

Display Screen Equipment Policy

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REVIEW DATES AND DETAILS OF CHANGES MADE DURING THE REVIEW

1. Change of format to meet policy and guidelines format requirements.
2. Addition of 'Agile Working' to Section 3
3. Addition of Health and Safety Services and QSHE Compliance Team to section 4.
4. Addition of the Agile Working (including Home Working) Policy under section 9.
5. Updated DSE Risk Assessment Form (appendix C)
6. Updated Eye/Eyesight Test Flow Chart

KEY WORDS

DSE, Display Screen Equipment, Computer, DSE assessment, Eye test, Eye test costs, Computer Chair, RSI, Workstation, Laptop, DSE Assessor, VDU

1. INTRODUCTION and OVERVIEW

This policy describes the local application of the requirements of the Health & Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 and associated workplace legislation.

University Hospitals of Leicester NHS Trust (hereafter referred to as 'the Trust') has a responsibility as an employer to provide a safe and healthy working environment for employees when they are working with Display Screen Equipment (DSE).

The policy sets out how the trust will comply with its legal obligation, by ensuring, so far as reasonably practicable:

- The provision of suitable work equipment
- The assessment of DSE workstations,
- The provision of a network of trained DSE assessors
- The provision of adequate information, instruction and training for DSE users.
- Provisions for eye and eyesight testing for 'users' and where necessary special corrective appliances.

2. POLICY SCOPE

2.1 This policy applies to any member of staff or agency worker habitually working with Display Screen Equipment (DSE) on Trust premises, and to members of staff who use DSE to work on Trust business in their home, or other locations away from their main base. For staff working at home and/or other locations, also refer to the Agile Working Policy.

2.2 Portable display screen equipment, such as laptop and notebook computers are subject to the Display Screen Equipment Regulations if they are in use for prolonged periods.

3 DEFINITIONS and ABBREVIATIONS

3.1 DSE User

An employee who habitually uses display screen equipment as a significant part of their normal work. A person who uses DSE for an hour or more at a time continuously, on their working days would generally be considered a 'user' by the trust.

3.2 DSE Operator

A person who uses Display Screen Equipment for limited purposes only, examples would be a receptionist looking up the location of a patient, theatre staff referring to images on a screen, medical and nursing staff accessing electronic patient records as a smaller part of other duties.

3.3 Display Screen Equipment (DSE)

Conventional display screens and other types, such as liquid crystal or plasma displays used in flat-panel screens or touch-screens. Portable appliances such as Laptops, Notebooks and other hand held devices. DSE is sometimes referred to as VDU (Visual Display Unit). The terms VDU and DSE are interchangeable.

3.4 Workstation

Includes all equipment, furniture and fittings in the immediate working environment; such as computer equipment, mouse, keyboard, printer, telephone, furniture, lighting, heating, temperature and humidity, window coverings and chair.

3.5 Special Corrective Appliances

Appliances (usually, but not restricted to, spectacles), that are prescribed to correct vision defects at a viewing distance specific to DSE use.

3.6 Agile Working

3.6 Term used to describe how employees can work flexibly from any location. This may include working from home, hot desking at any Trust office and/or its partner organisations or working in a more flexible and dynamic way at a location which is deemed suitable. For staff who are classed as agile workers, also refer to the Agile Working Policy.

4 ROLES – WHO DOES WHAT

4.1 The UHL Health and Safety Policy sets out the roles and responsibilities of all staff. Additional responsibilities to enable the effective prevention and management of injury or ill health caused by use of Display Screen Equipment are detailed below:

4.1.1 The Chief Nurse is the Executive Board member who has the lead for this policy.

4.2 Line Managers / Supervisors

4.2.1 Ensure that all staff are aware of DSE risks and take breaks in their DSE work.

4.2.2 Ensure there are sufficient DSE Assessors for their area of responsibility and that DSE Risk Assessments are carried out every 2 years or if the workstation /working environment changes, or if they are notified by staff of any ill health effects through the use of DSE equipment.

