

DISPLAY SCREEN EQUIPMENT (DSE) PROCEDURE

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PROCEDURE SUMMARY
This document sets out the requirements to be followed when referencing the overarching policy RM07

The Trust monitors the implementation of and compliance with this procedure in the following ways:

Services	Applicable	Comments
Trustwide	✓	
Essex MH&LD		
CHS		

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

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DISPLAY SCREEN EQUIPMENT (DSE) PROCEDURAL GUIDELINE

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1. 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.
- 1.3. 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.
- 1.3.1. 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. PROCESS TO BE FOLLOWED

- 2.1. The individual staff member or “user” should undertake the self-assessment module for the DSE on the on line learning module (OLM). They should then complete the self-assessment checklist as referenced Appendix 3.
- 2.1.1. 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.
- 2.1.2. 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.

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- 2.2. Once completed the assessment should be submitted to the manager for review and verification. Managers are responsible for reviewing the Self-Assessment of the employee concerned. 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.
- 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 dependant 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 DSE users can request an eyesight test that the Trust is required to pay for. If the test shows they need glasses specifically for their DSE work, the Trust will also be required to pay for a basic pair of frames and lenses.
- 2.3.1 In addition, users are entitled to further tests at regular intervals after the first test, and in between if they are having visual difficulties which may reasonably be considered to be caused by their DSE work.
- 2.3.2 Reimbursement for the cost of the eye test and basic frames and lenses, specifically required for DSE work, will be made on production of the correctly completed Reimbursement Claim Form (Appendix 4). The full cost of the eye test can be claimed. Up to a maximum of £75 can be claimed for the cost of a pair of basic frames with lenses, when specifically for DSE use. The completed reimbursement form will be presented to the user's manager for approval and the raising of a non-stock requisition. This will be actioned by Finance who will either issue a cheque or arrange for the amount to be included in their wages, to the individual for the amount approved, up to the value of £75.
- 2.3.3 If a User's normal glasses are prescribed for sight correction and are considered, by an optician, to be suitable for DSE work, then the Trust is not required to provide financial reimbursement for frames or lenses.
- 2.3.4 Reimbursement does not currently apply to contact lenses.

3. LAPTOPS

- 3.1. Laptop computers are subject to the DSE Regulations when workers regularly use laptops as a significant part of their normal work (daily, for continuous periods of an hour or more). Laptops by their design are not particularly ergonomic, making it difficult to achieve a comfortable working position.

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- 3.2. Anyone using a laptop as part of their normal work, continuously, for more than an hour at a time at work, should consider the use of:
 - the provision of ‘docking stations’ or laptop risers
 - additional keyboards,
 - additional mouse
- 3.3. The use of the additional accessories enable full size, good quality display screens and full size keyboards and mouse to be used.
- 3.4. A self-assessment, as referenced in Appendix 3, must be completed for the workstation set-up involving the laptop by the user.
- 3.5. All laptops and their accessories should be as light as possible. It is highly recommended that if a laptop is to be carried frequently, a rucksack type carrier should be considered.

4. HOT-DESKING

- 4.1. If using a ‘hot-desk’, users must check their workstation and adjust it to their requirements on each occasion.
- 4.2. If a regular hot-desk is used, then a DSE Self-Assessment should be completed
- 4.3. If a user has a medical history (i.e. back injury, RSI, eye issues etc.) then it not recommend that they hot-desk. They should be allocated a workstation, undertake a DSE Self-assessment and management and, if applicable, Occupational Health should be involved to ensure it meets their individual needs.
- 4.4. In the event they are required to hot-desk as part of their role then this should be managed through Occupational Health. In certain circumstances the Human Resources Department may also be involved.

5. PROCEDURE FOR EYE TESTS AND VISION SCREENING

5.1. Vision Screening

Having undertaken self-assessment users will be informed of their rights to have an appropriate eyesight test. Any staff identified as users must undergo vision screening in the first instance to test their middle vision. Vision Screening can be requested from the Occupational Health Department by a Manager Referral.

5.2. Pre-Employment Screening

For any new staff that undergo pre-employment screening with the Occupational Health Department, the department will advise the Manager of any necessary actions identified from this.

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5.3. Eye Tests/ Opticians Reimbursements

- 5.3.1. Where the Trust employs users, or those about to become users, as defined by the Health and Safety (Display Screen Equipment) Regulations 1992, they can request an eyesight test that the Trust are required to pay for. Also, if the test shows they need glasses specifically for their DSE work, the Trust will be required to pay for a basic pair of frames and lenses, up to a maximum cost of £75. In addition users are entitled to further tests at regular intervals after the first test, and in between if they are having visual difficulties which may reasonably be considered to be caused by their DSE work.
- 5.3.2. If staff are advised by Occupational Health or by their Manager to attend an optician, and they opt to attend an optician of their own choice, the individual will need to pay the cost of the eye test and any corrective glasses that may be required. The eye test cost will be reimbursed on production of an invoice, but payment towards basic frames and lenses will only be made where they are specifically required for DSE work, i.e. on production of a prescription from the optician, giving details of the need for glasses for DSE work, up to a maximum cost of £75. (A claim form for completion by the Optician is attached as Appendix 4.) A copy of the invoice/claim form, etc. should be forwarded to personnel for retention on the individual's personal file.
- 5.3.3. If users' normal glasses are prescribed for sight correction and are considered, by an optician, to be suitable for DSE work, the Trust is not required to provide financial reimbursement.
- 5.3.4. The Trust will not reimburse the cost of tinted or photo chromatic lenses or other enhancements to the basic lens such as anti-scratch coating. However, the cost of anti-reflective (anti-glare) coating to the lens may be claimed, subject to the maximum claim of £75 as stated in Section 5.3.2.
- 5.3.5. If two pairs of glasses are obtained at the same time, the Trust will reimburse the lower cost pair. Should the two pairs be obtained on a two for one deal, 50% of the cost will be reimbursed. All reimbursements are subject to the maximum claim of £75 as stated in Section 5.3.2.
- 5.3.6. Where glasses are lost or damaged, it is the responsibility of the individual to replace them.
- 5.3.7. Payments will be borne by the service concerned and paid by raising a cheque requisition to the individual concerned.

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