



Title:	Display Screen Equipment – Ambulance Service H&S Procedure		
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Ownership:	Dr Nigel Ruddell, Medical Director		
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1.0 INTRODUCTION:

1.1 Background:

The Northern Ireland Ambulance Service Health and Social Care Trust (NIAS) recognises its statutory obligations under The Health and Safety (Display Screen Equipment) Regulations (NI) 1992. This procedure aims to reduce risk to staff who work with display screen equipment (DSE).

A small proportion of DSE users suffer health problems as a result of their work but these issues can usually be overcome by good ergonomic design of equipment / furniture, a good working environment, careful planning of the tasks performed and the provision of information and training for staff involved (See Appendix 1 for further information on risks associated with DSE).

1.2 Purpose:

The purpose of this procedure is to ensure that all managers and staff are aware of and adhere to their responsibilities under The Health and Safety (Display Screen Equipment) Regulations (NI) 1992. The implementation of this procedure will reduce risk to staff who work with display screen equipment (DSE)

1.3 Objectives:

This procedure has been developed to meet the statutory requirements of The Health and Safety (Display Screen Equipment) Regulations (NI) 1992; it provides line managers and staff with the following:

- A DSE Self-Assessment process and template for the assessment of workstations in order to assess workstations and reduce risks (template provided in Appendix 2).
- A process for ensuring workstations meet minimum requirements.
- Support in planning work activities so that they include breaks.
- A process for eye and eyesight testing, including spectacles where the test shows these are necessary for the work.
- Information on adequate information and training for DSE users.

This procedure also aims to give assurance to Trust Board via the Health and Safety Committee of continued statutory compliance with regards to the above listed legislation.

2.0 SCOPE OF THE PROCEDURE:

This procedure applies to all users of display screen equipment under the direction of NIAS including bank, agency or volunteer staff and will extend to basic DSE equipment including laptops, tablets, iPads and other handheld devices including mobile phones and peripherals such as roller balls, mouse or any other devices supplied by the Trust in connection with DSE work.

3.0 ROLES & RESPONSIBILITIES:

3.1 Chief Executive / Directors:

The Chief Executive is responsible for satisfying Trust Board that this Procedure has been adequately implemented by all Directors. Directors are responsible for ensuring that this Procedure has been implemented throughout NIAS.

3.2 All Line Managers:

Line managers of DSE Users are responsible for ensuring the following:

- Staff complete DSE training using the Trust online DSE ELearning package.
- Staff who use DSE complete a DSE Self- Assessment on an annual basis (see Appendix 2).
- Any issues raised are discussed with the user and addressed. In the event of a safety concern that cannot be resolved locally, advice should be obtained from the Risk Management Team. In the event of a health concern, advice should be sought from Occupational Health.
- Suitable equipment / DSE furniture is provided for staff.
- Arrangements are in place to monitor any area where DSE is located to ensure the DSE is being used as advised and formally followed up if it is not.
- That DSE assessments are reviewed annually, when any changes occur such as staff changes, office moves / reorganisations etc.

3.3 All Staff Who Use DSE (Users):

All staff should adopt best practice when using DSE and should make full and proper use of any additional DSE support equipment provided by the Trust. Staff should immediately report any incidents and / or health conditions they consider to have occurred / developed through their use of DSE via DATIX and to their line manager as soon as practicable.

Every employee who uses DSE including those with a disability or particular requirements / needs should complete the Trust online DSE ELearning package as directed by the Trusts Statutory / Mandatory Training Policy. All users must complete a DSE Self-Assessment (and review it annually or if there are any changes). Staff should make suggestions for improvement and work with line management and / or the Risk Management Team / Occupational Health in order to address any issues raised.

3.4 Risk Management Team:

The Risk Management Team will ensure the following:

- Advice and assistance is provided to managers regarding DSE Self-Assessments.
- Further assessment is conducted if necessary in more complex circumstances.
- Adequate information, instruction and training is available for the Trust.

- Health and Safety Committee and Trust Board are updated on risks / performance / compliance as necessary.

