Display Screen Equipment Policy

Department / Service:	Health & Safety
Originator:	Julie Noble Health and Safety Manager
Accountable Director:	Scott Dickenson Director of Estates & Facilities
Approved by:	Health and Safety Committee, JNCC
Date of Approval:	30th June 2022
Review Date: **This is the most current** **document and should be** **used until a revised version** **is in place**	30th June 2025
Target Organisation(s)	Worcestershire Acute Hospitals NHS Trust
Target Departments	All
Target staff categories	Various

Purpose of this document:

Worcestershire Acute Hospitals NHS Trust shall, so far as is reasonably practicable, avoid the need for staff to undertake any work on display screen equipment that will involve a risk of them being injured. The Trust will make a suitable and sufficient assessment of the display screen equipment and all workstations to ensure that they meet the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. The Trust will also provide information and training, and provide vision screening at the request of individual users.

Key amendments to this Document:

Date	Amendment	By:
1/4/09	Policy reviewed by H&S Manager, Occupational Health Department and HR Policy Working Group. No significant amendments necessary.	H&S Manager
1/4/11	Policy reviewed by H&S Manager, Occupational Health Department and HR Policy Working Group. No significant amendments necessary.	H&S Manager
1/4/13	Policy reviewed by H&S Manager, Occupational Health Department and HR Policy Working Group. No significant amendments necessary.	H&S Manager
22/6/15	Documents extended until 1st August 2015	Rab McEwan
11/16	Documents extended for 12 months as per TMC paper approved on 22nd July 2015	TMC
04/17	Reviewed with changes made to assessment process	H&S Manager

01/20	Document extended for 12 months whilst in the process of appointing a new Health and Safety Manager.	Samantha Reid
February 2021	Document extended as per Trust agreement 11.02.2021	Trust agreement
February 2022	Document extended for 3 months whilst review and approval process is finalised	Julie Noble
May 2022	Document extended for 3 months whilst review and approval process is finalised	Julie Noble
May 2022	Introduction shortened to remove history of legislation, 3.2. Legal definition added; 4.1. Reminder Managers to inform users of eye tests and DSE glasses and assess who are users. 4.2 Reminder that users must take breaks in activity, Occupational Health pre-screening removed, legal detail added to 5.1, 5.2 has been rewritten to include comprehensive legal details. 7. Monitoring process amended. Annexe A (A.1) expanded to include the HSE DSE Checklist tool	Julie Noble

Contents page:

1. Introduction

The Health and Safety (Display Screen Equipment) Regulations 1992 are for the protection of people who habitually use DSE for the purposes of an employer's undertaking as a significant part of their normal work. The purpose of this policy is to ensure that the Trust complies with the requirements of the above legislation.

2. Scope of the Policy

The policy covers the use of all display screen equipment. It includes any alphanumeric or graphic display screen, regardless of the display process involved. Examples may include computers and sonography. It does not include the use of equipment such as calculators, cash registers, window typewriters, portable systems not in prolonged use or any equipment having a small data display required for direct use of that equipment e.g. digitised blood pressure meter.

3. Definitions

3.1 Display screen equipment (DSE) includes any alphanumeric or graphic display screen, regardless of the display process involved. It does not include calculators, cash registers, portable systems not in prolonged use, systems aboard any means of transport, or any equipment having a small data display required for direct use of that equipment e.g. digitised blood pressure meter.

3.2 The legal definition and applicability of a user under the DSE regulations applies to those who:

(a) normally use DSE for **continuous or near-continuous spells of an <u>hour or more</u>** at a time; **and**
(b) use DSE in this way **more or less daily**; **and**
(c) have to **<u>transfer information quickly</u>** to or from the DSE; **and also** need to apply high levels of **<u>attention and concentration</u>**; or are **highly dependent** on DSE or have **little choice** about using it; or need **special training or skills** to use the DSE.

Part-time workers should be assessed using the same criteria. For example if an employee works only two days a week but spends most of that time on DSE work, that person should definitely be considered a user.

3.3 Workstation is an assembly comprising display screen equipment; 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 DSE and the immediate work environment around the DSE.

