

<b>ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST</b>
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**USER GUIDANCE**

<b>1.0 WORKSTATION REQUIREMENTS</b>
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1.1 The chair:

- should be stable and allow freedom of movement
- should be adjustable in height
- should have an adjustable backrest for height and tilt

1.2 The screen:

- should be readable, with well-defined characters of adequate size and spacing
- should have a stable image and be flicker-free
- should be adjustable for brightness and contrast
- should swivel and tilt, and be height adjustable
- should be free of glare and reflections

1.3 The keyboard:

- should be able to tilt, and be separate from the screen
- should have a matt surface to avoid reflective glare
- should have adequately contrasted and legible key symbols
- should have sufficient space in front to provide support for the hands and arms of the user

1.4 The work surface:

- should be non-reflective and large enough for the task
- should provide sufficient room to allow flexibility in working positions

1.5 The environment and equipment:

- lighting must be to satisfactory levels and allow appropriate contrast
- glare and reflection must be prevented
- windows must be fitted with adjustable covers
- Consider ambient noise from other equipment in the area.
- Consider the heat produced from ancillary equipment in the environment.
- Consider the humidity in the work area.
- space around the user must be sufficient to change position and vary movement
- the document holder, where provided, must be stable and adjustable

1.6 Software:

- should be suitable for the task
- should be easy to use and adaptable to users' abilities, with appropriate feedback on system performance
- should be suitable for users in format and pace
- should not measure workers' performance without their knowledge.

## **DISPLAY SCREEN EQUIPMENT (DSE) PROCEDURE - RMPG07**

### **APPENDIX 1**

- 1.7 Peripheral requirements:
- telephone
  - mouse mats
  - wrist rests
  - noise (headsets)
  - foot rest
  - copy rest
  - items particular to the role undertaken, as yet unspecified

## **2.0 POSTURE**

- 2.1 When arms are raised or wrists are bent for long periods of work, tendon and nerve disorders can result. Therefore:
- forearms should be nearly at right angles to the upper arm
  - wrists should be straight in line with the hand and forearm
- 2.2 Organising the workstation to minimise glare, eyestrain and poor posture should reduce stress. Other ways to help are:
- by changing position occasionally
  - by refocusing on something in the distance to give your eyes a break
  - by carrying out gentle stretching exercises at your desk
  - by turning your head from side to side, reaching your arms up straight over your head, or shrugging your shoulders, to reduce tension and loosen muscles.
- 2.3 Incorrect positioning can lead to soreness in the upper body. In order to prevent this it is recommended that the back is supported.

## **3.0 ANALYSIS**

- 3.1 A Self-Assessment Risk Assessment of the workstation must be undertaken and any identified risks reduced to the lowest extent reasonably practicable. Records of each assessment should be kept.

## **4.0 DEFINING USERS**

- 4.1 Managers are responsible for identifying staff who are currently classified as users (under the definition given in Section 2.2.1) and for identifying those staff who may change duties and, by doing so, become a user under the definition.

## **5.0 WORK ROUTINE**

5.1 The daily work routine of DSE users should include periodic interruptions by breaks or changes of activity. Short frequent breaks are recommended to prevent fatigue - i.e. 5 minutes every hour.

5.1.1 Please note that breaks are not intended as tea breaks, but merely a change in work pattern away from the screen.

## **6.0 TRAINING AND INFORMATION**

6.1 Users must undertake the training provided on the On-line Learning Module for the use of their workstation equipment and understanding on how to adjust furniture and equipment. This e-learning will help staff to understand the importance of comfortable posture and postural change and the need for breaks and changes of activity.

6.2 The e-learning helps ensure staff are informed of all aspects of health and safety relating to their workstation, the possible risks and what remedies are proposed, including their entitlement to eyesight tests and glasses where appropriate.

## **7.0 THE ROLE OF THE ASSESSOR**

7.1 Assessments of workstations will be carried out by the user following completion of the self-assessment module on the On-line Learning Module.

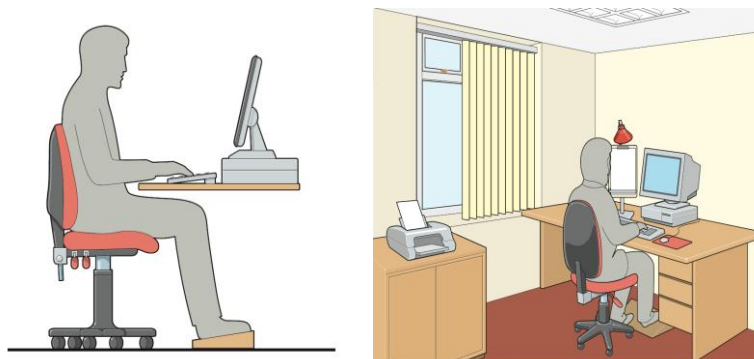
7.2 The completed assessment should be reviewed by the Manager (or with the designated DSE Assessor for the area, who makes any relevant comments and recommendations to the Manager for action. A copy of the assessment should be retained on the personnel file for the staff member.

7.3 The Manager ensures a copy of the Risk Assessment is sent to the Occupational Health Department for their comment or action *if* any health issues are identified.

7.4 The Occupational Health Department will analyse the Assessment Forms and outline any further action to the Manager and/or DSE Assessor to ensure that workstations comply with legal requirements.

7.5 If a DSE Assessor or member of staff suspects a work related Musculoskeletal Disorder then advice should be sought from Occupational Health, Back Care Advisor or the Risk Management Department, depending on the presenting conditions.

**DISPLAY SCREEN EQUIPMENT (DSE) PROCEDURE - RMPG07  
APPENDIX 1**



Figures credit: Health & Safety (Display Screen Equipment) Regulations 1992 (amended)