MINIMUM IT REQUIREMENTS WHEN ORDERING COMPUTERS

1.0 INTRODUCTION

1.1 The following considerations will need to be discussed before ordering computer equipment from IT department. Please note that they are not all regulatory requirements, but are deemed a requirement for the user.

2.0 EQUIPMENT- REQUIRED FROM DSE ASSESSMENT

2.1 Mouse Pad with wrist rest. (Wrist rests are not a regulatory requirement – but could be a requirement for the user).

2.2 Keyboard with wrist rest.

2.3 A Suitable workstation as detailed with the attached policy.

2.4 Upgrading lighting to meet appropriate DSE requirements.

2.5 Compatible software for the computer and user.

2.6 Screen cleaning equipment.

2.7 Foot rest – if required from actions of the assessment

2.8 Possible additional/alternative chair if the existing chair does not meet DSE requirements (to ensure that the likelihood of work related ill health is reduced to a minimum, an assessment by the Trust’s Ergonomist or the Risk Management Team must take place before any specialist work station equipment or chairs can be ordered).

2.9 The environment provides adequate ventilation in accordance with the attached policy.

2.10 Hot desking or touch down sites – Workstations may be used by more than one person. Where this occurs, a workstation risk assessment must be conducted for each person using it. The range of adjustments must meet the needs of each member of staff for example a chair must have sufficient range in height adjustment for each user. Likewise, For example, one staff member may require a footrest to be provided, but the next user may not require one. The individual has a responsibility to ensure that there is appropriate equipment available. Therefore touchdown sites should contain the minimum requirements for general use.
2.11 Where the environment is subject to a refurbishment, room review/move consideration must be given by management of the requirements for mains electrical supply and socket(s), to ensure that the IT arrangements required are adequate and to prevent overloading the system and to prevent trailing cables.

### 3.0 ACCESS TO WORK

In certain cases, it will not be possible to address the physical symptoms experienced by users. This may be for a variety of reasons, such as a previously diagnosed injury/conditions/disabilities; symptoms not responding to corrective actions etc.

When this happens, expert advice must be sought externally via Access to Work. This should be undertaken through the line manager.