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**Display Screen Equipment Policy**

**June 2023**

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**The on-line version 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.**

**AMENDMENTS**

Amendments to the policy may be issued from time to time. A new amendment history will be issued with each change.

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# Introduction

The Health and Safety (Display Screen Equipment) Regulations 1992 came into force on

1 January 1993 and has been amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. The regulations implement the European Directive, which specifies minimum safety and health requirements for work with display screen equipment (DSE).

The organisation recognises that its duties to employees using display screen equipment are also covered in the Health and Safety at Work etc. Act 1974 and further regulations which include:

* [Management of Health and Safety at work Regulations 1999](https://www.legislation.gov.uk/uksi/1999/3242/contents/made)
* [Workplace (Health, Safety and Welfare) Regulations 1992](https://www.legislation.gov.uk/uksi/1992/3004/contents/made)
* [The Provision and Use of Work Equipment Regulations 1992](https://www.legislation.gov.uk/uksi/1992/2932/contents/made)

# Purpose

To provide Humber and North Yorkshire Integrated Care Board (HNY ICB) with a framework within which it can take all reasonably practicable steps to assist staff, visitors, and contractors in preventing health problems such as musculoskeletal disorders (MSD), fatigue and stress, psychosocial issues by encouraging good ergonomic design of equipment, furniture, the working environment, and the Job.

To reflect the change from traditional work environments / ways of working to ‘hot-desking’, mobile working and working from home, consideration is needed to ensure that these alternate styles of working do not put the individual at greater risk from:

* Work related upper limb disorders (WRULD’s)
* Stress/physical fatigue
* Visual fatigue
* Backache
* Headache

The primary aim is to prevent as far as reasonably practicable adverse health effects to the employee from working with display screen equipment, whether working in an office, alternate area, or home. This is as far as reasonably practicably covered in this Policy, and the six associated documents referenced in section 12.

# Scope of the policy

HNY ICB will take all reasonable steps to ensure the health and safety of employees who work with display screen equipment (DSE).

* To ensure that managers recognise their responsibility to safeguard the health and

Safety of “users” of DSE as delegated to them by the organisation.

* To ensure that adequate training and briefing on the Health and Safety (Display Screen Equipment) Regulations 1992 as amended 2002 is given to all applicable staff.

* To ensure senior staff, Directors, heads of department, managers, designated competent persons or equivalent persons, assess and control risks arising from the use of display screen equipment in the organisation.

# Definitions

**4.1 Workstation**

* The screen itself (any computer or terminal screen)
* Any optical accessories to the display screen equipment
* Any disk drive, telephone, modem, printer, scanner, work chair, work desk, work surface, document holder, footrest or other peripheral to the display screen
* The immediate work environment around the display screen equipment

**4.2 Display Screen User**

It will be appropriate to classify the person concerned as a “user” if they normally use display screen equipment for continuous or near-continuous spells of an hour or more at a time and use it this way daily and fulfil a significant number of criteria listed below:

* The individual depends on the use of DSE to do the job, as alternative means are not readily available for achieving the same results.
* The individual has no discretion as to the use or non-use of the DSE to do the job.
* The individual needs training and / or skills in the use of DSE to do the job.
* Fast transfer of information between the user and screen is an important requirement of the job.
* The performance requirements of the system(s) demand high levels of attention and concentration by the user, for example where the consequences of error may be critical.

The decision on whether the person concerned is a “user” must be made by the

relevant line manager

**4.3 Rest Breaks**

* Users of DSE must take adequate breaks away from the screen. The rest breaks should be 5 minutes every 30 minutes or 10 minutes every hour.
* Breaks away can be replaced by other duties such as filing, using the photocopier, making telephone calls, or dealing with visitors.
* The purpose of the break is to prevent onset of fatigue and therefore it is expected that users will take advantage of changes of activity if possible.

5. Training and information

All Staff/Users will be provided with health and safety information related to working with DSE via this policy. This should include the recognition of hazards and risks and what actions can be taken to reduce these. The policy will be made available on the Intranet.

Display Screen Equipment E Learning has been mandated by HNY ICB Executives to all ICB staff users via their ESR portal; this additional training will be recorded and maintained by managers, for new staff at the start of their employment and refreshed every 3 years.

Mandatory e-Learning (Currently being developed for roll out in Q4 23/24)

The e-learning programme will be developed to provide an informative approach to the risks associated with Display Screen Equipment (DSE) work and the knowledge of how ergonomic principles can be adopted to reduce some of the risks encountered. The programme will look at the potential ill-health effects from working with Display Screen Equipment and how good posture and simple effective solutions can be applied.

The programme also gives an overview of the Display Screen Equipment Regulations.

For DSE Users: At start of employment and refresher every 3 years)

Staff members who are defined as ‘users’ under the DSE Regulations (see definition under ‘Scope’) are required to attend the mandatory training.

