

Display Screen Equipment Policy (DSE)

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If the review date has passed please contact the Author for advice.

Disclaimer

Powys Teaching Health Board is the operational name of Powys Teaching Local Health Board
Bwrdd Iechyd Addysgu Powys yw enw gweithredol Bwrdd Iechyd Lleol AddysguPowys

Version Control

Version	Summary of Changes/Amendments	Issue Date
1	Initial Issue	2005
2	Updated to reflect organisational changes and updated guidance.	2008
3	Updated to reflect organisational changes and updated guidance.	2010
4	Updated to reflect organisational changes and updated guidance.	2016
5	Updated to reflect Organisational changes, agile working and updated guidance.	Jan 2021
6	Change to Environment Directorate and roles and responsibilities.	March 2022
7	Policy Review.	Feb 2024

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Engagement & Consultation

Key Individuals/Groups Involved in Developing this Document

Role / Designation
Senior Health & Safety Officer

Circulated to the following for Consultation

Date	Role / Designation
22 Jan 24	Health & Safety Group

Evidence Base
Fully listed in the Reference Section

Impact Assessments

Equality Impact Assessment Summary					
	No impact	Adverse	Differential	Positive	Statement
					An Equality Impact Assessment has been undertaken.
Age	x				<p>A summary can be found in the table on the left.</p> <p>Please remember policy documents are published to both the intranet and internet.</p>
Disability				x	
Gender Reassignment	x				
Pregnancy and Maternity	x				
Race	x				
Religion or Belief	x				
Sexual Orientation	x				
Marriage and Civil Partnership	x				
Welsh Language	x				
Risk Assessment Summary					
<p>Have you identified any risks arising from the implementation of this policy / procedure / written control document?</p> <p>No</p>					
<p>Have you identified any Information Governance issues arising from the implementation of this policy / procedure / written control document?</p> <p>No</p>					
<p>Have you identified any training and / or resource implications as a result of implementing this?</p> <p>No additional</p>					

1. Introduction

Powys Teaching Health Board (PTHB) is committed to providing a healthy and safe workplace for all staff, visitors and contractors.

The health board aims to provide a proactive approach to managing the risks from the use of Display Screen Equipment (DSE).

This policy sets out the responsibilities and arrangements for ensuring compliance with the legislation and regulations concerning workstations and Display Screen Equipment as set out in:

Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 and the supporting guidance: L26: Work with Display Screen Equipment.

This policy needs also to be read in conjunction with following:

- Corporate Health and Safety Policy HSP 001
- Agile Working Policy HR098

2. Objective

The purpose of this document is to ensure the health and safety of employees who use DSE equipment by making arrangements through their managers and in consultation with employees and their representatives, to take all necessary steps to identify the risks posed by Display Screen Equipment and reduce these to the lowest level so far as is reasonably practicable.

3. Definitions

- **PTHB** – Powys Teaching Health Board
- **Display Screen Equipment (DSE)** – any form of alphanumeric or graphical display screen, regardless of the display process involved. This includes any portable DSE i.e., Laptops; Notebooks; Tablets, Smartphones or other devices as advised by HSE guidance.
- **User** – an employee who uses DSE as a significant part of their job requirements. It will generally be appropriate to classify the person as a DSE user if one or more of the following apply:

- ❖ They normally use DSE more or less continuously on a daily basis.
 - ❖ They normally use DSE for continuous or near continuous spells of an hour or more at a time.
 - ❖ They have to transfer information quickly to or from the DSE.
 - ❖ The individual has no discretion as to the use or non-use of the DSE.
 - ❖ If the performance requirements of the system demand high levels of attention and concentration by the user e.g., the consequences of error may be critical.
- **Workstation** – broadly defined as a combination of the following items used to undertake the job: Display Screen, Keyboard, Mouse, PC, Laptop, Notebook, Tablet, Docking Stations; Printers, Telephone, Document Holder; Work Chair, Work Desk, Work Surfaces, and the immediate environment surrounding the display screen equipment.

