WORKSTATION AND DISPLAY SCREEN EQUIPMENT (DSE) POLICY

NO.ITFA16

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<tr>
<th>Applies to:</th>
<th>ALL DIRECTLY EMPLOYED STAFF</th>
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<tr>
<td>Date of Board Approval:</td>
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<tr>
<td>Signed by Chief Executive:</td>
<td>N/A</td>
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<td>Review Date:</td>
<td>31st July 2017</td>
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Workstation and Display Screen Equipment Policy

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1. Introduction

Legislation covering the use of display screen equipment (DSE) was introduced on 1st January 1993, namely the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. The aim of the Regulations is to ensure that employers and employees take the appropriate action to control any risks associated with the use of such equipment, the most familiar of which is the personal computer used for applications such as word processing. This document is aimed at describing the procedures, controls and responsibilities in place to ensure the health and safety of fixed term, permanent, temporary and contract staff at the NHSLA.

2. Scope

This policy applies to users of DSE equipment anywhere in the NHSLA whether used on an occasional or regular basis, in the office or working from home.

3. Policy Statement

All new staff (including home-based and temporary staff) must carry out an online workstation assessment as immediately after induction as possible.

4. Equality Impact Assessment

As part of its development, this policy and its impact on equality have been reviewed in consultation with trade union and other employee representatives in line with the Authority’s Equality Scheme and Equal Opportunities Policy and no detriment was identified. The purpose of the assessment is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religion or other belief. No detriment was identified.
5. Responsibilities

The overall responsibilities detailed within ITFA04 Health and Safety Policy applies to this Policy. However, there are specific responsibilities regarding workstation and DSE assessments and action following assessments. These are as follows:

5.1 Managers
- Ensuring that any new staff members read and acknowledge the Workstation and Display Screen Equipment Policy
- Ensuring new staff carry out the online Workstation Safety Plus assessment and any remedial actions are taken
- Ensuring that their staff have an up to date workstation assessment
- If a member of the team reports pain or discomfort whilst working a new workstation, an assessment must be carried out and the Facilities Assistant notified
- Ensuring that any reasonable changes to their work environment and/or equipment required to reduce the risk of injury is provided.

5.2 Health and Safety Committee
- Co-ordinating the process and ensuring all staff have assessments

5.6 Employees must:
- Read and acknowledge the Workstation and Display Screen Equipment Policy
- Comply with the requirements of the Workstation and Display Screen Equipment Policy
- Ensure that they carry out an online assessment at least annually and perform any recommended actions
- Inform their team leaders if they are experiencing any pain and discomfort whilst using the DSE

6. Workstation and DSE Risk Assessment Procedure

6.1 The Risks
The principal risks relate to musculo-skeletal problems, visual fatigue and mental stress. It is known that long hours of intense work with badly designed equipment can sometimes cause one or more of these problems in a minority of users. Problems such as eye-strain are short-term in nature and are unlikely to have continuing consequences for long after the work has ceased. However, musculo-skeletal problems caused by rapidly repeated keying or bad posture, for example, can have long-term effects and may be difficult to rectify even if working methods are changed or the work ceases.

6.2 Analysis of Workstations
A workstation is defined as the display screen equipment itself, the accompanying hard drive/laptop, printer, desk, chair, document holder, telephone, etc. and the immediate work environment. Each workstation and work practices must be analysed to assess the risks
involved with the work. All staff are required to undertake the online Workstation Safety Plus assessment. Whilst working through the training module, they are to make all minor alterations to their workstation set-up to resolve minor issues immediately.

The next step is to complete the assessment, which will establish if there are any issues which require assistance from another NHSLA department.

The assessment generates an online feedback form with tasks for the user to undertake. As this is worked through, information is given to the individual about what to alter and who to contact for further help.

Where all issues are not satisfactorily resolved, the Facilities Assistant or an Independent Assessor will be appointed to complete a further assessment but information supplied by you will be vital to ensure that the assessment is adequate. All staff will be provided with standard Display Screen Equipment as specified in the minimum standards for office furniture and other equipment set by the Health and Safety Executive and the British Standards Institution.

If the assessment shows that changes to the workstation or work practices are required to reduce any risk, then the appropriate remedial action must be taken. This might be action by you or by your Line Manager.

The assessments will be made whenever a new workstation is set up, staff move desk or there is an increase or decrease in the use of the DSE and reviewed if there are any changes that may make the original assessment invalid.

Following a workstation assessment, if there are any requirements for items priced over £50, the member of staff will be referred to Occupational Health for an assessment and confirmation that the item is required. If the member of staff requires new equipment, and they can provide a medical certificate highlighting a need for an item, then they do not need to be referred to Occupational Health. See flow chart in Appendix 1 for referral process.