4.0 KEY PRINCIPLES:

The Health and Safety (Display Screen Equipment) Regulations (NI) 1992 list the following definitions applicable to display screen equipment:

4.1 Display Screen Equipment (DSE):

Display screen equipment (DSE) means any alphanumeric or graphic display screen, regardless of the display process involved. This includes conventional display screens and other types such as liquid crystal or plasma displays used in flat screens, touch screens and other emerging technologies. Display screens mainly used to display line drawings, graphs, charts or other computer-generated graphics are included, as are screens used in work with television or film. The definition is not limited to typical office situations, or computer screens, but also covers the likes of non-electronic display systems such as microfiche. DSE used in factories, and other non-office workplaces, is included although there are some exceptions.

4.2 User:

A 'user' means an employee who habitually uses display screen equipment as a significant part of his/her normal work. It will generally be appropriate to classify the person as a user if they:

- Normally use DSE for continuous / near-continuous spells of an hour or more at a time, and
- Use DSE in this way more or less daily, and
- Have to transfer information quickly to or from the DSE, and
- Need to apply high levels of attention and concentration, or are highly dependent on DSE, or have little choice about using it, or need special training or skills to use the DSE.

4.3 Workstation:

A 'workstation' means an assembly comprising:

- Display screen equipment (whether provided with software determining the interface between the equipment and its operator or user, a keyboard or any other input device).
- Any optional accessories to the display screen equipment.
- Any hard drive, telephone, printer, document holder, work chair, work desk, work surface or other item peripheral to the display screen equipment, and
- The immediate work environment around the display screen equipment.

A workstation also exists where portable DSE (laps-tops and hand-held computers) are in prolonged use.

4.4 Display Screen Equipment Assessments:

In order to identify DSE risks, and therefore identify any required control measures, a DSE assessment should be carried out. This is a relatively basic procedure, which can normally be carried out by individual DSE users, who should then report any problems to their relevant line managers for action as required.

A basic Display Screen Equipment Assessment Checklist, along with relevant considerations, can be found on SharePoint and in Appendix 2. This does *not* list statutory requirements, but is based on good practice. Compliance should reduce most DSE associated risks to a reasonable level. **Assistance with DSE assessments and/or workstation assessments is available, as required, from the Risk Management Team.**

4.4.1 *A Staged Approach:*

Controlling the risks associated with Display Screen Equipment use should be subject to a combination of approaches. Consider the following:

- a. Workplace Layout: When designing/changing office layouts and workstations remember to take into account DSE users. Consider space, lighting, power supply, etc.
- b. Furniture: When purchasing new/replacement office furniture consider the DSE user, i.e. matt desks, suitable chairs, leg room, etc.
- c. Computer Equipment: Whether hardware, software and/or ancillaries, remember that the potential user is as important as the equipment performance. Make sure it is compatible – one will not work without the other!
- d. Identification of Users: Line managers should identify all DSE users so they know who may be at risk
- e. Training: Remember training requirements, not only in the use of the hardware, software, etc., but in correct posture, workstation organisation, etc.
- f. Assessments: All workstations, and workstation users, should be assessed. Whilst it is possible to generically assess workstations to a large extent i.e. do they all have tiltable monitors, etc., individuals are all different and need to be assessed separately. The simplest, and often most effective, method is for users to self-assess and report any problems to their line managers, who should confirm, seek advice where required, and identify control measures as appropriate.
- g. Work Routine: Both employers and employees should work together to ensure that, so far as is reasonably practicable, there is variety in the daily routine, and that suitable and sufficient breaks are taken from DSE work.
- h. Eyesight Tests: Line managers must make themselves aware of the procedures for eyesight tests and, where applicable, corrective lenses for DSE users.
- i. Keep Users Informed: Make sure users are aware of this procedure, of what control measures have been implemented, of training opportunities, of eyesight test procedures, of their responsibilities, and of all other relevant information.