Objectives

At the end of this programme the user will be able to:

* State the key requirements of the Display Screen Equipment Regulations
* Identify what is classed as Display Screen Equipment
* State when you would be classed as a Display Screen Equipment user.
* Identify the principles of good Display Screen Equipment workstation design, including the use of laptops.
* Describe the potential ill health effects of working with Display Screen Equipment
* State the procedure to follow in the event of a health and safety problem arising from the use of Display Screen Equipment
* Understand your role in setting up your workstation correctly.

Information on seating and posture, office environment and keyboard techniques can be found in Appendix A.

# Duties / accountabilities and responsibilities

## 6.1 Duties within the organisation

Chief Executive and Directors can be personally liable when these duties are breached and have both collective and individual responsibility for health and safety. The ICB also employs a Health and Safety Advisor (competent person) to assist in complying with its statutory health and safety duties, which includes the use of display screen equipment. This role will provide annual H&S reports to the ICB.

This section sets out the duties within NHS Humber and North Yorkshire ICB for the responsibility for the development and management of this policy.

## Chief Executive – Accountable Officer

The Chief Executive is the accountable officer and has overall responsibility for health and safety in the ICB including the specific duties below in relation to DSE:

* The provision of sufficient resources to implement the DSE Policy including staff resources and funding.
* Ensuring that all employees are fully aware of their statutory responsibilities and that these responsibilities are fulfilled.
* Ensuring that the employing organisation complies with all statutory requirements relating to the health and safety of the staff.

## ICB Executive Director Lead

The following duties are delegated to the Executive Director of Corporate affairs who is the Board member with executive responsibility for health & safety:

* Appropriate advice and support are available in relation to DSE use.
* Ensuring annual report including accident statistics, trends and remedial measures indicated are submitted to the Executive Committee and Audit committee.
* DSE Policies and procedures are developed and implemented, and that people understand their roles and those of others.

## ICB Directors

The day-to-day responsibility for health, safety and welfare is delegated to Directors and Managers. They have responsibilities for the wellbeing of all staff, service users and visitors within their respective work areas. In line with the Management of Health and Safety at Work Regulations 1999. Directors must ensure:

* The implementation of the DSE Policy within their areas of control.
* Effective delegation of safety responsibilities within their areas of responsibility.
* Effective support for their senior managers’ decisions and recommendations in terms of the provision of appropriate resources for DSE.
* The promotion of a positive health and safety culture which enables all employees to fulfil their statutory duties.
* That staff have adequate experience and training to safely undertake their work.

## Line Managers

It is duty of all departmental managers to ensure compliance with this policy in relation to DSE equipment and associated activities that are within their direct operational control.

* Ensure people understand the risks and control measures associated with their work.
* Ensure that DSE self-assessments are completed by all staff on commencement of employment, using the correct DSE Self-Assessment form (Appendix C).
* Ensure, wherever practicable, the users themselves will be able to control their work routine to allow for regular breaks.
* Ensure that all staff undertake the mandatory DSE e-learning at the commencement of employment with a refresher period every 3 years.
* Ensure that all workstations are assessed to comply with the Regulations and that necessary action is identified and implemented.
* Ensure that completed DSE self-assessments forms are placed in the individual’s personal file upon completion.
* Ensure that staff review DSE self-assessments when appropriate or when needs change.
* The needs of disabled persons must also be properly addressed through a suitable and sufficient risk assessment which takes into account the nature and extent of their disability. Further advice for members of staff responsible for the provision of and setting up of workstations for disabled persons can be obtained from the Occupational Health Department.
* Expectant mothers may be more affected by hazards from the workstation such as:
* Awkward postures, heavy lifting, repetitive forces, and limited rest periods.
* hormonal changes can affect ligaments and joints, which can cause postural problems, backache and impairment of dexterity, agility, coordination, and balance; reaching distance and lifting capability can be reduced.
* Line Managers must ensure that the existing DSE assessment is reviewed once they are notified of a new or expectant mother and during and after the pregnancy as appropriate (e.g., if any pain or discomfort is experienced).
* Ensure that any adverse findings of DSE self-assessments are acted upon and, where appropriate, corrective actions taken including the involvement of the Occupational Health Provider
* Arrange the cost of any change/new equipment necessary to meet the Regulations.
* Liaise with the Occupation Health Service to ensure that any software purchased is adequately meets the needs of the individual.
* Ensure the workload allows a break away from DSE use of at least 5 minutes every hour.

**6.6 Employees**

It is the duty of all staff and any others who may be affected by the work activities of HNYICB to comply with the findings of DSE self-assessments and any actions recommended by the Occupational Health Provider.

Staff should make themselves aware of the potential risks of injury and ill-health as well as control measures and practices in place for their protection within their work routines. (Appendix B)

It is also the duty of all staff to report any deficiencies within the DSE arrangements to Line Management, and to co-operate (where appropriate) in developing a safe outcome to identify deficiencies.