4.2.3 Support DSE users in understanding their entitlement to eye and eyesight tests.

4.2.4 Take appropriate action in response to DSE Assessment findings.

4.2.5 Ensure that any occurrence of repetitive strain due to the DSE use are reported via the UHL incident reporting system (Datix web).

4.2.6 Under the DSE Regulations the Trust must carry out an analysis of **all** work stations for the purpose of assessing health risks to staff using DSE. Guidance on meeting the minimum requirements is provided at Appendix B. These assessments must be reviewed every 2 years or sooner if the workstation changes (e.g. a change of location, layout, equipment or user).

4.3 Employees

4.3.1 Ensure that the workstation is appropriately set up to their individual needs and is regularly adjusted.

- 4.3.2 Exercise good working practice to minimise postural, musculoskeletal and/or visual problems.
- 4.3.3 Make arrangements for an eye test when required with their opticians.
- 4.3.4 Inform their line manager of any concerns or symptoms in relation to DSE use.

4.4 DSE Assessor Responsibilities

- 4.4.1 To attend DSE Assessor training and refresher training sessions provided by the Trust's Health and Safety Services team.
- 4.4.2 To carry out DSE Risk Assessments (using the form at Appendix C) for all workstations nominated by their manager following DSE training.
- 4.4.3 To keep a local register of DSE Users including the dates of their Assessments and dates of review.
- 4.4.4 To notify the manager where a DSE User has a disability or health condition which may impact on their ability to carry out their duties and require reasonable adjustments to be identified.
- 4.4.5 To make recommendations to managers for the purchase of any control measure as a result of carrying out the DSE User Risk Assessment i.e. chair, foot rest, etc.
- 4.4.6 To inform all DSE Users of good practice whilst carrying out DSE work and about the Eye and Eyesight section of this policy.

4.5 Health and Safety Services

- 4.5.1 Provide advice, guidance and information concerning Display Screen Equipment use to support the work of managers and staff implementing this policy, other than for Estates and Facilities.
- 4.5.2 Provide DSE Assessor training and refresher training sessions.

4.6 Quality, Safety, Health and Environment (QSHE) Compliance Team

- 4.6.1 The QSHE Compliance team provide advice, guidance and information concerning Display Screen Equipment use to support the work of managers and staff within the Estates and Facilities functions.

5 POLICY IMPLEMENTATION AND ASSOCIATED DOCUMENTS

5.1 Risk Assessment and Risk Control

To identify and control the risks associated with DSE work, managers must:

- 5.1.1 Ensure that all DSE workstations have a risk assessment carried out. The assessment must be undertaken with the full involvement of the member of staff and using the DSE Risk Assessment Form (Appendix C).
- 5.1.2 Ensure that the hazards and ill health effects of DSE use are explained during the

local induction Programme for any staff that are identified as being DSE Users.

- 5.1.3 Ensure that they and their staff receive sufficient training, information and/or instruction, to enable them to carry out their DSE duties, without risk to safety and health of themselves or others.
- 5.1.4 Ensure that there are sufficient nominated and trained DSE Assessors for their areas of responsibility.
- 5.1.5 Where DSE Assessors notify the manager of staff with disability or ill health indicators during the assessment they must seek further guidance from the Trust's Health & Safety Services Team.
- 5.1.6 Authorise DSE User eyesight tests and re-imburement of costs for eye and eyesight tests and corrective appliances, where specified by the optician, using the eye test form at Appendix E.
- 5.1.7 Provide the control measures identified as necessary as a result of the DSE Users Assessment.
- 5.1.8 Allow nominated DSE Assessors resource and time to carry out their additional duties as DSE Assessors (see section below).
- 5.1.9 Ensure that they plan the activities of DSE users, so that their daily work is periodically interrupted by breaks or changes of activity.
- 5.1.10 Where staff indicate they are suffering from ill health symptoms that may be attributed or exacerbated by their work with DSE, managers must complete a management referral for the staff member to attend Occupational Health.
- 5.1.11 Where Users indicate that they are experiencing visual disturbance/headaches at work the managers should contact the Health and Safety Services team / QSHE Compliance Team for Estates & Facilities for advice as there may be other factors causing or contributing to the staff experience.
- 5.1.12 Where Occupational Health report to the manager that a member of staff is suffering from the effects of repetitive strain due to their use of DSE the manager must complete a Datix incident form and contact the Trust's Health and Safety Services team for advice as the injury may be RIDDOR reportable.

