



Display Screen Equipment Procedure

DOCUMENT PROFILE and CONTROL.

Purpose of the document: This document will provide guidance on Display Screen Equipment within the LAS Trust, clarifying responsibilities, ergonomic advice and procurement of DSE control measures.

Sponsor Department: Safety and Risk Department

Author/Reviewer: Administration Manager, Safety and Risk. To be reviewed by July 2016.

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1. Introduction

The London Ambulance Service NHS Trust (the Trust) recognises and accepts its responsibility as an employer to provide a safe and healthy workplace for its employees. The Display Screen Equipment (Health and Safety) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 require the Trust to comply with the use of Visual Display Units (VDUs) and other forms of Display Screen Equipment (DSE).

2. Scope

This procedure applies to all LAS employees who are identified as habitual users of DSE equipment. This includes temporary/self-employed staff and employees working from home.

3. Objective

To safeguard staff health by encouraging the selection and use of good ergonomic design in equipment, furniture, the working environment, and tasks associated with DSE good practice.

4. Responsibilities

The Director of Human Resources & Organisational Development

Responsibility for Health & Safety has been delegated to the Director of Workforce.

Line Managers

Line Managers are responsible for the local inductions for new staff. This includes completion of the initial LA155 for identified DSE users, and ensuring those DSE users are made aware of their responsibility to complete the LA155 DSE Self Assessment form (located on the Pulse) on an annual basis. A copy of the LA155 should go to the user and the Manager. It is the Line Manager's responsibility to follow up all identified actions initially with a local DSE level 2 assessor.

DSE Level 2 Assessors

The trust will maintain a pool of DSE Level 2 Assessors pan London. When a completed LA155 indicates that a level 2 assessment is required, they will undertake the assessment and report to the Line Manager. If the problem cannot be rectified at this level it will be forwarded to the Health Safety and Risk department for further action.

Health Safety and Risk Department

The Safety and Risk Advisors have the responsibility for the implementation of this Procedure they will monitor the process and provide guidance as necessary. Undertake level 3 DSE assessments as required.

Employees

Each employee has the responsibility to revisit the LA155 self assessment form (located on the Pulse) on an annual basis and bring to the attention of their line manager any identified changes or concerns.

5. Definitions

An item of **Display Screen Equipment** is any alphanumeric or graphic display system, regardless of the display process involved, and consequently is not limited to visual display screens, but covers process control screens and non-electric display systems such as microfiche readers. This also includes hand held organisers, such as personal digital organisers, and mobile phones used predominantly for inputting text.

A **Workstation** is defined as comprising display screen equipment, and any optional extras to the equipment such as disk drives, telephones, modems, printers, the office furniture and the immediate work environment around display screen equipment. Exceptions are portable displays such as lap top computers unless they are in prolonged use at workstations.

A **User** is an employee who habitually uses display screen equipment as part of their normal work. Thus, a person could be classified as a user if some or all of the following circumstances apply: -

- The individual depends on the use of display screen equipment to do their job, with no alternative means.
- The individual has no discretion as to the use or non-use of the display screen equipment.
- The individual needs particular skills in the use of display screen equipment.
- The individual normally uses display screen equipment for continuous spells and uses the system in this way more or less daily.
- The performance requirements of the system demand high levels of attention and concentration by the individual.

6. Risk Assessment

The DSE Regulations require that employers carry out an assessment of workstations and remedy any shortcomings that may be identified. The views of individual users about their workstations are an essential part of the assessment. A DSE Self Assessment Form LA155, available on the pulse (intranet), shall be used for carrying out such assessments. All staff identified as DSE users must ensure that they complete the self-assessment tool during their local induction. On completion of the form, the user must discuss this with their line manager and/or assessor and ensure that any remedial action is implemented. The user keeps a copy of the risk assessment in their personal portfolio. The manager must ensure that a copy is kept in the user's personal file.

All workstations used by employees in the Trust must be assessed and meet the minimum requirements specified in Schedule 1 of the Regulations.

7. Guidance on Setting up the Workstation

A workstation requires good ergonomic design so as to provide a comfortable, relaxed situation for the users. The office equipment must be appropriate to the task and the user will receive information and or instruction during their local induction, in how to set their workstation properly and how to adjust the seating and DSE.

8. Guidance on complying with the DSE Regulations

The manager and/or assessor must ensure that a record of any information or instruction provided to the user is logged and signed by the user. This information needs to be recorded on the user's personal file.

8.1 Display Screen Equipment

For the majority of office tasks the minimum design viewing distance should not be less than 400mm. The line of sight angle for areas of the screen to be viewed should ideally lie within an arc of 0 to 60 degrees, below the horizontal. The display screen should be capable of being tilted about its horizontal axis through an angle of 5 to 20 degrees and through an angle of 180 degrees about its vertical axis. The screen must enable the user to adjust the contrast and brightness.

8.2 Chairs

Chairs should have as a minimum a five star castor base, for stability and easy movement. The user should be able to swivel the chair, without twisting the body. The seat should be adjustable in height and the lumbar support region.

