other health issues that may be affected by DSE work.

When managers are making Occupational Health referrals in these circumstances, a copy of the latest DSE Assessment should be forwarded with a letter of referral.

6 ARRANGEMENTS FOR COMPLIANCE WITH DSE REGULATIONS

6.1 Workstation Assessment and Reduction of Risk

Every employer must perform a suitable and sufficient assessment of workstations which are used by its Users (irrespective of who has supplied the workstation) and those that have been provided by them for use by Operators. 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.
Each service shall be responsible for completing workstation assessments in their own area, and for ensuring a risk assessment is recorded on their department’s risk register describing how they meet the requirements of this policy.

**DSE Workstation Self Assessment**

Each DSE User / Operator will be expected to complete a workstation self assessment checklist every 2 years. Records of these will be held at each respective workplace, and will be periodically checked and where necessary followed up by the Departmental/Local DSE Assessor for that service area.

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

The self-assessment should be reviewed every 2 years or earlier if circumstances change.

Copies of the self assessment checklist can be obtained via the Line Manager/DSE Assessor and further guidance on the safe use of DSE can be found in Appendix 1.

**Department/Local DSE Assessors**

Managers in each service area are responsible for identifying an individual(s) for undertaking these assessments. Those responsible for undertaking the assessment should have attended a training session at a minimum of every 2 years and be familiar with the main requirements of the DSE Regulations. They should have the ability to:

- identify hazards (including less obvious ones) and assess risks from the workstation and the kind of DSE work being done; utilising self assessment checklists undertaken by Users / Operators where available;
- draw upon additional sources of information on risk as appropriate;
- draw valid and reliable conclusions from assessments and identify steps to reduce risks;
- 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;
- Following initial training, attend an update at least every two years.

Any person designated to carry out workstation assessments who find difficulty with this task should seek advice from the Adviser, who will offer training and advice on this topic.

**Manual Handling Officers**

- Devise and deliver training for DSE Assessors;
- Provide additional sources of information on risk following DSE assessment review by Trust DSE Assessor.
- Liaise with specialist providers of equipment when need identified by
Occupational Health Provider.

- In the absence of a departmental/local DSE Assessor Manual Handling Officers will provide temporary support until nominated individual is identified and trained.
- Audit and monitor the number and spread of DSE Assessors.

**DSE workstation assessments & Risk Assessment**

The principal risks associated with the use of DSE are physical (musculoskeletal) problems, visual fatigue and mental stress. In DSE work, as with other work, ill health can result when the work, workplace, and work environment do not take account of work requirements. Problems can be prevented by good workplace design and set up, training and consultation.

Workstation assessments must be reviewed by the Departmental/Local DSE Assessor if there is reason to suspect they are no longer valid, there has been significant change in the workstation to which they relate, or the individual using the workstation suffers a significant condition that may affect his/her comfort whilst using the workstation.

The assessment should take into account the working environment, furniture and equipment provided as part of the workstation, the display screen and associated IT equipment, the software in use and training provided.

Workstation assessments should be undertaken then reviewed every 2 years or earlier in the case of significant changes mentioned above.

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 in accordance with the Trust Policy for Service Delivery Health and Safety Risk Assessment.

**Hot Desks**

The Trust has moved towards agile working and an assessment is not required on each workstation. Staff should refer to the Trust’s DSE webpage which provides in depth guidance to adapt the equipment, postural advice, and adapting the knowledge from their departmental/local DSE Assessor.

**Eye and Eyesight Tests**

All DSE Users have the right to request an appropriate eye and eyesight test from a registered ophthalmic optician:-

- On commencement with the Trust.
- When a change of job or workload means they become a user of DSE. On request if the user thinks they are experiencing visual difficulties which may be caused by DSE work.
If the Ophthalmic Optician prescribes corrective appliances (usually glasses) only and specifically for work with DSE, the Trust will pay £60 towards the cost. This will cover the cost of suitable frames and lenses. Employees who wish to upgrade to designer frames will have to fund the excess cost themselves. 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.