5.2 Preventing Musculoskeletal Ill Health

To enable the trust to eliminate or reduce the likelihood of staff experiencing musculoskeletal ill health due to the use of DSE equipment and associated work activities, the guidance below is provided.

5.2.1 DSE Workstation - Set up and practice

Once workstations have been provided to conform to the specification as detailed in Appendix B, members of staff are required to familiarise themselves with their DSE equipment. They must ensure that their equipment/workstation, (i.e., chair, screen, keyboard, etc.) are appropriately set up to meet their need, regularly adjusted and that they exercise good working practice to minimise postural, musculoskeletal and/or visual problems. Staff members are entitled to an eyesight

test if they are assessed as a user.

5.2.2 Reporting concerns

Staff with symptoms that they suspect may be caused by, or exacerbated by display screen work must immediately inform their line manager and must report the incident via Datix web.

Similarly, staff with workstations, which they suspect or believe to be inadequate or unsatisfactory, must inform their line manager in the first instance before symptoms of ill health appear.

Line managers can obtain further advice and guidance on the workstation ergonomics from the Health and Safety Services team / QSHE Compliance Team for Estates & Facilities

5.3 Eye and Eyesight Tests

5.3.1 Managers are required to inform DSE users of their entitlement to a DSE Eye and Eye- sight test. Upon request of the employee, they must provide DSE users with an appropriate eye and eyesight test if they request it.

The procedure for claiming the costs towards tests and corrective appliances are detailed in Appendix D.

5.3.2 Eye and Eyesight Test

These provisions are aimed at preventing temporary visual fatigue and headaches when using DSE. There is no reliable evidence that working with Display Screen Equipment causes any permanent damage to eyes or eyesight. The purpose of the 'test' is to identify and correct vision defects, improve comfort and efficiency.

Staff may request an eye and eyesight test for DSE purposes. Staff should make their own arrangements for eye tests and must complete the form at appendix E when doing so. Staff will be able to claim the cost of the test and a contribution to the cost of corrective appliances where the optometrist/optician indicates a requirement for corrective appliances in categories C and D. All sections of the form at Appendix E must be completed to receive re-imbusement.

5.4 Applying for Reimbursement of costs for Eye-Sight tests and Special Corrective appliances

5.4.1 Applications for re-imbusement of eye sight tests and/or Special Corrective Appliance costs (i.e. spectacles), must be made using the authorisation form at Appendix E.

5.4.2 Reimbursement(s) applications must be submitted using the Petty Cash system at each site's cashier's office and will be funded by the member of staff's CMG or Specialty. The maximum amount that can be claimed back is set by the trust at:

- **Eye/Eye Sight Tests** **£20.00**
- **Special Corrective Appliances** **£56.60**

Members of staff will be free to use any registered optician or company of their choice for the provision of these services. When doing so they must bear in mind that any cost over and above the trust re-imbusement limit (above), will be borne

by themselves.

This policy is supported by the following processes / procedures / standards found in the associated documents as detailed below, which must be used in conjunction with this policy:

Procedure / Process / Standard	Appendix
Procedural and Guidance notes for Managers and Staff	A
Workstation Minimum Requirements	B
DSE Workstation Risk Assessment Form	C
Eye/Eye Sight Test Flow Chart	D
Eye/Eyesight Test/Special Corrective Appliances Reimbursement	E
Standard DSE Chair specification guide	F

6 EDUCATION AND TRAINING

- 6.1 The Health and Safety Services team provide a Programme of DSE Assessor training courses, available on the 'E UHL HELM booking system.
- 6.2 As an alternative, to meet the DSE awareness needs of staff, managers may contact the Health and Safety Services team to arrange 'DSE awareness' tool box talks for staff groups where necessary.