Specific duties include:

* Carry out a DSE self-assessment on commencement of employment HNY ICB and ensure that the assessment is forwarded to their Line Manager.
* Ensure that the recommendations made on the DSE Self-Assessment form are followed (Appendix C).
* Ensure that where appropriate, assistance is sought from the Occupational Health Provider.
* Ensure that the DSE self-assessment is reviewed at appropriate intervals, if equipment/furniture changes, if the working environment changes, or if any discomfort/difficulties are being experienced.
* Ensure that regular breaks away from the workstation are taken.
* Ensure that Line Management is informed if any difficulties or problems of discomfort persist for more than 3 days.
* Undertake mandatory e-learning at commencement of employment and a refresher every 3 years.

# 7 Eye and Eyesight Tests

The law states employers must arrange an eye test for [display screen equipment (DSE) users](http://www.hse.gov.uk/msd/dse/index.htm)[1]if they ask for one and provide glasses if an employee needs them only for DSE use.

As an employer, you must protect your workers from the health risks of working with display screen equipment (DSE), such as PCs, laptops, tablets, and smartphones.

The manager should offer staff classed as users the opportunity for a vision screening test with the user’s own optometrist with the standard referral letter (Appendix E).

The Maximum amount reimbursed by HNY ICB for the test will be £25. The member

of staff will be required to return the standard referral letter (suitably completed by the optician) to the manager and through EASY Expense for reimbursement to be possible.

If corrective lenses are found to be necessary for the use of DSE only, then HNY ICB will contribute to a maximum of £45 for the purchase. This can be used to obtain a standard frame and lenses or be put towards a more expensive mode, again reimbursed through the manager and EASY Expense.

Reimbursement to users will be paid into the employee’s wages by payroll, following completion of the necessary claim form at Appendix E and then attaching it to the ICB expenses claim system for payment (EASY EXPENSE).

**7.1** **Requests for payment towards eye tests and corrective** **Lenses**

The individual can have costs reimbursed via Easy Expenses – expense type ‘Other’ DSE Spectacles or ‘Other’ Eye Tests. Details of the expense should be reviewed and approved by the line manager.

# Agile working

Employees carrying out substantial amounts of HNY ICB work within their home will need to ensure that their workstation meets the standards laid down in this policy and ensure their Line Manager has a copy of their DSE assessment.

# Monitoring Compliance

9.1 Proactive monitoring

The ICB Accountable Officer and directors will ensure that DSE is monitored via audits and inspections. This will support the overall health and safety planning and assist in promoting a positive health and safety culture. The involvement of Trace Union health and safety representatives in this process will be encouraged.

9.2 Reactive monitoring

Monitoring of DSE, ill health and circumstance change events will take place as necessary, to complement active monitoring. This monitoring process will involve both managers, staff and safety representatives as necessary. The ICB Accountable Officer and directors will ensure that such re-active monitoring is undertaken on an organisation wide basis.

9.3 Audit and review

DSE requirements will be reported in the first instance in accordance with the ICB’s policy for Display Screen equipment. Assessments will be reviewed by managers and where appropriate further assessment, or advice sought.

# Arrangements for review

This policy will be reviewed on every two years or if necessary, revised in light of legislative or organisational changes or as a result of any significant incident.

# Dissemination

The Accountable Officer will ensure through the ICB’s line management arrangements, that Display Screen Equipment considerations are included in any future business planning. Directors will ensure appropriate cascading of DSE objectives throughout their area of responsibility in order to ensure that the needs of the organisation are identified, prioritised and that appropriate resources are allocated.

Policy documents are available via the ICB internet:

[**Documents and Publications - Humber and North Yorkshire Integrated Care Board (ICB)**](https://humberandnorthyorkshire.icb.nhs.uk/documents-and-publications/)

Annual reports will be provided from places, collated, and subsequently presented onwards to the ICB Audit Committee to provide assurance that reviews are taking place.

# Associated documentation.

Health and Safety Policy

First Aid Policy

Agile Working Policy

Manual Handling Policy

Incident Policy

Equality Policy

# References

• [Health and Safety at work Act (1974)](https://www.legislation.gov.uk/ukpga/1974/37/contents)

• [The Management of Health and Safety at Work Regulations (1999)](https://www.legislation.gov.uk/uksi/1999/3242/contents/made)

• [Workplace (Health, Safety & Welfare) Regulations (1992)](https://www.legislation.gov.uk/uksi/1992/3004/contents/made)

• [Control of Substances Hazardous to Health (CoSHH) Regulations (2002](https://www.hse.gov.uk/nanotechnology/coshh.htm#:~:text=COSHH%20is%20the%20law%20that,to%20health%20(risk%20assessment)%3B))

• [Provision and Use of Work Equipment Regulations (1999](https://www.hse.gov.uk/work-equipment-machinery/puwer.htm))

• [First Aid at Work Regulations (1981](https://www.legislation.gov.uk/uksi/1981/917/regulation/3/made))

• [Display Screen Equipment (DSE) Regulations (1992)](https://www.legislation.gov.uk/uksi/1992/2792/contents/made)

