

Aneurin Bevan University Health Board

Policy for Workstation Display Screen Equipment (DSE)



This health and safety policy demonstrates compliance against the Health and Care Standards Framework. It provides an assessment of the theme "Safe Care" and specifically Standard 2.1 Managing Risk and Promoting Health and Safety

N.B. Staff should be discouraged from printing this document. This is to avoid the risk of out-of-date printed versions of the document. The Intranet should be referred to for the current version of the document.

Contents

1. INTRODUCTION.....	3
2. POLICY STATEMENT	3
3. IMPLEMENTATION.....	3
4. OBJECTIVES	3
5. RESPONSIBILITIES	4
6. TRAINING	6
7. RISK ASSESSMENT	6
8. MONITORING	7
9. PORTABLE DSE	7
10. PURCHASE AND INSTALLATION	7
11. VISION TEST REFERRALS, EYE TEST APPOINTMENTS AND REIMBURSEMENT	7
12. RE-TESTS.....	9
13. REFERENCES.....	9
14. DEFINITIONS	9
APPENDIX A: REFERRAL FLOW CHART FOR VISION TESTS AND EYE TESTS:	11
APPENDIX B: REFERRAL FORM TO OCCUPATIONAL HEALTH FOR VISION SCREENING TEST FOR DISPLAY SCREEN EQUIPMENT (DSE) USERS	12
APPENDIX C: REFERRAL LETTER FOR EYE TEST – DISPLAY SCREEN USERS	13
APPENDIX D: DECLARATION FROM OPTICIAN.....	14
APPENDIX E: ARE YOU SITTING COMFORTABLY?	15
APPENDIX F: USING HAND HELD DEVICES	16
APPENDIX G: DSE PROCESS FOR MANAGERS – FLOWCHART	17

1. INTRODUCTION

The purpose of the policy is to outline measures to assess and reduce the risk of musculoskeletal injury, mental stress and visual fatigue to employees when using Display Screen Equipment (DSE) in the course of their work. DSE are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.

The scope of the policy extends to all Aneurin Bevan University Health Board (Health Board's) employees identified as display screen equipment "users". (Definitions of a "user" can be found on page 8).

2. POLICY STATEMENT

The Health Board's Health and Safety objective is to minimise the number of occupational accidents, incidents, and episodes of ill health and ultimately to achieve an accident-free workplace. All employees will be provided with such equipment, information, training, and supervision as are necessary to implement the policy and achieve the stated objective.

Under the Health and Safety (DSE) Regulations the Health Board must accept responsibility for the assessment and control of risks in respect of Display Screen Equipment. This responsibility covers all employees or other persons who may have occasion to visit Health Board premises or who may be affected by the actions of Board employees whilst carrying out their duties.

3. IMPLEMENTATION

All divisions and directorates must ensure the policy is implemented by:

- Undertaking risk assessments
- Ensuring employees are adequately trained
- Providing financial support for eye tests and corrective eyewear and Display Screen Equipment where appropriate.

4. OBJECTIVES

The objectives of the Policy are to:

- 4.1 Ensure the health and safety of employees who use DSE equipment by taking the necessary steps to identify risks posed by using DSE equipment and reduce these to the lowest level as far as is reasonably practicable.
- 4.2 To promote dignity and demonstrate respect for the diversity and human rights of all individuals using display screen equipment, whatever their role, gender, sexuality, age, disability, culture, ethnicity, language, religion, or belief.

5. RESPONSIBILITIES

Aneurin Bevan University Health Board Responsibilities

- 5.1 The Chief Executive has overall responsibility for health and safety on behalf of the Health Board for ensuring compliance with this policy

Employer Responsibilities

- 5.2 The Health Board managers accept this commitment and are responsible to ensure:
 - 5.2.1 Provision of training for DSE users
 - 5.2.2 Suitable and sufficient assessment of all workstations and the corresponding environments must be undertaken to assess the health and safety risks to which users may be exposed. Any risks to the user, identified as part of this assessment, must be remedied as quickly as possible
 - 5.2.3 Provision of appropriate eye and eyesight tests where requested. The process for provision of eye tests, referral to occupational health and the optician and payment for corrective appliances can be found in appendices B – D.

Departmental Responsibilities

- 5.3 Within each department the Manager must be responsible for ensuring that:

- 5.3.1 Employees who are deemed to be users are allowed time to access the DSE online training package and risk assessment tool and risk assessments are reviewed when changes occur
- 5.3.2 Employees suffering from display screen related musculoskeletal disorders are referred to the Manual Handling Team and Occupational Health Department for advice
- 5.3.3 Where the user has an ergonomic design need, is disabled, has a serious medical condition or Occupational Health has advised the workstation requires assessment, a detailed risk assessment should be undertaken and can be organised by contacting a DSE assessor via the manual handling team.