7. PROCESS for MONITORING COMPLIANCE

Element to be monitored	Lead	Tool	Frequency	Reporting arrangements
Number of staff accidents caused by DSE use	Health and Safety Services Manager	Datix	Quarterly	UHL Health and Safety committee
Ill health and Injury due to DSE use	Health and Safety Services Manager	Occupational Health statistical information	Quarterly	UHL Health and Safety committee
Number of civil claims due to DSE use	Health and Safety Services Manager	UHL Claims team information	Quarterly	UHL Health and Safety committee
DSE Risk Assessment compliance	Health and Safety Services Manager	Annual health and Safety Audit	Annually	UHL Health and Safety committee

8. EQUALITY IMPACT ASSESSMENT

- 8.1 The Trust recognises the diversity of the local community it serves. Our aim therefore is to provide a safe environment free from discrimination and treat all individuals fairly with dignity and appropriately according to their needs.
- 8.2 As part of its development, this policy and its impact on equality have been reviewed and no detriment was identified.

9 SUPPORTING REFERENCES, EVIDENCE BASE AND RELATED POLICIES

- 9.1 This policy is a legislative requirement under the Health and Safety at Work Act 1974, and is supported by the Display Screen Equipment Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 and associated workplace legislation.
- 9.2. The following documents are supporting policies that provide advice and guidance to managers and staff, to enable the safe management of services:

Health and Safety Policy	A17/2002
Risk Management Policy	A12/2002
Work Equipment Policy	B8/2004
Incident and Accident Reporting Policy (including the investigation of serious RIDDOR and security incidents)	A10/2002
Agile Working (including Home Working) Policy	B46/2020

10 PROCESS FOR VERSION CONTROL, DOCUMENT ARCHIVING AND REVIEW

- 10.1 The UHL Health and Safety Services team are responsible for keeping this policy up to date. All previous versions will be archived on share-point in accordance with trust arrangements.
- 10.2 The policy will be reviewed every three years or sooner if there is any significant change.

1. DISABLED PERSONS PROVISION

Where an employee has a recognised disability within the meaning of the Equality Act 2010 the employer has a duty to provide 'reasonable adjustments' to enable them to carry out their role. An employee with a 'disability', who carries out work that falls within the DSE Regulations, should consult with their manager in the first instance to discuss their needs and how they can be met. The manager and employee can obtain advice and assistance on 'reasonable adjustments' from the Trust's Health and Safety Services team, Occupational Health and/or QSHE Compliance Team for Estates & Facilities and Human Resources.

1.1 DSE FURNITURE

All furniture must be purchased through the appointed contractor(s) recognised on the UHL preferred suppliers list.

2. DSE CHAIR PURCHASES

2.1 To ensure staff are provided with a DSE chair that is suitable for their needs, whilst ensuring there is effective control over cost and replacement, the Trust's Health and Safety Services Team and Procurement staff have set the specification for a standard chair for DSE users, that will meet the needs of the majority of staff - **See Appendix F.**

2.2 The standard DSE chair will be supplied on all occasions unless there is a specific need for a different type of chair.

2.3 Chairs designed to meet specific medical or disability needs are available from the approved supplier(s). Where a request is made for a non-standard chair the contract supplier will refer the manager to the Trust's Health and Safety Services team / QSHE Compliance Team for Estates & Facilities for verification, through risk assessment, that a non-standard chair is necessary.

3. PORTABLE LAPTOPS, TABLETS AND HAND-HELD DEVICES

3.1 Portable laptops, tablets, and hand-held devices, etc are not designed or intended to be regularly used as a replacement for desk based devices, as they are not suitably adjustable to meet the requirements of legislation and are likely to lead to musculoskeletal injury. Where it is intended to use a laptop regularly on a desk, the user must be provided with a docking station, (i.e. separate keyboard, screen and mouse).