8.3 Desks

Desks should be suitable and of an appropriate dimension and layout for the location of the DSE equipment and peripheral items required by the user and, more importantly, for the nature of tasks performed by the user at the Desk. In addition, space should be available if a mouse or pointing device is used. The desk should be high enough to allow sufficient clearance for the individual's legs. The working surface should be deep enough to take the computer, DSE, keyboard and still leave 100mm at the front to allow a user to rest their wrists when not typing. All desks should conform to BS EN 527 Part 1, the size, shape, and layout of the desk should reflect the nature of the task performed by the user at the workstation. Space under the desk should be clear from any obstructions such as boxes or cables etc.

8.4 Keyboards

The position of the keyboard should be such as to allow 100mm at its front edge, in order to rest the wrists. Wrist supports should be supplied if required, however their use should be monitored and staff advised on their correct use. Keys should be clearly marked and visible from the normal working position. The keyboard should be detachable and have a facility that enables the keyboard to be tilted.

8.5 Footrests

Footrests should be supplied only for those users whose feet cannot rest comfortably on the floor, once adjustments to the seats have been made to accommodate the correct upper body posture in relation to the desk.

8.6 Copy Stands

Some staff, who undertake touch typing, or work with large documents, ledgers etc, may benefit from having a suitable copy stand.

9. Tasks and Software

It is recognised that inappropriate tasks and unsuitable software can cause fatigue and stress. The DSE Regulations require that tasks and software shall be designed with the following principles in mind:

- Software should be easy to learn and use, with an appropriate dialogue, between the user and screen.
- Software should protect the users from the consequences of errors.
- Users should be able to make data input at their own pace.
- Where possible staff should be provided training in the use of the software to enable them to utilise its benefits.

It is also recognised that regular breaks from DSE work will reduce the risk of health problems resulting from the work.

10. Health

All health problems believed to be associated whilst working with Display Screen Equipment should be reported, following the first sign or symptoms, to the line manager. An LA52 should be completed, and forwarded to the Safety & Risk Department. The manager must ensure that the member of staff is supported positively and proactively. This may be achieved by referring the member of staff to Occupational Health Department for medical opinion and appropriate treatment and support as required.

Subsequent to an Occupational Health Department referral, appropriate review of the workstation, and tasks performed by the users should be undertaken jointly by the manager/assessor in consultation with the User and remedial measures implemented. If help with a complex workstation is required then advice may be sought from the Health, Safety and Risk Department. The manager and or assessor in consultation with the user must review the remedial measure to ensure its efficacy.

To avoid health risk symptoms and fatigue, users should ensure that they regularly mix work activities that are not related to working with DSE. Ideally, the guidance is that short regular breaks, by varying tasks, are better than longer breaks at less frequent intervals.

Users, whose sole job is to sit and work at a DSE workstation, must take regular breaks away from their workstation and this may be in the form of a five to ten minute break from DSE tasks, every 50 – 60 minutes respectively. During such a break, staff must be discouraged from carrying out any tasks that require repetitive hard arm movements or which are visually intensive.

11. Upper Limb Disorder

A work related Upper Limb Disorder is a musculoskeletal disorder, the symptoms of which include pain, swollen soft-tissue, restricted joint movement, loss of function and possible permanent disability. Good ergonomically designed seating and workstations resulting in good posture are intended to minimise the problem and together with frequent changes in tasks, reduce the onset of fatigue.

12. Eye Strain

Medical Evidence indicates that using display screen equipment is not associated with damage to the eyes or eyesight, although uncorrected visual defects can make display screen work more stressful or tiring than would otherwise be the case. Users have entitlement to eye, and eyesight, tests, on the following occasions: -

- Prior to commencing employment where it is known that the member of staff will be a DSE User, and similarly where an employee is changing job within an organisation;
- When they first become a 'user' and have made a request for a test;
- At regular intervals thereafter as recommended by the doctor or optometrist, or;
- On any occasion where the user experiences visual difficulties considered to be related to display screen work.

13. Epilepsy

Working with DSEs is not known to cause epilepsy. However, the flicker of a DSE screen has been known to give an onset of attack in people with a history of photosensitive epilepsy. A person with photosensitive epilepsy must inform their manager and colleagues so that the correct actions can be taken should they suffer an attack

14. Radiation

DSEs do produce radiation, but it is at an extremely low level and well below that of surrounding levels in the environment. The National Radiological Protection Board has undertaken detailed research on this subject, with the conclusion that no action is required to protect the health of DSE users.

15. Facial Dermatitis

Facial skin complaints have been reported from time to time by DSE users. These are rare, and the evidence suggests that this is due to environmental factors such as low humidity or static electricity near the DSE. Ensuring that equipment is well earthed and maintained can help. Users must ensure that their DSE are clean and free from dust particles.

16. Effects on Pregnant Women

Studies have indicated that there is no link between the use of DSE and higher levels of miscarriages or birth defects. The National Radiological Protection Board considers that DSE radiation does not put unborn children at risk.

However, where an individual member of staff expresses concern they should be given support and advice sought from occupational health department.