4. Responsibilities

The health board recognises its duties to protect employees from the risks that may be associated with poor standards of workstation and DSE use. The health board also provide support services for all managers and users to ensure that appropriate health surveillance is undertaken where necessary and that competent advice is readily available.

4.1 Chief Executive

The Chief Executive has overall responsibility and is accountable to the board of PTHB for the management of health & safety within the organisation. These include the responsibility for the resourcing and implementation of all measures needed to comply with this policy, relevant legislation and guidance.

4.2 Executive Directors

Executive Directors are responsible to the PTHB Board and for ensuring that all risks associated with Display Screen Equipment have been identified and are adequately controlled within their areas of responsibility. They are also responsible for ensuring appropriate resources are available for the effective implementation of this policy and any measures required to control the risk associated with Display Screen Equipment.

4.3	Executive Director of Therapies and Health Science In addition to the responsibilities outlined in 4.2, the Executive Director of Therapies and Health Science will take lead responsibility for the corporate management of health & safety within the organisation and is accountable for this to the Board of PTHB. These responsibilities also include ensuring that the organisation receives competent advice and guidance regarding the management of display screen equipment.
4.4	Senior Managers For example: Assistant Directors/Business Managers/Heads of Services and those responsible for service delivery. Senior Managers for each locality/directorate have responsibility for the day-to-day management and monitoring of health and safety within their area of responsibility. They are directly accountable to their management for ensuring full compliance with health & safety legislation, which includes compliance with the Display Screen Equipment Regulations 2002 (as amended) and ensuring any risk associated with DSE is adequately risk assessed and controlled within their areas of responsibility.
4.5	Line Managers, Ward Managers, Team Leaders and Supervisors etc. with day-to-day responsibility for staff. Are responsible for: <ul style="list-style-type: none">• Ensuring they identify all staff defined as users of display screens equipment, both office or those home working.• Ensure that these staff complete a workstation self-assessment checklist which is available to download from the health and safety web-site Display Screen Assessment Checklist (2020)1.docx (sharepoint.com)• Ensuring that all new staff or new DSE users complete self-assessment checklist as part of the local induction process and that suitable adjustments to the workstation are made if identified by the assessment.

- Ensure all DSE users complete to the on-line NHS Wales Display Screen Equipment Information and Training course which is available through ESR.
- Ensuring that if there are significant changes in the circumstances or environment then the risk assessments are reviewed.
- Ensuring risks associated with using DSE equipment for their area of responsibility is placed on the area risk register and if reasonably practical appropriate risk reducing measures introduced.
- Ensuring that all workstation components purchased comply with minimum requirements as set out in the DSE Regulations
- Ensuring that users are informed that they are entitled to an eye and eyesight test if required.
- Acting on any complaints of discomfort or pain raised by an employee whilst working with DSE.
- Completing Part A of the DSE eye test form which is available to download from the health and safety web site

[DSE - Eyesight Test Form.docx \(sharepoint.com\)](#)

Where an employee raises a matter related to health and safety in the use of Display Screen Equipment, the responsible manager shall:

- Take all necessary steps to investigate the circumstances.
- Take corrective measures where appropriate and when they are within his / her control; in all other cases will take the matter upward in the hierarchy of management.
- Advise the employee of actions taken.

A flow chart is provided in Appendix 1 for Line Managers, for the workstation check list assessment process.