4. Responsibility and Duties

4.1 Departmental/Ward Managers will:

- Before work on DSE commences, ensure that users complete a self-assessment of their workstation using the self-assessment form (see Annex A.1). The final section of the assessment form will be completed by suitably trained manager. If there are any particular problems with the workstation

being assessed, then the H&S Manager / H&S Team can advise (see Annex A.2).

- Ensure users and managers retain a copy of the DSE assessment.
- Implement any preventative and protective measures identified by the assessment, taking into account the user concerned, the equipment, software, and environment. (See Annex A.1-2,); update the DSE assessment to include improvements and reduction in risk.
- Review the assessment every two years and / or immediately if there is any significant change to: the equipment, the environment or user's health or the working practice that may affect the level of risk.
- Ensure staff that meet the requirements of a user are advised they are entitled to have a free eye sight test to assess their need for corrective glasses (DSE Use only),
- Plan the activities of users so that breaks or changes of activity periodically interrupt their work on DSE. Encourage change in activity every 30 minutes (e.g. stop using the PC and make a phone call)
- Provide basic instructions on the safe adjustment of the users equipment, e.g. chair, screen etc.(See Annex B - D)
- The Manager will ensure that the user is provided with a copy of the DSE information which can be accessed via the H&S page of the Trust intranet site.
- Where required, seek advice for the purchase of DSE equipment from the Health and Safety Manager.

4.2 Those staff that have been assessed as users will:

- Use safety equipment where provided
- Follow instructions provided for the safe use of equipment (e.g. adjust chair to fit the user).
- Not interfere with safety measures or controls
- Report any hazards/risks associated with use of the equipment to their manager
- Report to their manager any adverse health effects which may be attributable to use of DSE i.e. aching or soreness to muscles and/or joints, headaches, tingling in hands etc.
- Ensure they are trained in the use of any workstation upon which they are required to work
- Ensure they are informed of the risks to health and safety
- Ensure short breaks in DSE use are regularly undertaken and that users don't sit in a fixed position for prolonged periods (this can be as simple as stopping every 30mins to make a telephone call, file a document). Conduct stretch exercises to reduce the impact of prolonged use (see Appendix C), reduce the risk of eye strain by for example, every 20 minutes, look away from the screen and look at something 20 feet away for 20 seconds.

5. Policy detail

5.1 The DSE regulations require:

- Users to be defined (Refer to section 3)
- DSE Risk assessments to be conducted (Refer to section 4) by managers and reasonable adjustments made to reduce the risk of tendinopathy or

strains occurring that affect for example eyes, hands, neck or backs. Appendices A-D provide instruction and support.
- Provide eye support if applicable
- Work stations should be suitable and sufficient (Refer to Appendicies).

5.2 Eye sight tests and corrective appliances

Staff who are defined as users of a DSE are entitled to an eye test; this is to assess their visual ability to view a computer screen. HSE guidance states:

The test includes a test of vision and an examination of the eye. For the purpose of the DSE Regulations, the test will take account of the nature of the user's work, including the distance at which the screen is viewed. DSE users are not obliged to have such tests performed.

*Employers must provide eye and eyesight tests on request to any person being recruited as a user. This duty arises only when it is certain that any such person **is** to become both a user and an employee. Employers do not have to provide eye and eyesight tests to applicants for jobs.*

Where a test is requested by a person being recruited to be a user, if the test is not provided before the person takes up the job it must be provided before the new employee undertakes sufficient DSE work to make them a user. Employers may not refuse to provide a test on the grounds that a new recruit has recently had one provided in any previous period of employment. (However, it may not be of practical benefit to such a user to request a test, if their new tasks and work environment are to be similar to those before the change of job.)

Where users choose to exercise their entitlement, they must request it from their manager. Upon request, the manager will arrange for a voucher to be provided by the Occupational Health Team which will cover the full cost of an eye test.

Frequency of eye tests are as listed below:

(a) as soon as practicable after display screen users have made a request.

(b) for recruits or employees who are to become users (and have made a request); the test must be carried out before the employee becomes a user.

(c) for those in post and defined as users this must be conducted at regular intervals after the first test (provided the employee wants a test). The frequency of repeat testing needed will vary between individuals, according to factors such as age. NB - As per HSE guidance, the Trust is not responsible for any corrections for vision defects or examinations for eye complaints which are not related to display screen work which may become necessary within the period. These are the responsibility of the individual concerned;

(d) for users experiencing visual difficulties which may reasonably be considered to be related to the display screen work, for example visual symptoms such as eyestrain or focusing difficulties.