3.2 Line managers must ensure that laptops and portable hand held devices, regularly in use are appropriately assessed to eliminate or reduce the risk of musculoskeletal injury to as low a level as reasonably practicable. Advice on suitable arrangements to meet the requirement can be obtained from the Health and Safety Services team / QSHE Compliance Team for Estates & Facilities.

1. DISPLAY SCREENS

The characters on the screen should be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.

The image on the screen shall be stable, with no flickering or other forms of instability.

The brightness and contrast between the characters and the background shall be easily adjustable by the user, and also be easily adjustable to ambient conditions.

The screen shall swivel, tilt, raise and lower easily and freely to suit the needs of the user.

The screen shall be free of reflective glare and reflections liable to cause discomfort to the user.

2. KEYBOARD / MOUSE

The keyboard shall be tiltable and separate from the screen so as to allow the user to find a comfortable working position avoiding fatigue in the arms or hands.

The space in front of the keyboard and mouse shall be sufficient to provide support for the hands and forearms of the user.

The keyboard shall have a matt surface to avoid reflective glare.

The arrangements of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard.

The symbols on the keys on the keyboard shall be adequately contrasted and legible from the design working position.

3. WORK DESK / WORK SURFACE

The work desk or work surface shall have a sufficiently large, low reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.

The document holder (where required) shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movements.

There shall be adequate space for users to find a comfortable position.

4. WORK CHAIR

The work chair shall be stable and allow the user easy freedom of movement and a comfortable position.

The seat shall be adjustable in height.

The seat back shall be adjustable in both height and tilt.

A footrest shall be made available to any user who requires one.

Space Requirements

Prolonged sitting in a static position can be harmful. It is most important that support surfaces for display screen and other equipment and materials used at the workstation should allow adequate clearance for postural changes. This means adequate clearances for thighs, knees, lower legs and feet under the work surface and between furniture components. The height of the work surface should allow a comfortable position for the arms and wrists, where a keyboard is used. The work desk or work surface shall have a sufficiently large area to allow space for the flexible arrangement of the screen, keyboard/mouse, related equipment and documents.

Lighting

Lighting should be appropriate for all the tasks performed at the workstation, e.g., reading from the screen, keyboard work, reading printed text, writing on paper etc. General lighting – by artificial or natural light, or a combination – should illuminate the entire room to an adequate standard.

Any supplementary lighting provided to cater for personal needs or a particular task should not adversely affect visual conditions at nearby workstations.

Luminance

High luminance renders screen characters less easy to see but improve the ease of reading documents. Where a high luminance environment is preferred for this or other reasons, the use of positive polarity screens (dark characters on a light background) has advantages as these can be used comfortably at a higher luminance than negative polarity screens.

Reflections and Glare

Problems which can lead to visual fatigue and stress can arise, for example, from unshielded bright lights or bright areas in the worker's field of view; from an imbalance between brightly and dimly lit parts of the environment; and from reflections on the screen or other parts of the workstation.

Measures to minimise these problems include shielding, replacing or repositioning sources of light; rearranging or moving work surfaces, documents or all or parts of workstations; modifying the colour or reflectance of walls, ceilings, furnishings, etc., or a combination of these.

DISPLAY SCREEN EQUIPMENT RISK ASSESSMENT FORM

Appendix C

CMG:	Dept:	Section/Team:
Name of individual being assessed:	PC I.D. number:	Date of assessment:

Risk Factors	Answer		Things to consider	Comments/actions to take
	Yes	No		
Identifying Display Screen Equipment (DSE) 'Users'				
<p>Does the person being assessed:</p> <ul style="list-style-type: none"> Depend on the use of DSE to do their job? Require significant training and/or skills to use DSE? Use DSE for an hour or more at a time? Use DSE (more or less) daily? Carry out tasks where the fast transfer of information between person and screen is an important part of the job? Use systems that demand high levels of attention/ concentration (e.g. consequences of error may be 'safety' critical). 			<ul style="list-style-type: none"> If the majority (three or more) of criteria shown opposite are met, then the person is classified as a DSE 'User'. (See 'Summary' below.) 	
Summary: Is the person classified as a DSE 'User'? Yes / No (Delete as applicable)				