4.6	Employees Are responsible for: <ul style="list-style-type: none">• Ensuring they complete a workstation self-assessment checklist available via; Display Screen Assessment Checklist (2020)1.docx (sharepoint.com) and review this annually or before should circumstances dictate.• To make use of any equipment that has been deemed necessary by the DSE assessment.• Immediately inform their line manager of any pain or discomfort experienced whilst working with DSE.• Immediately report to their line manager any fault associated with any equipment provided to control risk associated with DSE.• Ensure that any incident associated with the use of the DSE is reported using the health boards incident reporting system.• Attend manual handling training which includes an element of postural awareness and how to adjust your workstation.
4.7	Senior Health & Safety Officers The Senior Health and Safety Officers will be responsible through PTHB's Health and Safety management system for: <ul style="list-style-type: none">• Ensuring the DSE policy is reviewed regularly and ensure it is in line with current legislation.• Providing health and safety advice to line managers, which will include guidance relating to DSE.• Providing competent advice on workplace planning, room layout, workstation placement etc.• Assess any user who may be experiencing physical problems which they attribute to their use of DSE equipment (See flowchart Appendix 1).
4.8	Occupational Health & Wellbeing Team Are responsible for: <ul style="list-style-type: none">• Providing advice and/or assisting with workstation assessments where health problems have been identified and

	<p>referred for medical opinion if appropriate.</p> <ul style="list-style-type: none">• Liaising with the Health and Safety Unit where applicable on DSE referrals where health problems have been identified.
4.9	<p>Information Technology Department</p> <p>The Information Technology Department will:</p> <ul style="list-style-type: none">• Ensure that any Display Screen Equipment (hardware or software) meets with the requirements of the DSE Regulations.• Where laptops are supplied, where appropriate the following should be included; a docking station, adjustable screen, along with a separate keyboard and mouse.• Provide suitable advice to Department Managers and/or the Occupational Health and Wellbeing/Health & Safety Team on suitable equipment for employees who are suffering health conditions.• Advise Department Managers and/or the Occupational Health and Wellbeing/Health & Safety Team where they believe or have identified that existing workstations and/or ancillary equipment do not meet Health and Safety standards.
<p>5. The Use of Laptops/Portable Display Screen Equipment</p> <p>The design of laptops and portable DSE equipment varies but can include smaller keyboards or lack of keyboard/screen separation. It also includes touch screens. This may make it more difficult to achieve a comfortable working posture.</p> <p>Portable DSE is also used in a wider range of environments, some of which may be poorly suited to DSE work.</p> <p>It may not be practical to undertake a risk assessment every time portable DSE is set up, therefore portable DSE users should be given sufficient training and information to undertake their own risk assessment whenever they set up to ensure measures are taken to control risks. If portable DSE is set up for short periods of time in a variety of locations, this may take the form of an informal risk assessment (i.e. mental check) of the set up. However, if the portable DSE is in lengthy use in the same location then it would be appropriate to record the risk assessment.</p> <p>In all cases, portable users need to be alert to potential risks and report any problems to their managers.</p>	

If portable DSE is used regularly or for extended periods then appropriate equipment should be used to reduce risk and improve comfort, this would include, but may not be limited to docking station, laptop riser, separate keyboard and mouse along with a fully adjustable monitor and workstation chair.

As well as the ergonomic risks associated with portable DSE the following should also be taken into consideration:

- **Manual Handling** risks when moving between locations (especially where books, papers etc. may add to the load). Ensure that a manual handling risk assessment is undertaken to control the risks and avoid lifting for a period of time when moving from seated to standing.
- **Risk of theft involving assault** – ensure precautions are made to minimise the risk of theft, for example, not leaving portables on display in parked cars

6. Agile & Shared Office Spaces

All PTHB agile or shared offices must be equipped with sufficient and appropriate equipment, to ensure all users can adjust each workstation to meet their needs and enable them to work safely. This equipment should include the following:

- A separate keyboard and mouse.
- A fully adjustable monitor.
- A fully adjustable workstation chair with wheels.
- A footstool for use (if required).
- A suitable worksurface surface/table/desk with sufficient room to facilitate the user's needs.
- Sufficient lighting, ventilation and means to prevent screen glare from sunlight.