Following an eye test if correct appliances are required HSE guidance states:

"Special' corrective appliances (normally spectacles) provided to meet the requirements of the DSE Regulations will be those appliances prescribed to correct vision defects at the viewing distance or distances used specifically for the display screen work concerned. 'Normal' corrective appliances are spectacles prescribed for any other purpose. It should be noted that experience has shown that in most working populations only a minority (usually less than 10%) will need special corrective appliances for display screen work. Those who need special corrective appliances may include users who already wear spectacles or contact lenses, or others who have uncorrected vision defects.

Normal' corrective appliances are at the user's own expense, but users needing 'special' corrective appliances will be prescribed a special pair of spectacles for display screen work. Employers' liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e. of a type and quality adequate for the user's work.

To clarify these glasses are single vision lenses in frames that are used for DSE use only (so not reading glasses).

Users whose tests show that they require special corrective appliances solely and specifically for visual display screen (VDU / DSE) work will be entitled to a free pair of corrective spectacles (See information contained on copy of issued VDU Eye Care Voucher) Users will not be entitled to this service if their normal glasses (e.g. reading glasses) can be used for the purposes of viewing the screen.

Health and Safety can also carry out DSE Assessments of workstations where there are particular problems which cannot be assessed or resolved by the local manager. If a health issue is still noted, then Occupational Health can provide support and advice.

6. Implementation

6.1 Plan for dissemination
This policy will be communicated to accredited staff side/safety representatives and Trust managers and made available to all staff via the Trust's intranet site.

6.2 Dissemination
See above.

6.3 Training and awareness

As part of the Trust's Health & Safety Training Programme managers will receive basic instruction on set up and assessment of a DSE workstation and be aware of the key issues associated with ergonomics

Users will be provided with adequate training and information regarding the safe use of their workstations. This will be achieved by receiving simple instructions from their managers on how to adjust their chair, screen and any other associated equipment. They will also be required to view the DSE Power point presentation

and read through a copy of the User Pack both of which are available on the intranet on the H&S page.

Staff will be informed of this policy during Corporate and local induction and during their 3 yearly risk management update training. Staff will be required to receive health and safety training regarding the safe use of DSE as per the Trust's Training Needs Analysis i.e. upon employment or when identified as a 'user' and following any significant changes to either the workplace or the workstation.

7. Monitoring and compliance

The H&S team will conduct Trust wide audits which will include spot checks of DSE compliance.

8. Policy Review

The Trust's Health and Safety Committees will review this policy every two years or following any significant changes to working practice or legislation.

9. References

Health and Safety at Work, etc. Act 1974	
Management of Health and Safety at Work Regulations 1999	
Health and Safety (Display Screen Equipment) Regulations 1992	
Health and Safety (Miscellaneous Amendment) Regulations 2002	
Risk Management Strategy	
Risk Assessment Policy	
H&S Strategy	
H&S Policy	

10. Background

10.1 Equality requirements

There is no equality issues associated with this policy.

10.2 Financial risk assessment

There may be associated costs involved in complying with this policy.

10.3 Consultation

This policy will be consulted on via the Occupational Health Team, Deputy Director of People and Culture, Assistant Director of Finance and Trust H&S Committee.

10.4 Approval process

This policy will be finally approved by the JNCC.

Annex A -1
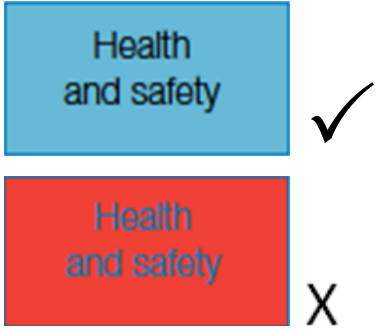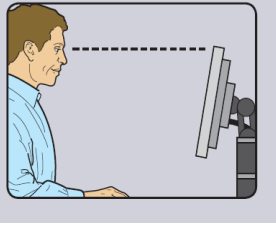
DISPLAY SCREEN EQUIPMENT WORKSTATION ASSESSMENT

Name of User:	Location:
Workstation Identification:	**Date of Assessment:**

Please complete all sections of the assessments (A – D) then give the complete assessment to your manager to review.