• [Regulatory Reform (Fire Safety) Order (2005](https://www.gov.uk/government/consultations/the-regulatory-reform-fire-safety-order-2005-call-for-evidence/outcome/the-regulatory-reform-fire-safety-order-2005-summary-of-responses-accessible-version))

• [Safety Representatives & Safety Committee Regulations (1997](https://www.legislation.gov.uk/uksi/1977/500/contents/made))

• [Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) (1995](https://www.legislation.gov.uk/uksi/1995/3163/contents/made))

• [National Health Service Litigation Authority Risk Management Standards](https://www.gov.uk/government/organisations/nhs-litigation-authority)

• [Health & Safety Executive (HSE) Website](https://www.hse.gov.uk/)

• [HSG Guidance – HSG 65 – Successful Management of Health & Safety at Work](https://www.hse.gov.uk/pubns/books/hsg65.htm)

• [Equality Act (2010)](https://www.legislation.gov.uk/ukpga/2010/15/contents)

• [Human Rights Act (1998)](https://www.legislation.gov.uk/ukpga/1998/42/contents)

• [Equality Duty (Public Sector) (2011)](https://www.gov.uk/government/publications/public-sector-equality-duty)

# Appendices

Appendix A - Anti-Fraud, Bribery and Corruption

Appendix B - Setting up your workstation DSE self-assessment Guidelines.

Appendix C – DSE Self-Assessment Form

Appendix D - Health Assessment referral Routes.

Appendix E – Standard Referral Letter for Eye and Eyesight Test

# Impact Assessments

**15.1 Equality**

NHS Humber and North Yorkshire ICB is committed to creating an environment where everyone is treated equitably and the potential for discrimination is identified and mitigated. It aims to design and implement services, policies and measures that meet the diverse needs of our service, population, and workforce, ensuring that none are placed at a disadvantage over others.

It is required that a Quality and Equality Impact Assessment (QEIA) is carried out on a

new policy that is likely to impact on patients, carers, communities, or staff.

The QEIA toolkit can be found on the HNY ICB Internet.

Potential adverse impact on any protected group identified through the QEIA will be monitored as part of the routine work to monitor compliance with the policy.

## Bribery Act (2010)

Due consideration has been given to the [Bribery Act (2010)](https://www.legislation.gov.uk/ukpga/2010/23/contents) in the development (or review, as appropriate) of this policy document, further details can be found in appendix A.

## General Data Protection Regulations (GDPR)

The UK General Data Protection Regulation (GDPR)/ Data Protection Act 2018 includes the requirement to complete a Data Protection Impact Assessment for any processing that is likely to result in a high risk to individuals.

Consideration should be given to any impact the policy may have on individual privacy; please consult NHS Humber and North Yorkshire ICB Data Protection Impact Assessment Policy. If you are commissioning a project or undertaking work that requires the processing of personal data, you must complete a Data Protection Impact Assessment.

The ICB is committed to ensuring that all personal information is managed in accordance with current data protection legislation, professional codes of practice and records management and confidentiality guidance. More detailed information can be found in the Data Protection & Confidentiality Policy and related policies and procedures.

# Appendix A Anti-Fraud, Bribery and Corruption

**BRIBERY ACT (2010**)

The ICB follows good NHS business practice as outlined in the Business Conduct Policy and the Conflicts of Interest Policy and has robust controls in place to prevent fraud, bribery, and corruption. Under the Bribery Act (2010) there are four criminal offences:

• Bribing or offering to bribe another person (Section 1)

• Requesting, agreeing to receive, or accepting a bribe (Section 2).

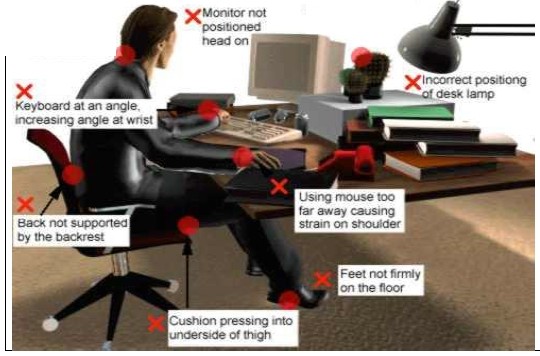
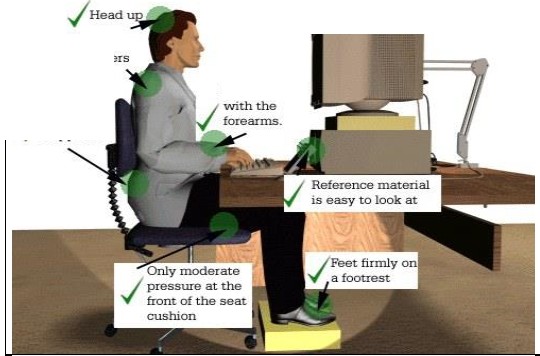
• Bribing, or offering to bribe, a foreign public official (Section 6).