Employee Responsibilities

- 5.4 It is the responsibility of all employees to:
 - 5.4.1 Inform their manager that they are having an eye test and may need to be reimbursed for the cost of corrective eye wear.
 - 5.4.2 Undertake Health and Safety and Display Screen Equipment training (this can be accessed via ESR e-learning) and undertake DSE risk assessment to highlight any hazards associated with DSE use.
http://7a601srvrisk001.cymru.nhs.uk/Datix/live/index.php?form_id=6&module=RAM
 - 5.4.3 Implement measures of good practice identified within Display Screen Equipment training
 - 5.4.4 Take reasonable care of their health in relation to use of display screen equipment and inform their manager of any deterioration of eyesight and any others risks such as all musculoskeletal disorders associated with the use of display screen equipment
 - 5.4.5 Comply with any control measures implemented to reduce the risk
 - 5.4.6 To utilise Display Screen Equipment in the intended manner, ensuring that they are comfortable at their workstation

5.4.7 Personal safety and maintenance of glasses remain the responsibility of the wearer and as such any loss, damage and/or replacement will be borne by themselves.

5.4.8 In the event of a work-related incident, resulting in damage to spectacles, a personal claim may be submitted for investigation and decision to be made.

6. TRAINING

6.1 The Health Board provides display screen equipment training via an online training package.

6.2 Display screen equipment training is statutory for users and should be undertaken:

6.2.1 By all employee's deemed to be "users"

6.2.2 Following any substantial change or modification to the hardware, software, environment, workstation, or job

6.2.3 Training may be repeated if the "user" identifies any changes to their workstation or if they wish to refresh their knowledge.

7. RISK ASSESSMENT

7.1 There is a statutory duty for the Health Board to ensure suitable and sufficient analysis of workstations that are used by any employee deemed as a user. A self-assessment can be undertaken by "users" and is available via DATIX risk module - [Datix: Display Screen Equipment \(DSE\) Risk Assessment Form \(cymru.nhs.uk\)](https://cymru.nhs.uk/Datix/DisplayScreenEquipmentRiskAssessmentForm). It is advised that all "users" complete the on-line training package prior to undertaking the risk assessment.

7.2 In situations where the "user" feels unable to assess or solve their risks they should inform their Manager, Safer Handling Coach or Transfer Specialist. If the issue continues, they should contact the Manual Handling Team for further advice and possible one to one assessment.

8. MONITORING

- 8.1 Guidance for good DSE workstation posture and practice, laptop use, Home / Agile working and using mobile devices are provided via the Health & Safety Intranet Page.
<http://howis.wales.nhs.uk/sitesplus/866/page/71826>
- 8.2 Implementation of this policy will be monitored via the Divisional Health & Safety audit programme.

9. PORTABLE DSE

- 9.1 Portable display screen equipment such as laptops, computers on wheels and handheld computers are subject to the display screen equipment regulations if in prolonged use.
- 9.2 **The Health Board requires users of portable display screen equipment to:**
- 9.2.1 Undertake the Health Board's on-line display screen equipment training package.
 - 9.2.2 Risk assess situations in which they use their portable Display Screen Equipment by completing the self-assessment via **DATIX**. It is acknowledged that using DSE at home has specific challenges and not all risks will be completely eliminated. In order to support home-workers, they should complete DSE training and the DSE self-assessment via DATIX.

10. PURCHASE AND INSTALLATION

Fundamental equipment such as handheld devices, screen, tower, keyboard and mouse shall be ordered through IT Services via the on-line ordering system available on the Health Board's intranet.

11. VISION TEST REFERRALS, EYE TEST APPOINTMENTS AND REIMBURSEMENT

Employees defined as users can go directly to an optician of their choice to have an eyesight test or they can have a vision screening test with Occupational Health to assess if they require an eyesight

test. (Vision screening tests are not an “eyesight test” and do not satisfy the DSE Regulations, but the Health Board offers this as an extra). *A vision test is a means of identifying individuals with defective vision*, HSE 2002.

The referral form, (appendix B) must be completed by managers of those deemed to be users and sent to the Occupational Health Department who arrange a vision screening test.