A. GENERAL – Use of DSE

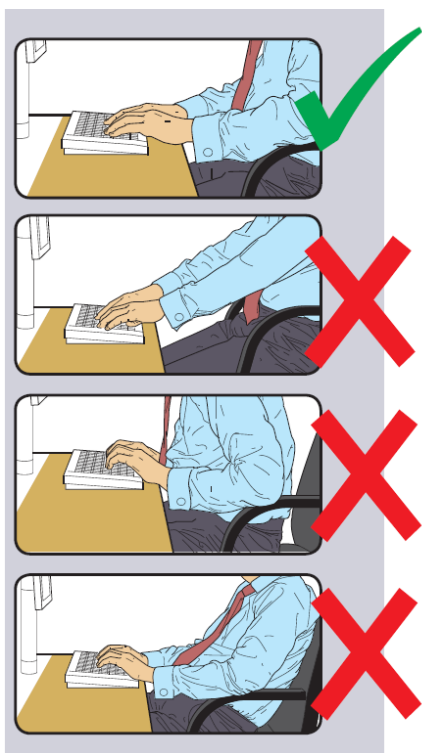|	QUESTION	YES	NO	OCC
1	Approximately how many hours per day do you spend using a computer? …Hrs			
2.	Does this equipment present a risk to the user?			
3.	Does most of your work involve typing i) Continuously (e.g. writing reports, letters, data entry etc)?			
	ii) Intermittently (e.g. obtaining information etc)?			
4.	Does your work often involve using the mouse continuously?			
5.	Do you often need to work intensively at the computer for 1 hour or more without getting a short break away from it? (e.g. paper work, photocopying etc)			
6.	Are you only allowed to take breaks at specific times?			
7.	Do you regularly use a telephone at the same time as using the keyboard?			
	If YES, is a headset provided?			
	If not provided, would a headset be useful?			
8.	Have you received information concerning the health and safety aspects of computer work and the arrangements for the provision of eye and eyesight tests?			

B: HSE DSE Checklist: Complete referring to the explanations

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
1 Display screens				
Are the characters clear and readable?			Make sure the screen is clean and cleaning materials are made available. Check that text and background work well together.	
Is the text comfortable to read?			Software settings made need adjusting to change text size.	
Is the image stable, e.g. free of flicker and jitter?			Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If problem still exists, get the set up checked e.g. the equipment supplier.	
Is the screens specification suitable for its intended use?			For example, intensive graphic work, or work requiring fine attention to detail may require display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt?			You can add a swivel and tilt mechanism it does not need to built in. However you may need to replace the screen if: - Swivel/tilt is absent or unsatisfactory - Work is intensive - The user has problems getting the screen to a comfortable position	

| Is the screen free from glare and reflections?

Are adjustable window coverings provided and in adequate condition? | | | Use a mirror placed in front of the screen to check where the reflections are coming from.

You might need to move the screen or even the desk, or shield the screen from the source of the reflections.

Screens that use dark characters on a light background are less prone to glare and reflections.

Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.

If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help. | |

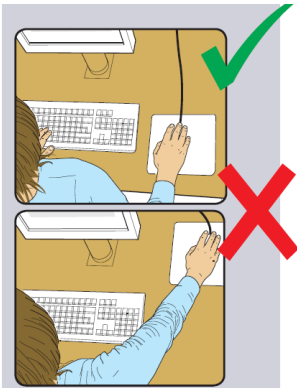| **Risk factors**	**Tick answer**		**Things to consider**	**Action to take**
	Yes	No		
2 Keyboards				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impractical e.g. where there is a need to use a laptop.	
Does the keyboard tilt?			Tilt need not be built in.	
Is it possible to find a comfortable keying position? 			Try pushing the display screen further back to create more room for the keyboard, hands and wrist. Users of thick, raised keyboards may need a wrist rest.	

Does the user have good keyboard technique?			Training can be used to prevent: • Hands bent up at the wrist • Hitting the keys to hard • Over stretching the fingers	
Are the characters on the keys easily readable?			Keyboards should be kept clean. If characters still cannot be read, the keyboard may need modifying or replacing.	