• Failing to prevent bribery (Section 7).

# Appendix B Setting up your Workstation.

|  |  |
| --- | --- |
| **Setting up your Workstation**  **Display Screen Equipment Self-Assessment Guidelines**  **Setting up your workstation correctly is vital to ensuring you reduce the risk of pain and ill health that can be associated with Display Screen Equipment (DSE) use. It is the responsibility of all DSE users within HNY ICB to ensure they have followed the DSE policy, set up their workstation and completed a DSE self-assessment. By following the steps below, you should alter the layout of your workstation to ensure you are working safely. Remember, if items are bulky or heavy you should not attempt to move them on your own. The correct set up of your workstation may not feel right at first but it will encourage correct posture and safe working practices.** | |
| The Chair   Adjust the height of your chair so that when you put your fingers on the middle row of the keyboard your hands and forearms remain horizontal.   Your elbow joint should be at 90 degrees.   There should be no angle at the wrist.   This may mean your feet are dangling (do not worry, we  will alter this next)   Your knees must also be at about 90-degree angle.   You may require a footrest in order to ensure that there is no pressure on the bottom of your thigh.  The monitor   Adjust the height of the monitor to ensure that you are looking horizontally at it.   Your eyes should be level with the top of the screen.   You can adjust the height of your monitor by using a support. Please ensure that this is safe.   The same should be applied to all screen types (flat screen and normal monitors)   If you are using a laptop at your base desk, a support should always be used.   Ensure your monitor screen is clean.   Check the distance of your eye to the monitor. We recommend that your eye should be between 450mm and 650mm from the screen, whichever distance is most comfortable.  If these distances are not comfortable. Consider refer to the eye and eyesight test section of the DSE Policy   Also consider the screen quality or settings.   Tilt monitor between 5-15% off the vertical line |  |
|  |
| Your Backrest   Adjust the angle of your back rest and / or your bottom cushion to ensure that your back is supported in your work position.   If you cannot sit back and upright without your knees touching the front of the seat you may need to change your chair to one with a shorter seat.   Adjust the back rest support so that it supports the small of your back.   If the back rest does not fit into the small of your back, you may benefit from a back support |  |
| Arm rests   HNY ICB does not encourage buying chairs with arm rests as they can cause upper limb disorders – However these will be supplied if recommended by Occupational Health   If you cannot get close enough to your desk because of the arm rests you may have to have them removed.   Your elbows should be vertically under your shoulders |  |
| The Desk   ensure that you are sat directly in front of the monitor and keyboard.   sit close to your desk, allowing for your wrists to be supported by the desk.   never put anything between the keyboard and you.   if you often have to refer to documents whilst typing, you may benefit from a document holder.   this should be placed at the same height and distance from your monitor.   Do not let cable trail from the desk.   Do not use extension leads.   Never use pieces of equipment you have brought in from home |  |
| The mouse   The mouse needs to be positioned as close to you as possible.   Aim to work with the mouse with your elbow vertically under your shoulder and right by your side.   Always have your mouse on the mouse mat.   Position any additional equipment e.g., phones, paper trays and notes in an accessible place to avoid twisting and overstretching.   If you are using a laptop at your base desk, a separate mouse should always be used |  |
| The environment   Temperature and humidity should be adjusted to ensure you are comfortable.   If you suffer from dry eyes, you should report this to your manager.   Eliminate glare or reflections on your screen, close blinds or move workstation so that it is at right angles with the window.   Turn off over head lights if not needed (If colleagues all agree) |  |

**Do's and Don'ts of workstation set up.**



# Appendix C Display Screen Equipment Self-Assessment Form

The purpose of the Display Screen Equipment Regulations is to safeguard employees by ensuring their working environment is comfortable, efficient and suits them and their job as required by Health and Safety legislation.

Please work through the assessment questionnaire checklist and ensure all equipment is properly positioned and adjusted for safe use. If you find a problem, please refer to the recommendation boxes and see if you can fix it yourself by making the suggested adjustments.

If you find a problem which cannot be fixed by simple adjustment, please record the issue on this form and discuss it immediately with your line manager. If you think your health is being adversely affected by your computer use (i.e., if you are experiencing headaches, eyestrain, discomfort in hand/wrist/forearm, numbness, pins, and needles) or if you have a health problem that makes computer use difficult, please contact your Line Manager as soon as possible.