Employees can claim the costs associated with eyesight tests and/or corrective appliances. Staff must take a copy of the Optician’s form (Appendix 4) with them to the Optician’s in order to reclaim costs. This should be completed by the optician. The member of staff must then send this to their Manager along with a copy of the receipt of payment and a hospital expenses claim form. The Manager will verify the claim and send an expenses request to payroll for reimbursement in salary. Please refer to appendices 3 and 4 for further details.

**Provision of Information to DSE Users & Operators**

Users of DSE should be provided with adequate information, instruction and training on the use of their workstations and software applications, in order to increase the user’s competence to use the equipment safely and reduce the risks of musculoskeletal problems, visual difficulties and mental stress. In the case of new DSE users, this should take place before they become a User. Existing staff should be reminded of the principles of good workstation ergonomics during the annual workstation assessment.

Information on good workstation design and use is provided in the Trust's Risky Business Workbook that all staff should complete and is available on the Manual Handling & DSE intranet site to which all staff have access.

The user needs to understand:-

- The importance of comfortable posture and postural change. How to adjust furniture and equipment.
- Sensible positioning of workstation equipment. Requirements for screen cleaning and other maintenance. The importance of taking breaks and changes in activity.
- The need to report problems promptly and the procedure for this.

7 **Rest Breaks**

The user, in discussion with their Departmental Manager should organise their work pattern to ensure that they do not spend excessive periods working continually on display screen equipment duties without any forms of break. Breaks do not need to be non-productive time e.g. telephone or filing work is a display screen equipment break.

Breaks or changes of activity are particularly important for portable users not working at a docking station. Portable users may require longer breaks or changes of activity to compensate for poorer working environments which can impact particularly on posture. Suitable rest breaks depend on the nature of the work. The CCG acknowledges the
HSE suggestion that periods of work between breaks should be at least fifty minutes but not greater than 120 minutes and that breaks should be between 12 and 15 minutes duration.

8  Home Workstations
Workstations used on a regular basis at home for CCG business must be assessed, irrespective of who provided the workstation. An initial assessment by the user themselves with reference to a trained display screen equipment Risk Assessor is adequate.
Where concerns have been raised a more detailed assessment will need to be completed by the trained assessors. Where an assessor identifies a home workstation which needs changing, costs will be payable by the trust at the manager’s discretion. However, if the manager does not agree to pay for alterations the employee will be instructed not to use their home workstation for work.

TRAINING
Attendance at training will be managed in line with the Trust’s Learning and Development Policy.

REFERENCES/ BIBLIOGRAPHY

The following documents and guidance notes have been referred to in preparation of this policy:-

Work with display screen equipment Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 (L26).

Guidance notes for users (Appendix 1).
10 RELATED TRUST POLICY/PROCEDURES

POL 002/006/001 Incident and Serious Untoward Incident and Near Miss Reporting Policy

POL 001/051 Learning and Development Policy

POL 002/012 Risk and Safety Strategy

POL 004/004 Equality and Diversity Policy
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. A minimum requirement of 11m³ per person, excluding room taken up by furniture and equipment, is required by the Workplace (Health and Welfare) Regulations.

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 co-ordinating 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 (not less than 16°C after the first hour) 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.

Electrical Safety

Staff must ensure that the power is turned off at the socket before inserting or removing plugs, before cleaning or repairing electrical equipment, before replacing consumables, and if the plug gets hot. Staff should never touch light switches or plug with wet hands, and electrical equipment should be kept away from water.

Visual Inspections

All items of electrical equipment must be maintained in a good state of repair, and should be subject to a visual inspection prior to use. User checks cover the cable, the plug, the socket and the equipment itself to ensure they are all in good condition. Any potentially hazardous defects or causes of concern should be reported to the Estates Department immediately and the equipment concerned should be taken out of use until it has been inspected and repaired by a qualified electrician. Electrical repairs should only be carried out by persons authorised and qualified to do so.

Plugs and Sockets

- Plugs and sockets should be positioned in the least hazardous position compatible with the room layout.
- All equipment should be fused at the correct rating. Multi-
  socket adapters should not be used.
- The use of extension cables should be avoided whenever possible.
- Any sign of scorching on the electrical socket should be reported, and the socket should not be used until it has been checked.