If the vision test indicates that corrective appliances are required, the individual will then need to have an eye test by an optician. The individual will be given a referral letter (appendix C) from Occupational Health for an eye test to take to an optician of their choice to obtain a prescription for special corrective appliances for display screen work. **The individual needs to arrange the appointment with the optician which ever option is chosen.**

If the test shows that special corrective appliances are needed for the time the DSE screen is viewed, the Health Board will provide funding for a basic pair of spectacles. In some cases, varifocal lenses may be prescribed. If this is the case the optician must stipulate that the third lens is for occupational use only and a third of the cost of the spectacles may be reclaimed, not exceeding the maximum allowance. This shall be approved by the employee’s line manager. If the eyesight test indicates that an ordinary prescription is suitable for DSE work, the Health Board will not fund the spectacles.

The Health Board will pay the current minimum cost for an eye test and the set of spectacles for DSE work. This will be subject to change dependent upon current minimum costs.

Some opticians recommend anti-glare coatings. However, screens provided within the Health Board have contrast adjustments and this facility should be used in the first instance to reduce glare. Costs in excess of the basic DSE spectacles must be borne by the employee.

The individual will request the optician completes a declaration that the corrective appliances are only for DSE use at work and provide this declaration for their line manager, (appendix D) and a receipt for the corrective appliances. Costs will not be reimbursed without this declaration.

12. RE-TESTS

Where employees have had a full eyesight test re-testing will be advised by the Optician.

Where the Optician recommends no re-testing, an employee can request a re-test once every 2 years. In instances where an individual feels that a re-test is necessary before this, they should proceed to arrange another eye test.

13. REFERENCES

Health and Safety (Display Screen equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

HSE 2003 Guidance on Regulations. Health and Safety Executive.L26
2nd edition published 2003

Aneurin Bevan University Health Board Lone Worker Policy and Guidance.

14. DEFINITIONS

Display Screen Equipment (DSE)

Display Screen Equipment are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices"

Display Screen Equipment - workstations

The workstation exists wherever there is display screen equipment which consists of:

- The display screen equipment, being numeric or graphic display screen regardless of the display process involved. This includes laptops, handheld computers and personal digital assistant devices, mobile phones and personal organisers used for prolonged periods
- accessories such as the keyboard, mouse, document holder, desk, chair, and the immediate environment surrounding the workstation

Display screen user

An individual is a **“user”** who habitually uses display screen equipment as a significant part of their normal work at their own or another workstation. It will generally be appropriate to classify an employee as a user if they:

- normally use the display screen equipment for continuous or near continuous spells of an hour or more in one session on a more or less daily basis
- have to transfer information quickly to or from display screen equipment
- need high levels of attention and concentration
- are highly dependent on display screen equipment or have little choice about using it to do their work

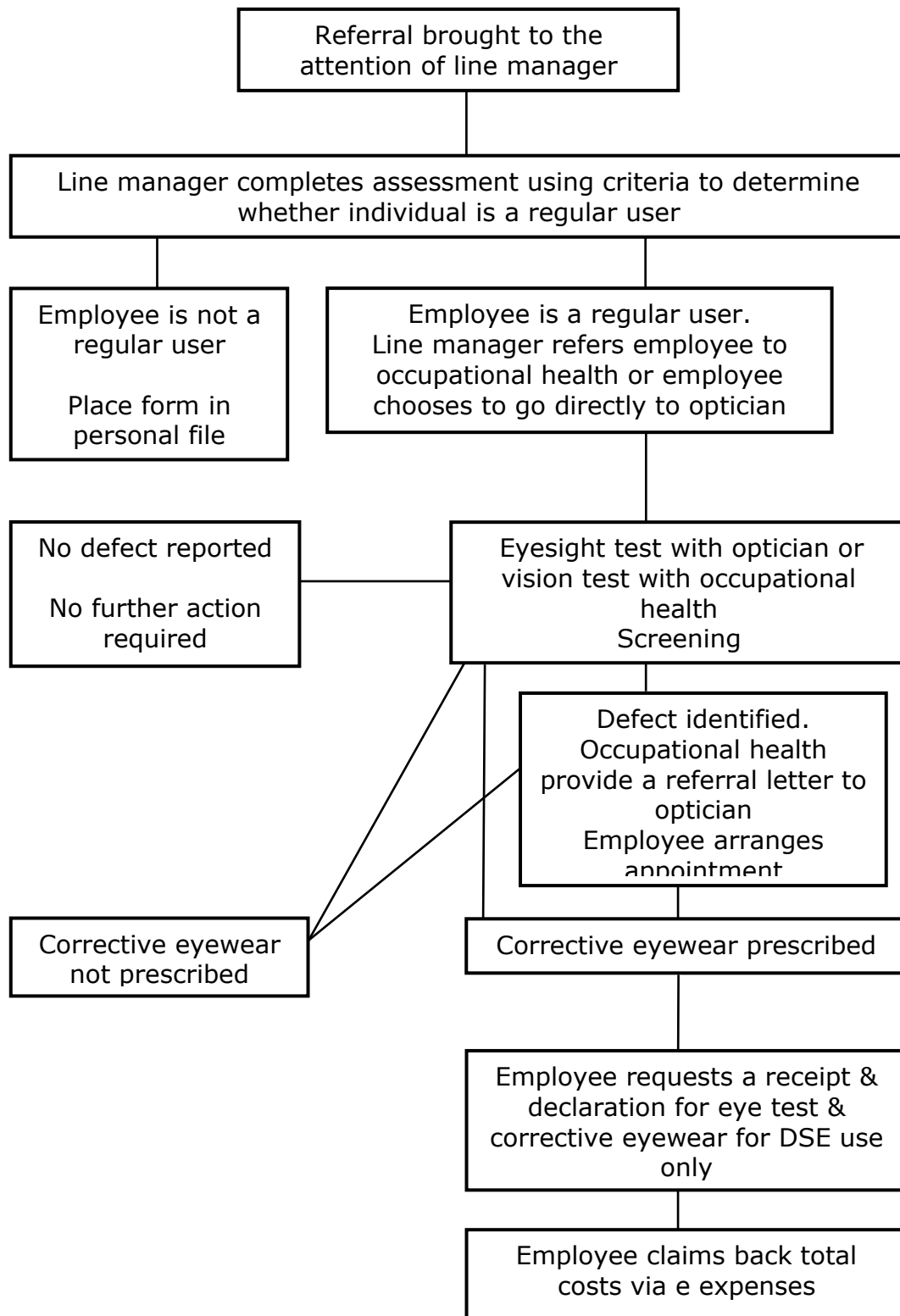
Deciding who is a user (or ‘operator’) under the Display Screen Regulations, (this list is not exhaustive, and each individual should be assessed according to their job role.