**(Please note: if you spend a considerable amount of your employed time working from home you will need to complete two separate assessments – one for your working set up at home and another your normal office location)**

**It is your responsibility to report any symptoms that persist for more than 3 days.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **First Name:** |  |
| **Your Base Location:** |  | **Manager:** |  |
| **Your Tel No:** |  | **Date:** |  |
| **Your email address** |  | **Managers email address** |  |

|  |  |  |
| --- | --- | --- |
| **OFFICE FURNITURE** | **YES** | **NO** |
| Have you adjusted your chair to be comfortable and supportive? |  |  |
| Is your workstation large enough for documents/holder/monitor/keyboard? |  |  |
| Are your feet flat on the floor or supported by a footrest? |  |  |
| Are you comfortable whilst sitting at your desk? |  |  |

|  |
| --- |
| **RECOMMENDATIONS FOR OFFICE FURNITURE** |
| The desk should be a minimum of 80cm in depth.  The chair should be stable and should be sufficiently adjustable to allow the user to achieve free movement and a comfortable position.  Feet should be flat on the floor or use a footrest if needed.  A height adjustable document holder may help to reduce awkward and repetitive head/neck movement. |

|  |  |  |
| --- | --- | --- |
| **COMPUTER SCREEN** | **YES** | **NO** |
| Are your head and neck in a comfortable position when viewing the screen? |  |  |
| Are the characters on the screen readable? |  |  |
| Is the image free from flicker and/or movement? (If no, please contact IT) |  |  |
| Are the brightness/contrast buttons appropriately adjustable? |  |  |
| Is the screen free from glare and reflections? |  |  |

|  |
| --- |
| **RECOMMENDATIONS FOR COMPUTER SCREEN** |
| * Ensure screen surface is clean. * Place the screen at a comfortable reading distance (should be approximately 45-75cm away from you). * The screen should be directly in front of you to read if most of the time or to the side if you refer to it occasionally. You must always sit straight to the screen, never twisted to one side. * Ensure the keyboard is in line with the screen and you can do your main task without excessive twisting. * Text should be large enough to read easily, if not consider changing the size of the font. * Adjust brightness/contrast of screen so that characters are readable. * The screen should be free from glare and/or reflection – the use of blinds may be beneficial. |

|  |  |  |
| --- | --- | --- |
| **KEYBOARD & MOUSE** | **YES** | **NO** |
| Are your forearms horizontal and wrists straight when typing? |  |  |
| Do you have enough space in front of the keyboard for a wrist rest or to rest your hands? |  |  |
| Are the characters on the keys readable? |  |  |
| Does your mouse feel comfortable in your hand? |  |  |
| Do you experience any physical difficulties or discomfort from using a mouse? |  |  |
| When using the mouse are your wrists and shoulders in a comfortable position close to the side of your body? |  |  |

|  |
| --- |
| **RECOMMENDATIONS FOR KEYBOARD & MOUSE** |
| * It Is recommended that wrists are straight; this may be helped by the use of a wrist support, which will also provide support for the forearm. * Minimum distance between desk edge and front of keyboard – 5cm. * Do not grip the mouse. * Mouse mats with gel mounds for wrist support may be of benefit. * When not using it, remove your hand completely from the mouse. * Position your mouse so that it is close to your body to keep correct alignment of the shoulder. * If you have a shoulder problem, the use of a keyboard with separate number pad may help. |

|  |  |  |
| --- | --- | --- |
| **LAPTOP USE** | **YES** | **NO** |
| If you use a laptop, are you free from upper limb, neck, lower back or other musculoskeletal discomfort? |  |  |

|  |
| --- |
| **RECOMMENDATIONS FOR LAPTOP USE** |
| Portable DSE equipment such as laptops and notebook computers are subject to the DSE Regulations. Advice for use with such equipment is as below.   * There may be inherent ergonomic disadvantages of using portable DSE equipment. Use of a docking station or a laptop converter kit may reduce these problems. * When using portable equipment more frequent breaks and/or changes of activity are required than when using conventional PC. * Consider the manual handling aspects of your laptop use to reduce risk, such as using a backpack for transportation. * Think safety. Remember the risk of theft from your person or when the laptop is unattended. |

|  |  |  |
| --- | --- | --- |
| **WORK PATTERN AND PACE** | **YES** | **NO** |
| Does your work pattern and pace of work allow regular change in posture and time away from the VDU? |  |  |

|  |
| --- |
| **RECOMMENDATIONS FOR WORK PATTERN AND PACE** |
| * Alternate your work tasks so you are not sat at the computer for more than one hour at a time. Work pace should allow for this. Varying work routine is important. * Five minutes away from the computer every hour is advised as a minimum. |

|  |  |  |
| --- | --- | --- |
| **SOFTWARE** | **YES** | **NO** |
| Are you able to use the software on your computer and does it meet your needs at work? |  |  |

|  |
| --- |
| **RECOMMENDATIONS FOR SOFTWARE** |
| The software should be suitable for the task and the user adequately trained in its use. |

|  |  |  |
| --- | --- | --- |
| **ENVIRONMENT** | **YES** | **NO** |
| Is there enough room to change position and vary movement? |  |  |
| Is the lighting suitable? |  |  |
| Are levels of noise comfortable? |  |  |
| Are levels of heat comfortable? |  |  |

|  |
| --- |
| **RECOMMENDATIONS FOR ENVIRONMENT** |
| * Consider re-Organising the office layout and check for obstructions. Space is needed to move and stretch. * Users should be able to control light levels e.g., by adjusting window blinds or light switches. * Consider moving sources of noise such as printers, away from the user. * Can heating be better controlled. Circulate fresh air as possible. |