4.4.2 *Recording, Monitoring & Reviewing DSE Assessments:*

DSE assessments should be recorded and are best stored alongside the relevant piece of display screen equipment, although line managers may wish to hold central records. DSE assessments, as with all risk assessments, must be monitored to ensure they remain suitable and sufficient. They must be reviewed if there is any reason to suspect they are no longer valid, additional control measures must be implemented if required, and assessments should be subject to regular review regardless of circumstances (at least annually is recommended).

4.5 Training:

4.5.1 *Line Managers of Users:*

Training must be provided for line managers of DSE Users; this training is known as Display Screen Equipment Assessors Training. Each area should have at least one Assessor Trained for every 10 members of staff. This is particularly important for all Control Rooms, NIAS Headquarters and Divisional Headquarters. Contact the Risk Management Team for further advice and booking.

4.5.2 *All Staff Who Are Users:*

All staff who are or may become designated 'users' will receive information via the Trusts DSE ELearning Training which includes:

- The risks of working with DSE.
- The importance of good posture and changes of position.
- The availability of suitable furniture.
- How to adjust the furniture to avoid the risks.
- The availability of ancillary equipment e.g. foot rests, wrist rests.
- The avoidance of reflections and glare.
- Adjustment of contrast/brightness.
- The risk assessment process and their contribution to it.
- The need to report the onset of related aches and pains.
- The entitlement to eye and eyesight tests and the provision of spectacles where are required specifically for DSE work.

4.6 Self Help:

The user can, and has a duty to make a significant contribution to reducing the risks from DSE use. Consider the following:

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your arms should be approximately horizontal and your eyes at the same height as the top of the VDU casing.
- Make sure there is enough space underneath your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure on the backs of your legs and knees. A footrest, particularly for smaller users, may be helpful.

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeat stretching movements.
- Adjust your keyboard and screen to get a good keying and viewing position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists while not keying.
- Don't bend your hands up at the wrist when keying. Try to keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.
- Try different layouts of keyboard, screen and document holder to find the best arrangement for you.
- Make sure you have enough workspace to take whatever documents you need. A document holder may help you to avoid awkward neck movements.
- Arrange your desk and screen so that bright lights are not reflected in the screen. You shouldn't be directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure the characters on your screen are sharply focussed and can be read easily. They shouldn't flicker or move.
- Make sure there are no layers of dirt, grime or finger marks on the screen.
- Use the brightness control on the screen to suit the lighting conditions in the room.
- Take regular short breaks from working with display screen equipment. This can be accomplished by simple practices such as ensuring the printer is away from the workstation, or the telephone cannot be answered whilst operating display screen equipment.

4.7 Workplace Exercises:

Some simple exercises, as listed below, which can be carried out at the workplace will help reduce the potential for DSE associated aches and pains:

- Flex fingers and wrists.
- Regularly look away at objects in the distance.
- Face forward and then slowly turn your head left and right.
- Shrug shoulders and release.
- Stretch chest out for a few seconds and relax.
- Spread fingers as far as possible and hold for a few seconds.

4.8 Work Breaks:

When possible, jobs using DSE should be designed to consist of a mix of screen-based work and non-screen-based work to prevent fatigue and to vary visual and mental demands. Where work cannot be varied, deliberate breaks or pauses should be introduced. Breaks must allow users to vary their posture, move or exercise and the following should be taken into consideration:

- Breaks or changes in activity should be included in working time and workload should not increase due to their introduction.

- Breaks should be given when performance and productivity are at a maximum, before the user starts getting tired. This is better than taking a break to recover from fatigue.
- Short frequent breaks are more satisfactory than occasional longer breaks.
- Users should be allowed some discretion as to when to take breaks.
- Changes of activity are often more effective than rest breaks.
- If possible breaks should be taken away from the DSE workstation and allow the user to stand up, move about, and / or change posture.