Job Example	Decision
Health Records	Definitely users
Secretary	
IT technician	
Senior manager	
CCTV control room worker	
Scientist/technical adviser	“Likely to be users”
Receptionist	
Specialist Nurse	
Medical staff	
Domestic	Unlikely to be “users”
Ward based healthcare support worker	

Link for further clarification of DSE user:

<http://www.hse.gov.uk/pubns/priced/l26.pdf>

Appendix A: Referral flow chart for vision tests and eye tests:



Appendix B: Referral form to Occupational Health for vision screening test for display screen equipment (DSE) users

Name			
Previous Names Known By			
Date of Birth			
Home Address			
Telephone No's	Work	Home	Mobile
Job Title			
Hours			
Department			
Nature of Job			
Line Manager			
Line Manager Job Title			
Work Address			

I have assessed the above named person as a "user / possible user" using the criteria as laid down in Aneurin Bevan University Health Board Display Screen Equipment Policy.

Signed: _____ (Line Manager) Date: ____ / ____ / ____

Appendix C: Referral letter for eye test – display screen users

Occupational Health Department

Date: 25 April 2022

Dear Sir or Madam:

Re: **DISPLAY SCREEN EQUIPMENT EYE TEST**

I refer (name) _____, an employee of Aneurin Bevan University Health Board for an eye test, the cost of which will be met by the Health Board. If the eye test indicates that display screen equipment corrective appliances are required, please provide a single pair of DSE spectacles. The employee can claim for an eye test and a pair of display screen equipment corrective appliances.

Please can you provide a receipt for the eye test and display screen equipment corrective appliances along with a signed declaration that they are required for DSE use only in order for the above employee to claim.

If there are any financial queries the employee must refer them to their line manager for discussion. Please do not contact the Occupational Health Department as they will be unable to answer any such queries.

Yours sincerely,

cc - Line Manager, Aneurin Bevan University Health Board

Appendix D: Declaration from Optician

To Aneurin Bevan University Health Board,

I

From.....Opticians
declare that the corrective appliances (single lens / varifocal – please circle)
provided are required solely for the use of Display Screen Equipment at work.