**Has this checklist covered all problems that you may have or had working with DSE and not been previously addressed by a DSE assessment? If not, please list any additional issues you may have in relation to DSE use to enable your Line manager to consider or allow any reasonable adjustments required and refer further for specialist advice if necessary.**

|  |
| --- |
| **Additional issues to be discussed with Line manager** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Signature:** |  | **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Manager Signature:** |  | **Date:** |  |

**Once Form Completed managers retain one copy in Employees P file. (Electronic or physical)**

**If further assessment is required, please ensure you follow your Place DSE / Occupational Health provider referral route.**

# Appendix D Health Assessment Referral routes.

**Health Assessments in Relation to Work.**

**Hull, ERY, North and North East Lincolnshire Place contact:**

Occupational Health Department,

Skidby House, Willerby Hill Business Park, Beverley Road, Willerby, HU10 6ED

Tel: 01482 389333 / 389335

**North Yorkshire Place contact**:

Occupational Health & Wellbeing Service

Centurion House, Tribune Way, Clifton Moor, YORK, YO30 4RY

Tel: 01904 725099

Email: [OH.Businessadmin@york.nhs.uk](mailto:OH.Businessadmin@york.nhs.uk)

**York Place contact:**

Occupational Health Department.

Health and Wellbeing services, North Yorkshire Council, Racecourse Lane, Northallerton DL7 8AD

OH Portal – <https://nyc.eopas.co.uk>

# Appendix E Standard Referral Letter for Eye and Eyesight Test

**(Applicable for only employees working with Display Screen Equipment)**

**Name of user:** ................................................................................................................................... **Home address:** ................................................................................................................................. **Payroll Number:** …………………………………………………………………………………. **Job Title:** …………………………………………………………………………………………. **Department:** .....................................................................................................................

**Part A (To be completed by the Line manager)**

I confirm that the above-named member of staff is classified as a user of display screen equipment, in accordance with the Health and Safety (Display Screen Equipment) Regulations

1992, and is therefore entitled to an eye and eyesight test.

**Signed:** .......................................................................... **Date:** ....................................... **Print Name:** ......................................................................................................................

**Designation:** ....................................................................................................................

**Part B (To be completed by the user)**

I confirm that I have been advised of my entitlement to an eye and eyesight test and that I have read and understood the NHY ICB display screen equipment guidelines.

I understand that HNY ICB will only be liable for the costs of an eye and eyesight test if I follow the procedure in these guidelines and the ICB will only be liable for the basic cost of any corrective appliances required specifically for display screen work.

I undertake to pay the costs of a sight test and the costs of special corrective appliances for DSE use only and to claim reimbursement (subject to the maximum amounts determined by the ICB) **by the submission of this form (fully completed) and receipts on Easy Expense**.

I consent to the information requested overleaf being forwarded to my manager.

**Signed:** .......................................................................... **Date:** ......................................

**PART C**

**Report of full sight test (To be completed by the optician)**

I am conversant with the Statement of Good practice of the British College of Optometrists and that the purpose of the eye test is to determine if this user had any defect of sight requiring correction when working specifically with display screen equipment.

**Date of full sight test:** ..................................................... **Cost of Test:** …………………….

**This user Does** / **Does not**\* have a defect in sight which requires correction when working only with display screen equipment.

My additional recommendations are as follows:

I confirm that this employee requires ‘specific’ corrective spectacles (see below) in order to work with display screen work? **YES / NO\***

If yes, please specify:

Details: .............................................................................................................................................

Cost of basic appliance: £ .................................................................................................................

Next sight test recommended: ........................................................................................................... **Signed**: …………………………………….. **Date**: ………………………………………….

**G.O.C. Number:** …………………………………………………….

\*Please delete as appropriate

**DISPLAY SCREEN EQUIPMENT (DSE) / VISUAL DISPLAY UNIT (VDU) EYE EXAMINATIONS**

**The Regulations**

The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, require employers to assess workstation health and safety risks and to reduce those risks for employees. In undertaking the assessments and addressing the risks the work environment will often be improved.

**Employer’s Responsibility**

The employer is responsible for the health and safety of all who work in his premises. The 1992 Regulations as amended impose on management specific responsibilities for the care of direct employees, who in the Regulations are termed “users”. These duties are additional to the general duties of care required to satisfy other legislation.

All employed users of Display Screen Equipment are entitled to eye examinations paid for by their employer. The acceptance by the user of a visual screening check, whatever the result, does not

remove the entitlement to a full eye examination. Vision screening, if carried out annually, may have.

a useful role to play in identifying “users” who need a re-examination.

The employer is also required to pay for any spectacles specifically required for VDU use. The employer does not have to pay for spectacles which were not prescribed under the employer’s arrangements or for the provision or updating of “normal” spectacles, even if these are used for display screen work. The employer can, when making arrangements for employees, choose a suitable range of basic frames to satisfy the requirements of the Regulations and to provide some choice to the employee.