7. Eyesight

Any member of staff who undertakes duties involving the operation of DSE will be given the opportunity to have an eyesight test.

Opportunities for further eyesight tests will be made available to staff every two years or at any time recommended by an optician, or if a member of staff experiences any problems.

Staff will be given time off with pay to visit an optician for an eyesight test. The NHSLA will reimburse the cost of such a test up to the current limit where this is not provided free under the NHS.

Where an optician certifies that lenses are necessary solely for use with DSE and for no other reason, the NHSLA will reimburse staff with costs up to the limit for the provision of suitable lenses which is currently £50.

Any new glasses or changes which are not for VDU use alone will not be subject to a £50 reimbursement.
The procedure for access to eye tests is detailed below and is different for each location.
Staff working from home should follow the procedure below.

Staff should:

<table>
<thead>
<tr>
<th>London/Leeds offices</th>
<th>Home Workers</th>
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<tbody>
<tr>
<td>• Notify the Director of Finance’s PA of a need for an eye test</td>
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<tr>
<td>• Staff who already have a prescription are referred to an Authority selected Optician</td>
<td>• Make an appointment at a local optician</td>
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<tr>
<td>• Obtain a prescription which states that any changes or new glasses/contacts etc are required for VDU use.</td>
<td>• Contact the Director of Finance’s PA again to inform her of when the appointment is and where it will be done</td>
</tr>
<tr>
<td>• Send a copy of the prescription detailing the glasses required for VDU use to the Director of Finances PA for payment of the £50 allocated towards required glasses</td>
<td>• Obtain a receipt for the eyesight test</td>
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<td>• Complete a staff expenses form signed by your team leader and return it to the Director of Finance’s PA</td>
</tr>
<tr>
<td></td>
<td>• Send a copy of the prescription detailing the glasses required for VDU use to the Director of Finances PA for payment of the £50 allocated towards required glasses</td>
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8. Pregnancy and New Mothers

All current scientific evidence and advice is that DSE poses no risk to pregnant women and they do not therefore need to stop working with DSE. However, to avoid problems caused by stress and anxiety, women who are pregnant or planning children and worried about working with DSE will be given the opportunity to discuss their concerns with someone adequately informed of current authoritative scientific information and advice.

When the NHSLA has been informed of the pregnancy, the Line Manager must ensure that the staff member carries out an online assessment and also ensure a generic Risk Assessment is carried out using the risk assessment form for New and Expectant Mothers, available on the intranet.

9. Training

All staff required to use DSE will be given appropriate training on the applications, associated clerical procedures, health and safety aspects and ergonomic principles as applicable. This will enable staff to attain all the necessary new skills required.

Staff should not be asked to operate a DSE without first having received the appropriate training. Training needs will vary with the nature of the change being introduced, but must cover the following aspects:

- a. an overall appreciation of the application, where applicable;
- b. development of any necessary new skills; and
- c. health and safety aspects, including the early identification of potential health problems.

The Induction Policy and Procedure (HR08) details training requirements for all new staff.

10. Reporting of Workstation Ill Health Problems

It is very important that staff report any signs of ill-health connected with their work as promptly as possible so that action can be taken to prevent the effects becoming serious or
permanent. Staff should report problems using RM05 – Incident Reporting Policy & Procedure and also inform their Team Leader.

The indicators of possible problems are:
- back pain
- pins and needles or numbness in the hands or arms
- persistent aches and pain in the hands, arms or shoulders
- tired eyes or headaches
- focusing difficulties or oversensitivity to light.

Remedial action, including at least a review of working practices and a workstation re-assessment, will be undertaken.

11. Audit

A monthly check to ensure that all staff have an up to date assessment is carried out my the Facilities Assistant.

12. Other Related Policies

ITFA04 – Health and Safety Policy
RM05 – Incident Reporting Policy & Procedure
ITFA18 – Electrical Equipment Policy
RM16 – Procedure for Risk Assessments
ITFA05 – Information Security and Data Storage Policy
HR08 – Induction Policy and Procedure
Display Screen Equipment Action Protocol

Staff member carries out DSE Assessment

Staff member carries out actions as directed during assessment

Option 1
Problems resolved/ No action required

Option 2
Action required by FA

- item required under £50 in value. The Facilities Assistant places an order for the Item
- Over £50: FA carries out further investigation and consults with line manager

Option 3
If chair or specialist equipment required seek further advice

Line Managers obtains copy of medical certificate and liaises with HR

Decision made on whether OH referral is necessary

Report recorded and referred to Facilities for action