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Display Screen Equipment Procedure

Introduction and Aim

The Estates, Safety and Facilities Team has developed an overarching Health and Safety Policy which sets out the organisation’s commitment and responsibility to health and safety.

This procedural document forms part of the suite of health and safety documents to support this through advising on the requirements to applying the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (miscellaneous amendments) Regulations 2002.

Through the development and implementation of this procedure in conjunction with other health and safety procedures, the Chief Executive and the Board can be assured that the organisation is adhering to the Health and Safety Policy and the organisation’s commitment to Health and Safety.

Supporting Procedures and Written Control Documents

Health and Safety Policy, Moving and Handling Procedure, Statutory and Mandatory Training Policy

Scope

This procedure and any arrangements made under it applies to:

All persons employed or engaged by Public Health Wales, including hosted bodies, part time workers, temporary and agency workers, those holding honorary contracts.

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Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Corporate Governance](#).

1. Introduction

The Health and Safety at Work etc. Act 1974 and The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (miscellaneous amendments) regulations 2002 seek to protect the health of workers by reducing risks from the use of Display Screen Equipment (DSE) at work. The health problems associated, but not exclusively with this type of work are:

- a) Work Related Upper Limb Disorders (WRULD)
- b) Repetitive Strain Injury (RSI)
- c) Eye strain and headaches
- d) Fatigue and stress

The regulations place a duty on the Organisation to assess the risk of injury and ill-health to our employees and to maintain our working environments such that it reduces the likelihood of injury and ill-health.

This procedure aims to ensure that the Organisation complies with the regulations and to offer advice and guidance to managers and staff regarding the use of DSE.

It is the intention of the organisation to ensure, through suitable and sufficient assessments of the risk are undertaken to reduce any risks to a minimum, and that appropriate medical advice is sought where necessary. The implementation of this procedure requires the total co-operation of all management and employees.

2. Scope

All persons employed or engaged by Public Health Wales, including hosted bodies, part time workers, temporary and agency workers, those holding honorary contracts.

3. Roles and responsibilities

All staff within Public Health Wales have a legal duty to comply with both Welsh and UK Government legislation which this procedural document sets out.

4. Training

All staff are required to undertake statutory and mandatory health and safety training.

All DSE users must have sufficient information, instruction, training and supervision as is necessary on the use of equipment and software packages, that they are required to use as part of their normal role. Records of training must be kept as part of the individual's personal training records.

DSE users must be provided a with a copy of INDG36 Working with VDU's (Appendix 1) and sufficient information, instruction and training with regards to the hazards, risks and measures to reduce risks associated with the use of DSE. Guidance note on correct workstation set up and seating posture can be found in Appendix 2.

Staff are encouraged to take incorporate regular screen breaks during long periods of DSE use. Suitable simple exercises that staff are advised to use are provided in Appendix 3.

5. Monitoring and auditing

The Estates, Safety and Facilities Division will put arrangements in place to ensure sample audits are undertaken to monitor compliance with this procedure. This will include analysing:

- The number of display screen equipment users;
- The percentage of assessments completed or reviewed;
- The number of identified concerns in relation to display screen equipment use which were resolved/not resolved or otherwise addressed within the required timeframe.

Local managers will monitor the application of this procedure locally, ensuring staff have completed their DSE assessment and any follow up actions are processed.

6. DSE Assessments

Staff are required to undertake their own DSE assessment via a DSE Workstation Checklist Form For staff who work from a hot desk or use DSE equipment for short periods of time (i.e. Microbiology) would require completing the Quick DSE Guidance Hot-Desk-ers Guide. Both forms are available on the intranet on the Polices page; Risk Management, Health and Safety and Estates page.

If staff experience any health conditions or concerns that may be affected by the use of DSE then a further assessment can be undertaken by a DSE assessor. DSE assessors are responsible for undertaking assessments for staff who have been identified by their line manager as users who have concerns of display screen equipment.

6.1 DSE Assessors

The DSE assessor will have received training for, and will be familiar with the main requirements of the DSE Regulations. It is the role of the assessor to lead the employee through the assessment process and offer advice and guidance on the environment, workstation layout and equipment suitability. It is not the role of the assessor to source or supply equipment. However, the assessor may provide advice on equipment type and the contact details of equipment suppliers if necessary.

The assessor must also: -

- Ensure that all DSE users have received adequate training and information prior to undertaking an assessment;
- Ensure that all workstations within their remit are assessed;
- Maintain a record of assessments undertaken;
- Provide details of any remedial actions that have not been undertaken during the assessment but which should be actioned prior to the assessors review visit;
- Provide DSE awareness training as and when necessary;
- Attend update training to maintain their own levels of knowledge and competency.
- Staff with health conditions (temporary or permanent) that may require advice outside of the DSE Assessors training may require further professional ergonomist advice (e.g. consideration of need height adjustable/standing desks). For further advice, please contact the Health and Safety Manager- Estates, Safety and Facilities division. Further information on vari-desks is provided in Appendix 4)

A list of DSE Assessors is available from the Estates, Facilities and Health and Safety Division.