Workstation Component Equipment

(Only answer the question if the equipment is a component of the workstation)

1. Display Screen	YES	NO
a. Are the characters well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines to allow easy reading?		
b. Is the screen image stable with no flickering or other forms of instability?		
c. Can the screen brightness and contrast be adjusted?		
d. Does the screen swivel, tilt, raise and lower easily and freely?		
e. Is the screen at a comfortable viewing distance?		
f. Have measures been taken to remove any reflective glare or reflections liable to cause discomfort to the individual? e.g. high gloss walls and doors, mirrors, bright colours, adjustable window coverings.		

2. Keyboard	YES	NO
a. Is the keyboard separate from the screen?		
b. Can the keyboard be tilted?		
c. Is there sufficient space in front of the keyboard to provide support for the hands and forearms of the individual?		
d. Does the individual have good keyboard technique?		
e. Are the symbols on the keys adequately contrasted and legible?		

3. Mouse, trackball, etc.	YES	NO
a. Is the device (mouse, trackball, etc.) suitable for the tasks it is used for?		
b. Is the device positioned close to the keyboard?		
c. Is there support for the device individual's wrist and forearm?		
d. Does the device work smoothly at a speed that suits the individual?		
e. Can the individual easily adjust software settings for speed and accuracy of the pointer?		

4. Work Desk or Work Surface	YES	NO
a. Does the work desk/surface have a low reflective surface?		
b. Is the work desk/surface large enough to allow flexible arrangement of the screen, keyboard, documents and related material?		
c. If the workstation has a document holder, is it stable and adjustable enough to bring the document to the height, visual plane and viewing distance of the screen?		
d. Is there adequate space (under and around) for the individual to find a comfortable position?		

5. Work Chair	YES	NO
a. Is the work chair stable and does it allow the individual freedom of movement and a comfortable position?		
b. Is the chair adjustable in height?		
c. Can the seat back be adjusted in both height and tilt?		
d. Is the chair correctly adjusted?		
e. Are the individual's forearms horizontal and eyes at roughly the same height as the top of the VDU?		
f. Can the individual rest their feet flat on the ground when correctly seated?		
g. Is the size of the chair seat suitable for the user's size and/or weight?		
h. Is the chair in a good condition? (Fully functional, no damage to the cover, etc)		

6. Environment	YES	NO
a. Is there sufficient clearance for thighs, knees, lower legs, and feet under the work surface and between furniture components?		
b. Does the height of the work desk/surface allow a comfortable position during keyboard use?		

7. Lighting	YES	NO
a. Does the light illuminate the room to an adequate standard and allow for the tasks to be performed at the work station, e.g. reading from the screen and printed text, keyboard work and writing on paper?		

8. Noise	YES	NO
a. Have noise levels from workstation equipment that may impair normal concentration been eliminated?		

9. Heat	YES	NO
a. Has any heat that may be produced from workstation equipment that could cause discomfort to individuals been eliminated?		

10. Humidity	YES	NO
a. Is an adequate level of humidity and ventilation maintained at levels that prevent discomfort and problems of sore eyes?		

Workstation Component Equipment

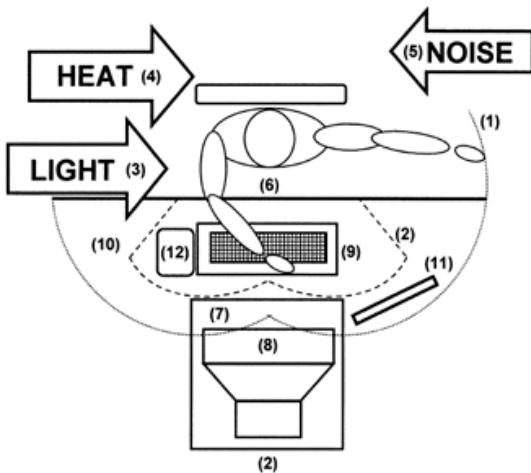
(Only answer the question if the equipment is a component of the workstation)

11. Interface Between Computer and Individual	YES	NO
a. Is the software suitable for the task?		
b. Is the software easy to use and adaptable to the level of knowledge and experience of the individual?		
c. Does the system provide feedback to individuals, e.g. help facility and messages about changes in the system such as malfunction and overloading?		
d. Are individuals informed if computer software measures the quality or quantity of work produced?		