Cables

- Equipment with frayed or damaged cables should be taken out of use until the cable is replaced.
- The cable outer sheath should be securely held in the cable grip, and inner wires should not be visible below the plug.
- Detachable power cables should be kept with the equipment they belong, in order to ensure incorrect fuse ratings are not put on equipment.
- All cables should be routed to eliminate tripping hazards and the possibility of damage to the cable.
- If cables must be routed across walkways then they must be protected by a suitable cable cover until such time the socket can be relocated or additional sockets installed.
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).
- The mouse should be placed as close to the keyboard as possible.

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.

Chairs

Chairs for DSE work must:-

- 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.

**The Work Surface**

The work surface must:-

- Provide adequate leg clearance and be at working height which is comfortable to the users (a height of 650-700mm suits the majority of people).
- Provide sufficient space to allow a comfortable working position to be achieved.
- Be of low reflectance.
- Be large enough for the task and to accommodate a flexible arrangement of all necessary equipment and individual preference in the arrangement of documents, books and other ancillary equipment on it.
- 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.
- 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.

**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 well being 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.
- The top of the work surface should be low enough for the bottom row of keys on the keyboard to be at the elbow height of the seated user.
- Users should be able to position the screen between 350mm to 600mm away.
- The top of the screen should be at eye level with the centre of the screen 15-20° below eye level.
- 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 between 70-90°.
- 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 arm extension should be discouraged.

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.

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 2 minutes every 45 minutes from DSE work should be taken. No person should be required to work continuously at a display screen for more than two hours without taking a break of 10 minutes from such work.

Responsibilities of DSE Operators And Users

All staff, including part time and temporary staff, have general duties under health and safety legislation. In particular, when working with Display Screen Equipment, Users and Operators have the following specific duties:-

a) Any faults in the workstation equipment or the surrounding environment should be immediately reported to their manager so that remedial action can be initiated.

b) Long periods of intense and continuous concentration should be avoided and the daily work routine should be designed so as to ensure a mix of screen and non-screen based work in order to vary visual and mental demands.

c) Where continuous viewing of the screen is required, regular breaks should be introduced in order for the operator to stand up and leave the workstation to prevent stiffness and muscle fatigue. (Other tasks can be undertaken during breaks away from DSE workstation).

d) The regular cleaning of screen should be carried out by the operator in accordance with manufacturer’s instructions.

e) Any DSE operator feeling visual discomfort between eye checks should contact their Occupational Health Service Provider.
f) Individuals requiring spectacles or special adaptations solely for DSE work can be reimbursed by the Trust in accordance with agreed policy (see Appendix C).

g) Musculoskeletal discomfort or eye strain/headaches arising directly from working systems or environments should be reported to their line manager for immediate attention and referred to the Occupational Health Service Provider if appropriate.

h) Users must make full use of the equipment provided and adjust it to get the best from it to avoid potential health problems.

i) If the operator is not defined as a user the workstation must still be assessed and set up to be as comfortable as possible.
APPENDIX 2 – Quick Reference Guide for Managers

How to comply with Display Screen Equipment regulations 1992

1.0 The regulations seek to protect workers by reducing the risks associated with VDU work, particularly:

- Upper limb disorders (including pains in the neck, arms, elbows, wrists, hands and fingers).
- Temporary eyestrain and headaches, but not eye damage.
- Fatigue and stress.

2.1 To comply with the DSE Regulations managers need to do the following:

2.2 Identify which people are users:

- People who are dependent on VDU's as part of their job.
- Use VDU for continuous spells of an hour or more at a time.
- Use it daily.
- Have to transfer information quickly to or from the screen.
- Need to apply high levels of attention or concentration.

2.3 Provide information to users on the risks and safe practice:

- The importance of good posture, chair adjustment and changing position.
- How to adjust equipment and furniture.
- How to avoid reflections and glare on the screen.
- How to avoid RSI by the correct keying position.
- Remember different people have different needs such as a footstool, document holder, or anti-glare filter.

2.4 Ensure workstations and users are assessed:

- Every user and workstation.
- Assessment needs to be reviewed annually.
- When they are relocated.
- For every change in software or DSE equipment.

2.5 Assess the risks to which Users are exposed:

- Consider planning for changes of activity for users.
- Short frequent breaks are better than longer ones.
- Individual control over workload or work pattern is the ideal.