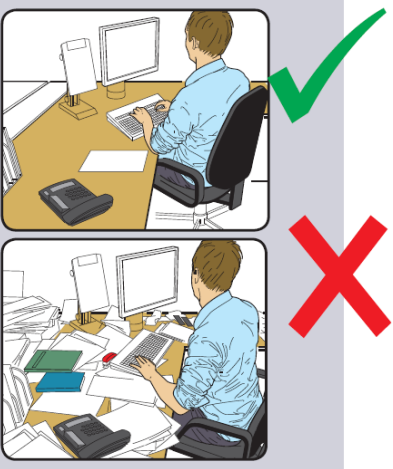| Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
3 Mouse, trackball etc.				
Is the device suitable for the task it is used for?			If the user is having problems, try a different device. The mouse and trackball are general purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touchscreens may be better for some tasks, but can be worse for others.	
Is the device positioned close to the user? 			Most devices are best placed as close as possible, e.g. right beside the keyboard. Training may be needed to: • Prevent over reaching • Tell users not to leave their hand on the device when it is not being used • Encourage a relaxed arm and straight wrist	
Is there support for the device user's wrist and forearm?			Support can be gained from the desk surface or the arm of a chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.	
Does the device work smoothly and at a speed the suits the user?			See if cleaning is required e.g. mouse ball and rollers. Check the work surface is suitable. A mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of the pointer?			Users may need training in how to adjust device settings.	

4 Software

Is the software suitable for the task?			Software should help the user carry out the task, minimise the stress & be user friendly. Check the users have had appropriate training in using the software. Software should respond quickly & clearly to user input, with adequate feedback, such as clear help messages.	
Risk factors	**Tick answer**		**Things to consider**	**Action to take**
	Yes	No		

5 Furniture

Is the surface large enough for all the necessary equipment, papers etc.?			Create more room by moving printers, reference material etc. elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible rearrangement.	
Can the user comfortably reach all the equipment and papers they need to use?			Rearrange equipment, papers etc. to bring frequently used items within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
Is the chair suitable? Is the chair stable? Does the chair have a working: • Seat back height and tilt adjustment? • Seat height adjustment? • Swivel mechanism? • Castors or glides?			The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.	
Is the chair adjusted correctly?			The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt a suitable posture while working.	

			The arms of a chair can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.	

Is the small of the back supported by the chairs backrest?			The user should have a straight back supported by the chair, with relaxed shoulders.	
Are fore arms horizontal and eyes at roughly the same height as the VDU?			Adjust the chair to get the users arms in the right position and then adjust the VDU height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not a foot rest may be needed.	
Risk factors	**Tick answer**		**Things to consider**	**Action to take**
	Yes	No		

6 Environment

Is there enough room to change position?			Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.	
Is the lighting suitable, e.g. not to bright or to dim to work comfortably? 			Users should be able to control light levels, e.g. by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps. But make sure lights don't cause glare by reflecting of walls or other surfaces.	
Does the air feel comfortable?			VDUs and other equipment may dry the air. Circulate fresh air if possible. Plants may help Consider a humidifier if discomfort is severe.	

Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electric equipment in the room. Or, can users be moved away from the heat source.	
Are levels of noise comfortable?			Consider moving sources of noise e.g. printers, away from the user. If not, consider sound proofing.	

C. EQUIPMENT – Display Screen

Work Desk or Work Surface

QUESTION	YES	NO	N/A
Do you have adequate space on your desk for all associated workstation equipment?			
Does your desk have a low reflective surface?			
If you have a document holder, is it stable and adequately positioned so as to minimise head and eye movement?			
Do you have adequate space in order to achieve a comfortable position?			
Can you change and vary your working position?			

D. ENVIRONMENT – General

QUESTION	YES	NO	N/A
Do you have any trailing electrical leads around your workstation?			
Are any electrical leads stretched to their limit?			
Is access to and from your workstation clear and obstacle free?			
Do you have any associated shelving in the vicinity of your workstation?			
If so is it easily accessible?			

Noise

QUESTION	YES	NO	N/A
Do you have workstation equipment that is particularly noisy?			
Is there any noise emitting machinery in your vicinity which disturbs your concentration?			