12. Other	YES	NO
a. Has this assessment covered all the problems the individual may have working with their DSE?		
b. If the individual is a DSE 'User', are they aware of their entitlement to eye and eyesight testing? (This is a special type of eye test for DSE use.)		
c. Has information and/or training on DSE health and safety issues been received? (Refer to DSE Policy on INsite)		
d. Are regular breaks taken from working on DSE to carry out other tasks?		
e. Does the individual share the workstation / Agile work including working from home (If yes, consider whether a separate assessment is required for there as well - Refer to the Agile Working Policy on INsite)		
f. Does the individual also regularly use laptops, tablets, iPads, smartphones etc and/or other handheld electronic devices with display screens?		

Workstation Layout and Posture

Please use these diagrams as a guide to workstation layout and posture.



- (1) Maximum reach.
- (2) Comfortable work area.
- (3) Adequate lighting. Wherever possible light sources should be at right angles to the screen. Where window coverings are necessary, vertical blinds are more effective than horizontal.
- (4) Comfortable heating levels and circulation of air.
- (5) Distracting noise minimised.
- (6) Legroom and clearances allow changes in posture and position.
- (7) Software appropriate to task, adapted to individual, provides feedback on system status, no undisclosed monitoring.
- (8) Screen: stable image, adjustable, readable and free of glare and reflections.
- (9) Keyboard: undamaged, adjustable, detachable, and legible.
- (10) Work surface: allows flexible arrangements, spacious, glare free.
- (11) Copyholder adjacent to screen (where provided).
- (12) Mouse within easy reach.

Issues identified (table will expand to take account of additional issues)	Actions advised	By who	By when

Final Assessment		
LOW	<input type="checkbox"/>	Acceptable Risk requiring no Immediate Action – Review in 2 year intervals
MODERATE	<input type="checkbox"/>	Actions Planned within One Month to Reduce Risk – Review 3 Monthly
HIGH	<input type="checkbox"/>	Actions Planned Immediately (Details given below) – Review Monthly
EXTREME	<input type="checkbox"/>	Immediate Actions Required (Details given below) – Review Weekly

Individual's name:	Signature:	Date:
Name of assessor, or person checking assessment:	Signature:	Date:
Manager must sign below to accept the assessment and ensure that remedial actions are implemented.		
Manager's name:	Signature:	Date:

Action	Update	Action by:	Remarks

Date for review	Reviewed by (name)	Remarks / actions
User name:	Signature:	Date:
Manager's name:	Signature:	Date:

"USER" agreed
by Line Manager

User requests Vision Test
Or Full Eye Test

Full Eye Test by Optician / Optometrist

*SCA required for DSE work only (Category C and D)

YES

Purchase Special
Corrective
Appliances

Apply to cashier
(with receipts) for
reimbursement to
maximum of:

NO

No Further action

Sight Test - £20.00
SCA* - £ 56.60

*SCA – Special Corrective Appliances

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

Employee Name:
Ward/Department:
CMG:
Site:

1. Full Eye/Eyesight Test

(To be completed by Department Manager)

I have assessed this person's work and confirm that they are a "user" as defined by the Display Screen Equipment Regulation 1992.