7. Provision of Spectacles

Where spectacles are found necessary specifically for use with DSE, the Organisation will reimburse individuals up to the value of £60 (inclusive of frames and lenses). Should individuals require more expensive spectacles due to a need for specific features, such as bifocal and varifocal lenses, a proportion of this cost may be paid - please refer to the Display Screen Equipment Eyesight Test Request form. Where features such as anti-glare lenses are purchased, the Organisation is not liable for these costs.

The eyesight test form is available on the intranet- Polices page. Risk, Health and Safety and Estates, Display Screen Equipment, DSE eyes sight test form.

The process for claiming the cost is as follows:

- Ask your manager to authorise a copy of the "Display Screen Equipment Eyesight Test form" (Appendix 2);
- Attend an eyesight test with your optician and ask him/her to complete their section of the form. It is helpful to inform your optician that you use display screen equipment as part of your work as this will help to ensure that any spectacles are suitable;
- Following your test, complete the form, ensuring that the relevant manager (budget holder) signs it and submit the form, along with any associated receipts, via E-expenses.

Proof of examination and confirmation of the requirement for the provision of spectacles for use with DSE (completed Optometrist section of DSE Eye and Eyesight Examination Report) and evidence of purchase must be provided.

Employees are responsible for the safekeeping of spectacles provided under this procedure and are expected to show the same degree of care for the spectacles as is required for any other item of organisation's property.

Use of Display Screen Equipment (DSE)

For a copy of the HSE Leaflet 'Working with display screen equipment'
<http://www.hse.gov.uk/pubns/indg36.pdf>

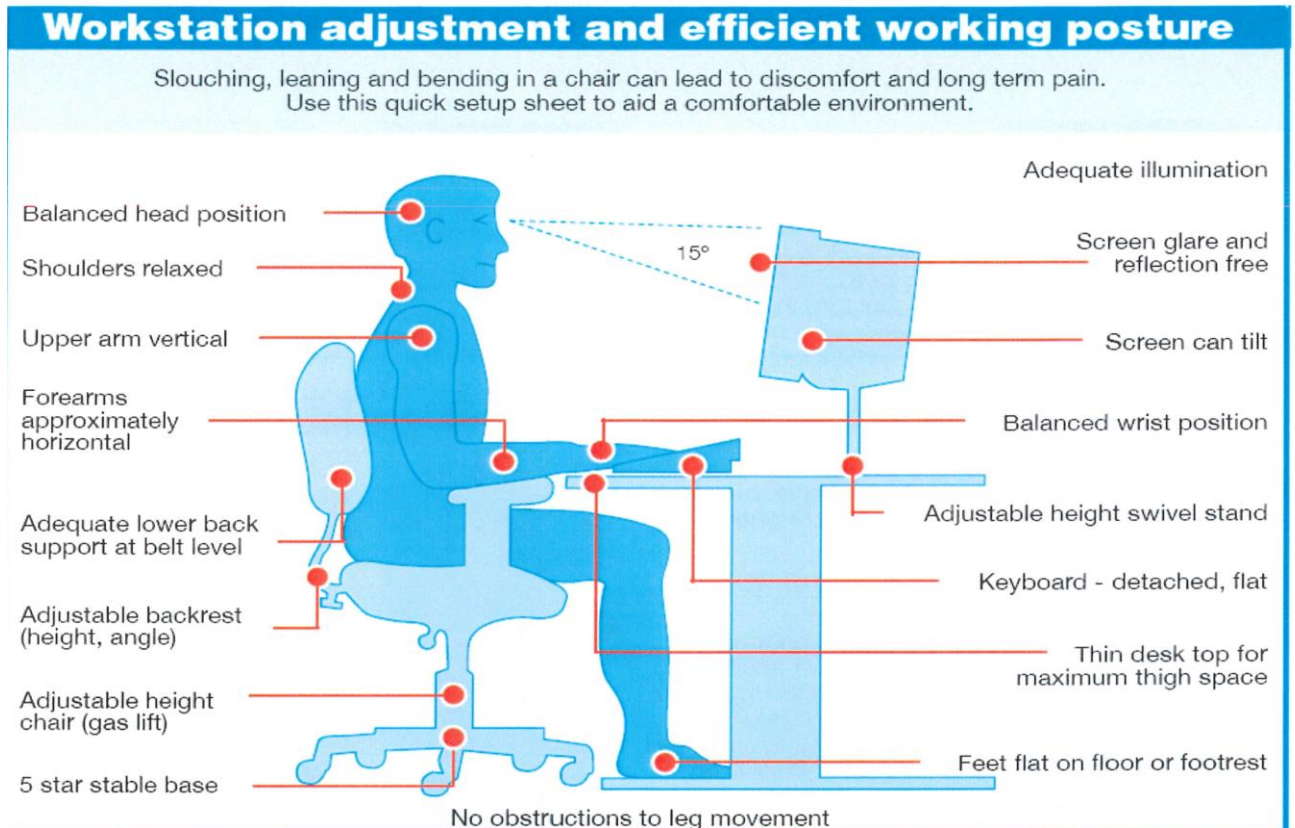
How to sit at your workstation and adjust it to suit you:

