

DISPLAY SCREEN EQUIPMENT (DSE) POLICY

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AUTHOR	Risk Management Team
CONSULTATION GROUPS	HSSC Joint Staff Committee
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POLICY SUMMARY
<p>This policy, procedure and related appendices have been aligned from the former NEP and former SEPT documents.</p> <p>The policy and procedure discharges the duties for the Trust and responsibilities, undertakings and requirements by all parties in relation to the provision and use of Display equipment.</p>

The Trust monitors the implementation of and compliance with this policy in the following ways;
<p>Individual users undertake personal assessment Management review the assessment in line with this and other relating policies. The policy is reviewed on a regular basis The Risk Team monitor changes in legislation through links with the HSE and on line notifications.</p>

Services	Applicable	Comments
Trustwide	✓	

**The Director responsible for monitoring and reviewing this policy is the
Executive Director of Corporate Governance**

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Assurance Statement

The Trust can, by implementing this Policy and attached Procedures; evidence that it is doing all that it is reasonably practicable to comply with Regulations.

By failing to adopt this Policy the Trust will be in breach of the “Health and Safety (Display Screen Equipment) Regulations 1992, amended 2002”, the “Health & Safety At Work Etc. Act 1974,” and the “Management of Health & Safety at Work Regulations 1999” and therefore may be open to possible litigation process due to claims of ill-health through DSE work activities.

1.0 INTRODUCTION

1.1 The Trust is committed to ensuring that any work activity undertaken is free from risks to health, so far as is reasonably practicable. Therefore, it is the policy of the Trust that Display Screen Equipment (DSE) on Trust premises reflects the principles of good ergonomic design. The Trust has a duty of care to take all reasonable steps to secure the health and safety of employees who work with display screen equipment (DSE).

1.2 The Health and Safety (Display Screen Equipment) Regulations came into force on 1st January 1993 to give comprehensive guidance about working with Display Screen Equipment. Working with DSE is not a high risk activity but it can lead to muscular and other physical problems, eye fatigue and mental stress. These problems can be overcome by good ergonomic design of equipment, furniture, the work environment, and the tasks performed. To meet this duty of care, the Trust must ensure that legislation relating to the minimum health and safety requirements for work with DSE is observed in all owned or operated sites & locations.

1.2.1 The regulations require employers to:

- Assess DSE workstations and reduce the risks which are discovered.
- Ensure that workstations satisfy minimum requirements.
- Plan DSE work to include changes of activity.
- Provide information and training for DSE users.
- Offer sight testing for users and provide financial assistance towards the cost of any corrective appliances - i.e.: spectacles needed specifically for DSE use.

2.0 DUTIES

- 2.1 Directors are responsible for ensuring that equipment and systems of work identified comply with this policy and are implemented.
- 2.2 Managers are responsible for ensuring that the correct equipment, facilities and assessments are provided/carried out for all employees who are covered by this policy. Managers are responsible for reviewing the Self-Assessment of the employee concerned.
 - 2.2.1 If any health issues are identified in the DSE Self-Assessment the Manager should ensure a copy of it is sent to the Occupational Health Department for their review, comment, and / or action dependent on Management/user findings.
 - 2.2.2 For any other issues that cannot be rectified by the manager, in the first instance, then refer to the Risk Department ensuring the manager's comments clearly note what they have done to assist the employee concerned.
- 2.3 Employees are responsible for undertaking the self-assessment module for DSE on the On-line Learning Module (OLM). This self-assessment will be reviewed by the Manager with the employee, and any necessary actions undertaken.
 - 2.3.1 Employees are required to use any equipment, system of work or other measure provided by their Manager in accordance with the instructions and training given. Users must report any problems associated with the workstation, or any concerns relating to the use of DSE.
 - 2.3.2 Employees are required to liaise with their Manager regarding the arrangements for vision screening and eye tests (including receipts for costs as non-stock requisition claims) and, where corrective appliances are provided, users must ensure they are worn when operating DSE.

3.0 DEFINITIONS

- 3.1 This policy will be implemented in respect of all persons classed as 'users' who use Display Screen Equipment within the Trust. Those persons who do not fall within the definition of a 'user' will still use this policy and adopt the procedures herein.
- 3.2 'Display screen equipment' can be defined as any alphanumeric or graphic display screen, regardless of the display process involved. This applies to conventional visual display units (VDUs) and to non-electronic systems, although in some situations screens used for process control or CCTV may not apply.
 - 3.2.1 A 'user' is an "employee who normally uses DSE for continuous or near continuous spells of an hour or more at a time, usually on a daily basis".

3.2.2 'Workstation' refers to the DSE and input devices, accessories to the DSE, peripheral desk items such as printer, keyboard, mouse, laptop, telephone, etc., the desk, chair and other furniture and the immediate work environment.

3.2.3 Appendix 1 of the procedural document is taken from HSE guidance on the regulations and provides a table on which the employer and/or DSE Assessor can make a suitable and sufficient assessment on who is a DSE user or operator and the criteria to apply.

3.2.4 This policy also covers hot-desking, home, telephony, bank, and agency workers who work in the Trust.

3.2.5 To ensure that DSE equipment complies with the scope of this policy Appendix 2 from the procedural document details the minimum IT requirements when ordering computers and related equipment. Failure to comply with Appendix 2 will mean that the Trust will be in breach of its statutory duty.

4.0 MONITORING OF IMPLEMENTATION AND COMPLIANCE

The Risk Team monitor changes in legislation through links with the HSE and on line notifications. This policy and procedure is due for review every 3 years outside of legislative change.

5.0 POLICY REFERENCES / ASSOCIATED DOCUMENTATION

The most relevant legislation has been used to reference this policy and is as follows: -

- The Health and Safety (Display Screen Equipment Regulations) 1992, as amended by the Health & Safety (Miscellaneous Amendments) 2002 ("The Regulations").
- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Health & Safety (Offences) Act 2008

6.0 REFERENCE TO OTHER TRUST POLICIES/PROCEDURES

RM11 – General Workplace Risk Assessment Policy

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