Name

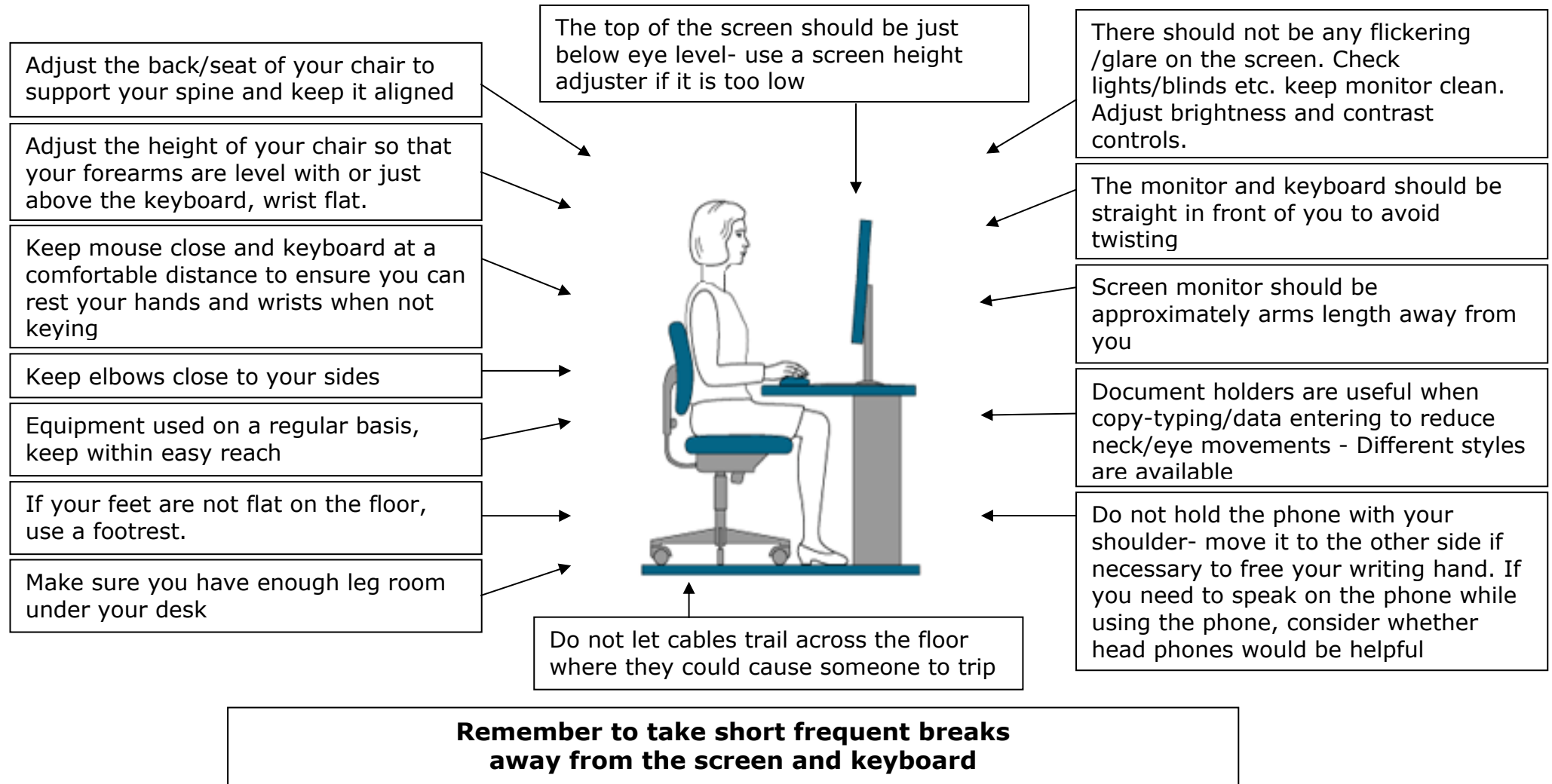
Signature

Date

Aneurin Bevan University Health Board staff- Please submit this form along
with the receipt of costs to your line manager.

Appendix E: Are you sitting comfortably?

Whenever you use a computer, please check that your workstation is safe by checking the points below.



Appendix F: Using Hand Held Devices

REMEMBER a hand held device is a useful tool to use for short periods of time but for longer periods or for work requiring the input of a moderate to large amount information, a correctly set up workstation is best.



- When reading use a stand or tilt the device to reduce the need to bend your head forward.
- Whenever possible place the device on a surface rather than holding it.
- When typing or touching the screen regularly have the tablet flat or only slightly angles to avoid awkward wrist positions.
- Typing on hand held device create unhealthy postures and forces for your fingers and thumbs. This can be avoided by:
 - Keeping emails and texts short or phone instead
 - Typing with as many fingers as possible
 - Using a keyboard where practical

Taking plenty of breaks (every 10-20 minutes) and changing posture frequently when prolonged typing is unavoidable.

Stretch your hands, shoulders and neck and look into the distance to relax your eyes when taking a break

Appendix G: DSE Process for Managers – Flowchart