Heat

QUESTION	YES	NO	N/A
Are you exposed to any excessive heat whilst at your workstation?			

Humidity

QUESTION	YES	NO	N/A
Do you experience any problems with dry eyes or sore throat?			
Do you wear contact lenses?			

Final questions to users

• Has the checklist has covered all the problems you have working with their VDU? • Have you ever experienced any discomfort or other symptoms which they attribute to working with their VDU. • Are you aware of the DSE Policy where it documents entitlement to eyesight testing. •	

Any other concerns document below:

Next: Give the completed form to your Manager for review.

Manager must assess the responses to this assessment and address where possible (e.g. If a chair is not adjusting, then arrange repairs or replacement fail, if staff aren't taking short breaks in DSE use then remind etc)

Annexe A-2

If the manager requires further assistance this section must be completed by a suitably trained Manager while the user is undertaking their typical DSE tasks.

POSTURE AT THE WORKSTATION

OBSERVATION	YES	NO	COMMENTS
Are the shoulders relaxed?			
Are the upper arms relaxed by the side of the body?			
Are the forearms horizontal or sloping down, and wrists generally at a neutral angle when keying and/or mousing?			
Are the wrists/arms free of any direct pressure (i.e. not rested on edge of desk)?			
Is the seat height appropriate?			
With the chair at the correct height are the feet supported?			
Is the back upright and the lower back supported?			
Is the backrest at an appropriate height and angle?			
Is the screen height appropriate for the user?			
Is the viewing distance to the screen acceptable?			
Is the head/neck generally in an upright posture?			
Is the head facing forwards (i.e. no twist)?			
Is the keyboard in an appropriate position?			

Is the mouse in an appropriate position?			
Is the other equipment positioned appropriately?			

Assessment completed by

Name:	Position:
Signature:	Date:

Risk reduction measures and recommendations:

Actions taken during the assessment:

Actions to be taken:

Recommendations	Priority (High/Medium/Low)	Action completed (signature & date)

Review:

The assessment or relevant parts of it should be reviewed in the light of changes to the DSE worker population, or changes in individual capability, or where there has been some significant change to the workstation such as:

(a) a major change to software used;
(b) a major change to any of the equipment (screen, keyboard, input devices, etc);
(c) a major change in workstation furniture;
(d) a substantial increase in the amount of time required to be spent using DSE;
(e) a substantial change in other task requirements (for example greater speed or accuracy);
(f) if the workstation is relocated (even if all equipment and furniture stays the same);
(g) if major features of the work environment, such as the lighting, are significantly modified.

NOTE: On completion of the assessment and effective implementation of suitable preventative and protective measures this form should be filed in the 'user's' personal file.

Annex B

Workstation – Example of good posture

Annex C

Exercises for Display Screen Equipment users to help prevent discomfort

Neck

a) Slowly tilt your head to one side to stretch the muscles on the side of your neck. Repeat on the other side.

b) Tuck in your chin, and turn your chin towards your left shoulder to create a stretch on the right side of your neck. Repeat on the other side.

c) Tuck in your chin and turn your neck 45 degrees to the left. Gently pull your head down towards your left armpit with your hand. Repeat on the other side.

Forearm

a) Turn your palm face up with the elbow straight. Apply gentle pressure with your opposite hand, to extend your wrist and fingers. Repeat on the other side.

Shoulders, upper arms and upper back

a) Keep your chin tucked in. With fingers interlaced behind your head, keep your elbows straight out with your upper body upright. Pull your shoulder blades towards each other. Lean over the back of your chair to extend your upper back.

b) Hold your right elbow with your left hand, and then gently pull your elbow behind your head until an easy tension-stretch is felt in your shoulder or along the back of your upper arm. Repeat on the other side.

c) Interlock your fingers behind your back. Slowly turn your elbows inward while straightening your arms. You should feel a gentle stretch across your chest and shoulders.

d) Interlock your fingers, turn palms upwards above your head as you straighten your arms. Elongate your arms as you feel a stretch through your arms and on upper side of the rib cage.

Hip, lower and middle back

a) Sit with your left leg bent over right leg, then rest your elbow or forearm, of the right arm on the outside of the upper thigh of your left leg. Repeat on the other side.