2.6 Arrange eyesight tests.
• Through an approved optician.
• Users are entitled to reimbursement for glasses used specifically for VDU work.

2.7 Make sure hardware and software complies.

2.8 Keep users informed.

3.0 Competent assessments are available from the appointed DSE Assessors within the service and further advice is available from the Advisor.

4.0 All workstation assessments should be completed by the designated competent person for each service who has undergone training.

5.0 Staff experiencing any conditions, to contact the Occupational Health Service Provider.
APPENDIX 3 – Reimbursement for Eyesight Examination and/or Additional Cost of DSE Spectacles

1. The Trust will make a contribution in cases where an employee has attended a registered Ophthalmic Optician for a DSE eyesight test and/or is put to ADDITIONAL expense in obtaining satisfactory sight correction for their work with VDUs in the Trust.

2. The following rules will apply:

a) The eyesight test and/or prescription must be specifically be to enable the employee to work at a DSE screen.

b) There will be no contribution if the sight correction would have been needed whether or not DSE are involved.

c) The request must be from someone as defined within the policy as a user.

d) The contribution will reflect the difference in cost between the prescription for DSE work and one that would have been obtained for normal office work.

3. Contributions will only be for standard single vision lenses (unless specifically prescribed by an Ophthalmic Optician). There will be no contribution towards tinted lenses.

4. Reimbursement for frames will only be considered when the only reason for purchasing is for DSE work.

5. The applicant must have the application form (see following page) completed fully and submit it to the appropriate manager for approval. Reimbursement will normally come from the departmental budget.

6. Except when there are exceptional circumstances reimbursement will be at a fixed rate of £60.00
**APPENDIX 4 –**

**FORM FOR REQUEST OF REIMBURSEMENT FOR SIGHT CORRECTION NEEDED BY A DESIGNATED DSE USER**

**NAME:** ………………………… **EMPLOYEE NO:** …………………… **LOCATION/SERVICE:** ……………………………

<table>
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<tr>
<th>This section to be completed by the MANAGER</th>
<th>This section to be completed by OCCUPATIONAL HEALTH (if appropriate)</th>
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<tr>
<td>I confirm the applicant is identified as a DSE User as per Cumbria Partnership Trust’s Policy for use of Display Screen Equipment. YES/NO</td>
<td>I confirm that the above employee has had an eye test in connection with their work as a DSE User.</td>
</tr>
<tr>
<td>Signed: ………………………………………(Manager)</td>
<td>I recommend that the above employee is seen by an Optician. YES/NO</td>
</tr>
<tr>
<td></td>
<td>Signed: …………………………………………</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>This section to be completed by the APPLICANT</th>
<th>This section to be completed by OPTICIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you had sight correction spectacles before? YES/NO</td>
<td>I confirm this person received an eyesight test specifically for users of display screen equipment</td>
</tr>
<tr>
<td>How long since your last visit to an Optician?</td>
<td>The glasses prescribed contain have been prescribed specifically because the wearer needs to wear them for use with Display Screen Equipment, and for no other purpose.</td>
</tr>
<tr>
<td>- less than 1 year □</td>
<td></td>
</tr>
<tr>
<td>- 1-2 years □</td>
<td></td>
</tr>
<tr>
<td>- over 2 years □</td>
<td></td>
</tr>
<tr>
<td>Reason for present visit</td>
<td></td>
</tr>
<tr>
<td>- due for check □</td>
<td>I confirm that this element is essential if the wearer is to avoid eye fatigue.</td>
</tr>
<tr>
<td>- can’t see screen properly □</td>
<td>Signed: ………………………………………(Optician)</td>
</tr>
<tr>
<td>- persistent eye fatigue □</td>
<td></td>
</tr>
</tbody>
</table>

I request that the Trust reimburse me the sum of £ ………… (NB £60 maximum) being the cost of spectacles I need to undertake my work with Display Screen Equipment.

Signed: ………………………………………………… (Applicant)  
Date: …………………………………………………

I authorise the amount above to be reimbursed to the claimant

Signed: …………………………………………………(Manager)  
Date: ……………………………  
Budget Code: ……………………………

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Approved – 01/08/2013