Manager's Name:
Manager's Signature: **Date:**

2. Eye Test / Examination

(To be completed by Optician)

I confirm that I have examined the above patient's eyes and recommend as follows:

- a) Special and Normal Corrective Appliances are not required
- b) Normal Corrective Appliances are required for general use
- c) Normal Corrective Appliances are required for general use, incorporating Special Corrective Appliances for DSE use
- d) Special Corrective Appliances are required solely for VDU use
Single Vision Bifocals Varifocals / Multifocal
- e) Re-test recommended in.....months

Comments: **Branch Stamp:**

Signed: **Date:**
Optometrist

4. Petty Cash Request Form

TO CASHIER
FROM
DESIGNATION
DEPARTMENT

I AM SATISFIED THAT THE ITEM (S) FOR WHICH THIS REIMBURSEMENT IS BEING MADE ARE OF AN URGENT NATURE ONLY AND THAT THEY COULD NOT HAVE BEEN ORDERED VIA THE NORMAL CHANNELS OF NHS SUPPLIES OR IN HOUSE CATERERS

ON PRESENTATION OF THIS AUTHORITY PLEASE PAY THE UNDERMENTIONED SUM FROM PETTY CASH TO THE EMPLOYEE NAMED BELOW. ALL RECEIPTS ARE ATTACHED

EMPLOYEE
TOTAL CLAIMED
REASON FOR CLAIM
.....
.....

AUTHORISATION








1ST SIGNATURE



NAME
SIGNATURE DATE
COST CENTRE ACCOUNT CODE

2ND SIGNATURE

NAME
SIGNATURE DATE

Please note that a 2nd signature from a senior finance manager is required for all receipts in the sum of £50.01 and over

	Standard information	Detail and standard options available	Additional options N.B. Only available if identified by risk assessment <u>and</u> authorised by the Health & Safety Services team.
	5 leg nylon base	<ul style="list-style-type: none"> - Free running wheeled Castors (Carpeted flooring) - Glides 	<ul style="list-style-type: none"> - Rubberised brake unloaded castors. <p>For use on uncarpeted floors, stops movement when user is about to sit on chair.</p> <ul style="list-style-type: none"> - Antistatic glides / castors
	Seat pan large enough to accommodate the user	- Standard seat pan size	<ul style="list-style-type: none"> - Large seat pan  <ul style="list-style-type: none"> -  Seat pan slide <p>A seat slide enables the user, particularly one with longer legs, to adjust the seat depth to give additional support to the back of the thighs</p>  <ul style="list-style-type: none"> -  Seat Tilt <p>This lets the user tilt the seat forwards or backwards to find a comfortable position</p>
	Backrest	Standard height	Higher back height
	<p>Independent Back Height Adjustment</p> <p>Allows the user to adjust the position of the backrest to where it feels most comfortable and give best support</p>	Control operated adjustment.	
	<p>Independent Back Rake Adjustment</p> <p>Adjusts the movement of the back to move with the body and give full back support. Back can be locked at an angle or left in free float which then gives permanent contact</p>	Lever adjustment with locking option at all points between. Unlocked 'floating' back.	 <p>Inflatable lumbar pump</p> <p>The lumbar support can be increased or decreased by the user to maximise lower back support and be tailored to each individual user</p>

	Independent seat height adjustment	- Lever operated height adjustment. - Range of travel 400-560mm	- Extra high gas lift
	Safe working load	- Suitable for maximum weight of 18 stone	- Higher spec available for weight up to 25 stone - Identifiable by steel base.
	Seat padding	Soft foam	- Memory foam
	Coverings	- Fabric - Vinyl	
	Arms	None	 Height adjustable, folding arms.

Additional information:

- Chairs should be part of local managers planned programme of equipment replacement.
- 5 year guarantee to assist with programme of planned preventive maintenance and replacement.
- Date of issue marked on chair
- Site surveys - with Health & Safety Services team consultation
- Lay out design - with Health & Safety Services team consultation
- Possibility of chair loan for trial for DDA / Reasonable Adjustment needs / individual cases identified by risk assessment. Feedback to Health & Safety Services required for all trial equipment.
- Replacement chair parts - may not be a cost effective option compared to price of replacement chair.
- Resistance to '**Chlorclean**' cleaning agents - **vinyl covers only**