**Optometrist’s Responsibility**

The purpose of the examination is to increase comfort and accuracy when using a display screen and covers all aspects of workstation use. The optometrist requires some details of the workstation design, lighting, ventilation, work routine and training. All these can affect symptoms and in undertaking an eye examination the optometrist will keep in mind the other requirements of the DSE Regulations. The user should provide workstation measurements such as the distance at which the screen is viewed, the distance of the keyboard and that of any written or printed papers used at the workstation. These should be measured in each case. Documents supplied which specify pre-printed rather than individual measurements for that workstation are not adequate. The examination will include the provisions of the “Sight Test” as defined by the Opticians Act 1989 but will be extended to take into account the needs of the individual user in relation to the DSE Regulations.

To ensure that all the requirements of the e DSE Regulations are satisfied the optometrist should know, at the outset, that he/she is conducting an examination under the DSE Regulations. The employer should not try to make arrangements retrospectively. Adequate time should be allowed by the optometrist for the discussion of problems and methods of alleviating them. The extra time needed will probably be reflected in the fee charged for this work. An examination carried out without reference to DSE will probably not record sufficient detail for subsequent advice relating to DSE work. Additional charges should be expected for detailed reports. (A suitable form follows this section). Such reports cannot be given without the consent of the employee. The findings of the eye examination remain confidential even when paid for by the employer, unless the employee specifically gives permission for this information to be divulged. It is preferable for the employee to choose the examining optometrist rather than have a practitioner pre-selected by an employer. This has the advantage of permitting continuity of eye care and maintaining the confidence of the user. Such arrangements fit well into the requirements of the Display Screen Regulations. Employers should be wary of selecting an optometrist purely on the basis of the lowest fee being charged, as an examination carried out without reference to DSE will probably not record sufficient detail for subsequent advice relating to DSE work.

It needs to be emphasized that failure to meet the recommended visual standards does not constitute an automatic debarment to continue with DSE or VDU work.

**VDU Spectacles**

In a minority of cases “specific” spectacles are required. The employer pays for such basic appliances but should not be expected to pay for any fashion element. It is very rare for a first correction or replacement near vision spectacle to be required solely for display screen use. In some countries “specific need” is more broadly interpreted as “a major use of the spectacles”. The Health and Safety Executive, in consultation with the major optometry bodies, has taken the view that “specific” is based upon correcting the screen range with possible additional help for closer or further objects as appropriate.

In order to be appropriate for the work undertaken, it may be necessary to prescribe spectacles in multifocal form for some older users. These will normally incorporate an intermediate (screen distance) upper lens together with a reading section. Often these spectacles will be inappropriate for use other than with display screens. If the work includes visual tasks at distances away from the workstation, trifocals or varifocals may be necessary to achieve these tasks. A tinted lens would not normally be prescribed in spectacles specifically for VDU use, unless this tint is clinically necessary and also incorporated in the person’s normal spectacles. However, many employers’ schemes offer to pay sufficient to cover the cost of single vision lenses only, e.g., to pay for a proportion of the total cost involved. Such schemes are likely to be in breach of the Regulations and the employer cannot be absolved from the obligation to provide more costly lenses, should the optometrist consider them a necessity. Even if the paperwork is in copyholders at screen distance, the lighting requirements for screen and paperwork differ widely and may not be resolved satisfactorily with single vision lenses.

Most VDU users do not need specific spectacle correction for workstation use. The eye examination offers the opportunity to advise how the user can increase comfort. The person’s own spectacles will normally cope satisfactorily with the work until the user is well into middle age. Where a younger person requires a specific correction, it is not unreasonable for the employer to expect the prescribing optometrist to state the reasons.

Further information can be found at – [Professional Standards Authority Website.](https://www.professionalstandards.org.uk/what-we-do/our-work-with-regulators/find-a-regulator/general-optical-council#:~:text=The%20General%20Optical%20Council%20are,Optometrists)

**PART D**

**Claim for reimbursement (To be completed by the user and manager)**

I claim reimbursement of the following amounts (as detailed in Part D), subject to the maximum amounts determined by the HNY ICB.

**Cost of Test: £** ......................................................

**Cost of Basic Appliance: £**.................................................... I attach receipt(s) as proof of payment.

**Signed:** ........................................................................ **(User)**

**Date:** ...................................

**Signed:** ................................................................... **(Line Manager) Date:** .......................................

Appendix F - Flow chart for Expense claims

Referral for Eye Tests: Display Screen Equipment Users

Referral brought to the attention of the manager.

Manager completes Part A of Appendix E

User completes Part B of Appendix E

User contacts their own Optician for an eyesight test and ensures part C is completed by the optician.

When the form is completed, the user returns the form with any receipts attached back to their manager.

The manager and user complete Part D

The individual can then have costs reimbursed via Easy Expenses – expense type ‘Optical Expenses’