Sit close to your desk and if possible adjust the height of your seat so that:

- Elbows are at right angles with your upper arms, relaxed at the side of your body.
- Forearms are parallel to and just above the desktop. Wrists should be straight rather than bent up or down.
- If possible your hips should be slightly higher than your knees. If you cannot place your feet on the floor in the above position you may need a footrest. If your knees are higher than your hips you may need the desk raised in height.
- Ensure your low back is supported. If your chair doesn't have a lumbar support, try making one by rolling up a small towel.
- Adjust the angle of the backrest so it is inclined slightly backwards and you can rest against it comfortably. Do not lean forward.
- Your eyes should be level with the top/middle of your display screen, which should be directly in front of you.
- Do not wedge the telephone between your ear and shoulder. If you are right handed, hold it in your left hand so you can make notes if necessary. Consider using a headset if being on the phone is a large part of your job.
- Use a copyholder if you work from documents. If you are a copy typist, you may prefer to have the copyholder straight in front of you.













- Position the keyboard about 10cm from the front edge of the desk directly in front of you.
- Rest your fingertips lightly on the home (middle) row of keys. When typing the fingers should be slightly curled. Press the keys gently and try to use all fingers.
- Place the mouse within easy reach. Don't squeeze it and take your hand away when not using it. Try to use keyboard shortcuts.
- Do not sit for too long. Stand up and stretch every 20 minutes or so.
- Let your manager know and contact the Health and Safety Manager if you have health problems and are unable to make necessary adjustments to your workstation.

Appendix 2



Exercises for DSE usage

The following exercises are suitable for both workstation and driving breaks and should be carried out every hour

	<p>1 Sitting straight-backed. Pull your chin in, keeping your neck and back straight (do not tilt your head forwards or backwards). Hold at the end position for a count of 5 and feel the stretch in the back of your neck.</p>		<p>7 Hold the fingers of the hand to be stretched, and reach out in front of you. Gently extend the wrist until you feel the stretching at the inside of the forearm. Keep elbow straight and stretch for a few seconds, repeat 5-10 times on both hands.</p>
	<p>2 Sitting. Turn your head to one side until you feel a stretch. Using your hand gently push your head further round. Hold approx. 5 secs. Repeat to other side.</p>		<p>8 Sit firmly on a chair, and interlock your fingers. Lift your arms straight above your head and gently arch your upper trunk at the same time over the back of the chair. Hold for a count of 10.</p>
	<p>3 Sitting on to the chair as shown. Lean your head and trunk away from the fixed arm, feel gentle stretch down the side of the neck and arm. Hold for a count of 5. Repeat on both sides.</p>		<p>9 Sit on a chair and cross your arms over your chest clasping the opposite shoulder. Twist from the waist into stiffness. Repeat to both sides in a continual smooth motion for a count of 10.</p>
	<p>4 Sit with your back straight and feet firmly on the floor. Pull your shoulder blades together while turning your thumbs and hands outwards. Hold for a count of 5.</p>		<p>10 Sit on a chair. Pull your toes up, tighten your thigh muscle and straighten your knee. Hold approx. 5 secs. and slowly relax your leg. Repeat both sides 5 times.</p>
	<p>5 Sit or stand. Roll your shoulders in both directions for a count of 10.</p>		<p>11 Stand straight with one hand on your hip and the other straight up. Bend to the side with opposite arm reaching overhead. Keep pelvis in mid-position. Hold for 5 sec. and repeat to opposite side.</p>
	<p>6 Fully flex your wrist, clench your fist and hold arm out to your side with elbow straight. Try to flex your wrist even more. Hold for a couple of seconds and repeat 5-10 times.</p>		<p>12 Stand straight with feet apart. Support your back with your hands while bending your back as far backwards as possible. Keep your knees straight during exercise. Hold for a count of 2 and repeat 5 times.</p>

NB: These exercises should be done slowly and without pain.

Height Adjustable / Standing Desks

Over the last few years there has been an introduction of height adjustable desks / standing desks which have become popular in many organisations.

Numerous studies have been undertaken, identifying both the positives and negatives of such equipment.

There are clear benefits to alternating means of work, breaking up long spells of DSE work helps prevent fatigue, eye - strain, upper limb problems and backache. The following may help users:

- Stretch and change position.
- Look into the distance from time to time, and blink often.
- Change activity before users get tired, rather than to recover.
- Short, frequent breaks to get up and move around are better

Carrying out a suitable and sufficient analysis of workstations and risk assessment are required by regulation 2 of the DSE Regulations. If the initial assessment of the risk identifies any issues this must be pursued.

Staff experiencing health concerns may require a full ergonomic risk assessment to ensure the appropriate control measures are put in place. In addition to the ergonomic assessment, there will be a requirement to have clear medical statement of need and to ensure there will be no detrimental impact to the individual using adaptive or alternative equipment. All costs associated with any purchase and provision will be met by respective Divisions further to the approval from the Estates Facilities and Safety Division.