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GUIDELINES FOR COMPLETING EXERCISES

The purpose of completing office based exercises is to encourage you to move in different ways to the posture you are working in. This will assist to prevent discomfort or to relieve existing symptoms of discomfort by encouraging the muscles to relax.

To do these exercises:

- Hold each stretch for approximately 10-15 seconds

- Make sure you feel the stretch only in the area identified. If you feel any discomfort or tension do not complete the stretch

- Do not stretch to the end-range of the movement. You should be aiming for a 'gentle' stretch for each area

- Try to complete all stretches at least once per day

- Seek medical advice if you experience on-going or persistent discomfort.

MICROPAUSES

What is a Micropause?

- A Micropause is a 5 second break every three minutes or so

- The 5 seconds assist to refresh the muscles that have been held tense whilst you work. It only takes 5 seconds to relax the muscles when held for short periods of time (ie 3 minutes)

- If a muscle is held tense for longer periods of time (eg 1hr), it can take several hours to restore it to normal. It is important to include micropauses into your work routine to avoid muscle tension

- Micropauses can be built in to the work rhythm naturally. For example, when answering the telephone.

How to Micropause

- Stop work during a natural break in your work rhythm

- Stretch out with both arms

- Rest both hands either
    - on the surface in front of you
    - or drop them by your side

- Relax your shoulders and let your elbows hang loose

- Take a deep breath, and as you breathe out let the tension release from your arms

- After a few seconds recommence work

Annex D

Work with portable DSE

Portable DSE such as laptop and notebook computers is subject to the DSE Regulations <u>if it is in prolonged use.</u>
The design of portable DSE can often provide equipment that is less than ideal for achieving a comfortable working posture. In addition many portable devices are used in a wide range of environments some of which may be poorly suited to DSE work. Most users of portable devices will also use desktop computers and other equipment at work. In terms of assessment these users MUST consider the risks associated with using their portable devices including the environment in which it is used and adopted posture.

Practical points to consider:

- Look for as low a weight as possible for the portable computer
- Choose as large and clear a screen as possible
- Where available choose a detachable or height adjustable screen. Alternatively use a portable stand that will raise the screen to the correct level
- Consider the use of a docking station which will enable you to use an external keyboard and mouse
- Set up the device on a suitable work surface rather than use on your lap and avoid using a device in a motor vehicle
- Remember that portable devices can be attractive items and targeted for theft. Make sure that is kept secure
- Think about the manual handling aspects of lifting and carrying portable devices
- Breaks and changes of activity are particularly important for portable users not working at a docking station

Helpful hints – Remember:

1. Operate the keyboard with your arms relaxed by your side
2. Adopt a balanced head position not leaning forward
3. Position the screen approximately at arm's length
4. Position the screen at about eye level
5. Sit back in chair ensuring good back support
6. Place forearms parallel to desk whilst using the keyboard
7. Place feet flat on floor or on a foot rest
8. Ensure that you have space behind your knee
9. Keep moving throughout your working day to promote good health

Supporting Document 1 - Equality Impact Assessment Tool Herefordshire & Worcestershire STP - Equality Impact Assessment (EIA) Form Please read EIA guidelines when completing this form

Section 1 - Name of Organisation (please tick)

Herefordshire & Worcestershire STP		Herefordshire Council		Herefordshire CCG	
Worcestershire Acute Hospitals NHS Trust	√	Worcestershire County Council		Worcestershire CCGs	
Worcestershire Health and Care NHS Trust		Wye Valley NHS Trust		Other (please state)	

Name of Lead for Activity	Julie Noble, H&S Manager

Details of individuals completing this assessment	Name	Job title	e-mail contact
	Julie Noble	H&S Manager	Julie.noble13@nhs.net
	Samantha Reid	H&S Officer	Samantha.reid3@nhs.net
Date assessment completed	24/05/2022		

Section 2

Activity being assessed (e.g. policy/procedure, document, service redesign, policy, strategy etc.)	**Title: DSE Policy**
What is the aim, purpose and/or intended outcomes of this Activity?	To describe the provision, implementation and management of DSE equipment to ensure legal compliance
Who will be affected by the development & implementation of this activity?	❏√ Service User ❏√ Patient ❏√ Carers ❏√ Visitors ❏√ Staff ❏ Communities ❏ Other _____ ❏
Is this:	❏ √ Review of an existing activity ❏ New activity ❏ Planning to withdraw or reduce a service, activity or presence?