17. Corrective appliances and sight test required by agency staff

Whilst the Trust is responsible for ensuring that an assessment, instruction and remedial action is carried out the responsibility for providing a sight test lies firmly with the agency recruiting the agency worker at the agency workers request.

| IMPLEMENTATION PLAN | | | | |
|---|--|---|---|---|
| Intended Audience | All LAS Staff | | | |
| Dissemination | Available to all staff on the Pulse and to the public on the LAS website. | | | |
| Communications | Revised Policy and Procedure to be announced in the RIB and a link provided to the document. | | | |
| Training | <ul style="list-style-type: none"> • Training in the use and best practise of DSE will be provided to all DSE users (see Section 5 Definitions) • Specific training will be given to identified complex/department DSE assessors | | | |
| Monitoring: | | | | |
| Aspect to be monitored | Frequency of monitoring AND Tool used | Individual/ team responsible for carrying out monitoring AND Committee/ group where results are reported | Committee/ group responsible for monitoring outcomes/ recommendations | How learning will take place |
| <p>The frequency of the DSE audits, these should take place on an annual basis.</p> <p>The DSE assessors have adequate refresher training, this should take place every three years</p> | <p>The process will be continuously monitored, trends will be identified using Datix</p> | <p>The Health, Safety & Risk department will monitor Datix to identify any trends, these will be reported to the Corporate Health & Safety Group, and where appropriate to the Learning From Experience Group</p> | <p>The Corporate Health & Safety group.</p> <p>Learning From Experience Group</p> | <p>Required change will be driven by the Learning from Experience Group</p> |

Appendix 1

Display Screen Equipment Assessment Guidance Note

In compliance with the requirement of the Display Screen Equipment Regulation 1992 (DSE) as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, it is the responsibility of the employer to carry out a detailed Risk Assessment of each DSE workstation under its control.

The definition of a DSE operator/user is generally taken to apply to any person who uses a visual display monitor for an hour or more of their working day habitually. Further guidance on this is provided in the approved code of practice for Display Screen Equipment Regulations (revised) 2003.

The attached DSE Self Assessment Form is to be completed in full by the user and discussed with the Manager and or Assessor to implement any remedial action.

It is the line manager's responsibility to follow-up any items highlighted and comment as to the action taken.

A copy of the DSE assessment form should be kept by User, copies should be sent to the manager.



Level 1 DSE Self-Assessment Form

| | | | |
|---|---|--|---|
| User's Name <input type="text"/> | | Department/Workstation <input type="text"/> | |
| Level 2 Assessment Required? <input type="text"/> | | Priority <input type="radio"/> Low <input type="radio"/> Med <input type="radio"/> High | |
| A | Does your work often involve you using the mouse continuously (e.g. drawing packages)? | <input type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> Occ. |
| B | Do you often have to work intensively at the computer for 1 hour or more without getting a short break away from it (e.g. phone calls, photocopying, paper work)? | <input type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> Occ. |
| C | Are you able to take breaks only at specified times? | <input type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> Occ. |
| D | Do you have to key at a set keystroke rate? If yes, what is it? | <input type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> Occ. |
| E | Do you regularly use a telephone whilst also keying? If yes, is a headset provided? If no, would one be useful? | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No | |
| F | Do you use a laptop (without a docking station) for work? | <input type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> Occ. |
| G | Do you regularly experience any of the following symptoms during or after PC work? | <input type="checkbox"/> I would prefer not to answer | |
| | Headache | <input type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> N/A |
| | Neckache | <input type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> N/A |
| | Backache | <input type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> N/A |
| | Pain, discomfort or pins and needles in: <input type="checkbox"/> hands <input type="checkbox"/> arms <input type="checkbox"/> shoulders | <input type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> N/A |
| | Eye discomfort/strain | <input type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> N/A |
| | Excessive tiredness/stress | <input type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> N/A |
| | <input type="checkbox"/> None of these problems | | |
| H | Have you received information concerning: health and safety aspects of computer work? the LAS provisions for eye and eyesight testing? | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No | |
| I | Do you wear bi-focals or vari-focal glasses? | <input type="radio"/> Yes | <input type="radio"/> No |
| J | Do you have a document holder? If no, do you think you need a document holder? | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No | |
| K | Does your chair: | | |
| | have adjustable armrests? | <input type="radio"/> Yes | <input type="radio"/> No |
| | have a 3-star castor base? (have 3 legs and wheels) | <input type="radio"/> Yes | <input type="radio"/> No |
| | adjust in height? | <input type="radio"/> Yes | <input type="radio"/> No |
| | go close enough to the desk, allowing you to type without having to stretch? | <input type="radio"/> Yes | <input type="radio"/> No |
| | have a seat of a size that allows your lower back to reach the seat back? feel comfortable? | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No | |
| Comments | | | |
| | | | |
| User's Signature | | Date 01 August 2012 1443 | |

| | |
|---------------------------------|--------------------------------|
| Title: DSE Self Assessment Form | Version: 2.0 |
| Date: 20/07/2012 | Owner: Health, Safety and Risk |

Appendix 3