7. Working from Other locations

Where employees work from "other" locations (i.e. home) this must be done in accordance with the Agile Working Policy HR098, employees working from such locations must:

- Ensure they work from a suitably set up workstation/area which is well illuminated and free from glare. The employee must not work in such a way that could be detrimental to their health.
- Undertake the DSE self-assessment checklist for their home workstation or area of extended working and communicate the findings to their Line Manager.
- Ensure they comply with sections 4 and 5 of this policy –
 - ❖ Employee Responsibilities.
 - ❖ The use of Laptops/Portable Display Screen Equipment.
- PTHB will provide those who agile work with equipment as outlined in the Agile Working Policy HR098, sections 8 & 11 –
 - ❖ Health and Safety.
 - ❖ Equipment.

8. Eyesight Tests and Corrective Appliances (Usually Spectacles)

8.1 Eyesight Test

The health board is required to provide those defined as DSE users with an appropriate eye and eyesight test. An appropriate eye and eyesight test is defined in legislation by the Opticians Act and includes a test of vision and an examination of the eye.

The cost of this test will be met by the health board provided the PTHB eyesight test form has been completed by the appropriate budget holder and does not exceed the current NHS rate of £25. The reimbursement for this is to be claimed through expenses and must be accompanied by a receipt.

The eyesight test form is available to download via the following link:

[DSE - Eyesight Test Form.docx \(sharepoint.com\)](#)

8.2	DSE Corrective Appliances DSE users may require specific lenses and frames for DSE use only. These are glasses that are prescribed to correct vision defects at the viewing distance or distances used specifically for the DSE work concerned. A contribution of £50 toward corrective appliances will be met by the health board, the reimbursement for this is to be claimed through expenses and must be accompanied by a receipt.
8.3	Normal Corrective Appliances These are corrective appliances with lenses prescribed by the optician for any purpose other than for specific use with DSE. The cost of these normal corrective appliances <u>WILL NOT</u> be met by the health board.
8.4	Bifocal/Varifocal Lenses The cost of these would not normally be met by the health board. However, it may be necessary to view DSE items at different ranges e.g. Using SMART board and laptop in combination. Where practical these items should all be at the same viewing distances. Where this is not possible bifocal or varifocal lenses may be needed. Consideration for funding will be given on a case-by-case basis.
9. Monitoring Compliance, Audit & Review	
<p>This document will be reviewed every three years or earlier should audit results or changes to legislation / practice within PTHB indicate otherwise.</p> <p>Implementation and efficacy of the policy will be monitored and audited in line with the Corporate Health & Safety Action Plan by the Corporate Health and Safety Group.</p>	

10. References & Useful Information

- **HM Government 1992:** *SI 2792- "Display Screen Equipment Work. Health and Safety (Display Screen Equipment) Regulations 1992 (Miscellaneous Amendments) Regulations 2002."*
Accessed at: <http://www.legislation.gov.uk/ukxi/1992/2792/contents/made>
- **Health & Safety Executive 2003:** *"Work with Display Screens Equipment- Guidance on Regulations L26"*
Accessed at: <http://www.hse.gov.uk/pubns/priced/l26.pdf>
- **Health & Safety Executive 2013:** *"Working with Display Screen Equipment (DSE): A Brief Guide INDG36(Rev 4)"*
Accessed at :<http://www.hse.gov.uk/pubns/indg36.pdf>
- **Health & Safety Executive 2013:** *"Ergonomics and Human Factors at Work- A Brief Guide"*
Accessed at: <http://www.hse.gov.uk/pubns/indg90.pdf>
- **Health & Safety Executive 2010:** *Lighting at Work HS(G) 38*
Accessed at: <http://www.hse.gov.uk/pubns/priced/hsg38.pdf>
- **Health & Safety Executive 2002:** *Seating at Work HS(G)57*
Accessed at: <http://www.hse.gov.uk/pubns/priced/hsg57.pdf>

Appendix 1: Guidance for Line Managers Workstation Checklist Assessments

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