What information and evidence have you reviewed to help inform this assessment? (Please name sources, eg demographic information for patients / services / staff groups affected, complaints etc.	A review of applicable Worcestershire Royal Acute Hospitals NHS Trust policies, HSE website and UK applicable regulations has been conducted.
Summary of engagement or consultation undertaken (e.g. who and how have you engaged with, or why do you believe this is not required)	Key parties have been provided with this Policy for review / comment (e.g. H&S committee). The H&S manager has ensured this policy meets legal obligations.
Summary of relevant findings	No impact to others from this document; this is a continual improvement process.

Section 3

Please consider the potential impact of this activity (during development & implementation) on each of the equality groups outlined below. **Please tick one or more impact box below for each Equality Group and explain your rationale**. Please note it is possible for the potential impact to be both positive and negative within the same equality group and this should be recorded. Remember to consider the impact on e.g. staff, public, patients, carers etc. in these equality groups.

Equality Group	Potential positive impact	Potential neutral impact	Potential negative impact	Please explain your reasons for any potential positive, neutral or negative impact identified
Age	√			
Disability	√			
Gender Reassignment	√			
Marriage & Civil Partnerships	√			
Pregnancy & Maternity	√			
Race including Traveling Communities	√			
Religion & Belief	√			
Sex	√			
Sexual Orientation	√			
Other Vulnerable and	√			

Equality Group	Potential <u>positive</u> impact	Potential <u>neutral</u> impact	Potential <u>negative</u> impact	Please explain your reasons for any potential positive, neutral or negative impact identified
Disadvantaged Groups (e.g. carers; care leavers; homeless; Social/Economic deprivation, travelling communities etc.)				
Health Inequalities (any preventable, unfair & unjust differences in health status between groups, populations or individuals that arise from the unequal distribution of social, environmental & economic conditions within societies)	√			

Section 4

What actions will you take to mitigate any potential negative impacts?	Risk identified	Actions required to reduce / eliminate negative impact	Who will lead on the action?	Timeframe
		.		
How will you monitor these actions?				
When will you review this EIA? (e.g in a service redesign, this EIA should be revisited regularly throughout the design & implementation)				

**Section 5 -** Please read and agree to the following Equality Statement
1. Equality Statement
1.1. All public bodies have a statutory duty under the Equality Act 2010 to set out arrangements to assess and consult on how their policies and functions impact on the 9 protected characteristics: Age; Disability; Gender Reassignment; Marriage & Civil Partnership; Pregnancy & Maternity; Race; Religion & Belief; Sex; Sexual Orientation
1.2. Our Organisations will challenge discrimination, promote equality, respect human rights, and aims to design and implement services, policies and measures that meet the diverse needs of our service, and population, ensuring that none are placed at a disadvantage over others.
1.3. All staff are expected to deliver services and provide services and care in a manner which respects the individuality of service users, patients, carer's etc, and

as such treat them and members of the workforce respectfully, paying due regard to the 9 protected characteristics.

Signature of person completing EIA	_[signature]_ Samantha Reid
Date signed	24th May 2022
Comments:	
Signature of person the Leader Person for this activity	_[signature]_ Julie Noble
Date signed	24th May 2022
Comments:	

Supporting Document 2 - Financial Risk Assessment

To be completed by the key document author and attached to key document when submitted to the appropriate committee for consideration and approval.

	Title of document:	**Yes/No**
1.	Does the implementation of this document require any additional Capital resources	NO
2.	Does the implementation of this document require additional revenue	NO
3.	Does the implementation of this document require additional manpower	NO
4.	Does the implementation of this document release any manpower costs through a change in practice	NO
5.	Are there additional staff training costs associated with implementing this document which cannot be delivered through current training programmes or allocated training times for staff	NO

If the response to any of the above is yes, please complete a business case which is signed by your Finance Manager and Directorate Manager for consideration by the Executive Team before progressing to the relevant committee for approval.