4.9 Protecting Authorised Employees Using DSE At Home:

DSE Regulations still apply at home when the employee is authorised as a home/remote worker, and is undertaking Trust business, whether or not the workstation is provided in whole or in part by the employer. There is no evidence to suggest that home workers are exposed to any major additional or unique risks to health and safety. There may however be increased risks that may arise from social isolation, stress, lack of supervision, lack of employer commitment and difficulties in undertaking risk assessments. There are some steps, which should be taken to reduce these risks:

- Ensure risk assessments are carried out.
- Train home workers to carry out their own risk assessments (consider using the DSE and workstation assessment checklist at Appendix 2).
- Ensure workers are aware of other health and safety issues with DSE, such as good posture and taking breaks.
- Ensure workers have a means of communicating any ergonomic defects or warning signs of health problems.

4.10 Eyesight Tests:

If you are a user of a display screen as defined in Section 4.2 above you are entitled to reimbursement for an eye and eyesight examination. Provision is also made for spectacles that are required for Display Screen Equipment use. An appointment should be made with an Optician and allowances which can be reclaimed in the normal way are as follows:

- Allowance for Eye Examination is £25.
- Allowance for spectacles – Single Vision £30 + VAT, Variable £55 + VAT. Allowance applies to spectacles for Display Screen use only.
- The employee must meet any costs exceeding these allowances at the time of collecting the spectacles.

The time recommended between eye examinations for those who do not have any problem with their eyes is usually two years. Those who do have difficulties may be requested to visit the optician more frequently. Written proof of this from either the optician or GP will be required.

5.0 IMPLEMENTATION OF PROCEDURE:

5.1 Dissemination:

With regards to dissemination this procedure will be:

- Issued to all Board Members, Chair, Non-Executive Directors, Chief Executive, Directors and Assistant Directors.
- Disseminated to the required staff by Assistant Directors.
- Made available on the Internet and SharePoint so that all employees and members of the public/stakeholders can easily have access.
- Discussed during Corporate Induction.

5.2 Resources:

Training on the application of this procedure for relevant managers and staff will be facilitated / delivered by the Risk Management Team as necessary.

5.3 Exceptions:

There are no areas exempt from the operation of this procedure.

6.0 MONITORING:

It is the responsibility of the Risk Management Team and the Health and Safety Committee to monitor the implementation of and assess the level of compliance with this procedure.

7.0 EVIDENCE BASE/REFERENCES:

- The Health and Safety at Work (NI) Order 1978.
- The Management of Health and Safety at Work Regulations (NI) 2000.
- The Health and Safety (Display Screen Equipment) Regulations (NI) 1992.
- Workplace (Health, Safety and Welfare) Regulations (NI) 1993.
- Provision and Use of Workplace Equipment Regulations (NI) 1999.
- Maintaining Portable Electric Equipment (INDG-236).

8.0 CONSULTATION PROCESS:

This procedure has been developed by the Risk Manager. Consultation took place with Trade Unions, Senior Managers, Assistant Directors and Directors within the organisation. The final content of the document was agreed by Joint Health and Safety Committee, before SMT approval on recommendation by the Health and Safety Committee.

9.0 APPENDICES:

Appendix 1 – Risks Associated With The Use Of Display Screen Equipment (DSE):
Appendix 2 – DSE & Workstation Self-Assessment Checklist

- Appendix 3 – DSE & Workstation Self-Assessment Action Plan
- Appendix 4 – Good Workstation Set-Up
- Appendix 5 – Work With Portable DSE
- Appendix 6 – DSE Management Process Flowchart

10.0 EQUALITY STATEMENT:

In line with duties under Section 75 of the Northern Ireland Act 1998; Targeting Social Need Initiative; Disability Discrimination Act 1995 and the Human Rights Act 1998, an initial screening exercise, to ascertain if this procedure should be subject to a full impact assessment, has been carried out.

The outcome of the equality screening for this procedure undertaken on 12th October 2020 is:

- Major impact
- Minor impact
- No impact.

11.0 SIGNATORIES:



Katrina Keating
Lead Author

Date: 17th November 2020



Dr Nigel Ruddell
Lead Director

Date: 17th November 2020

APPENDIX 1 – RISKS ASSOCIATED WITH THE USE OF DISPLAY SCREEN EQUIPMENT (DSE):

A small proportion of DSE users suffer health problems as a result of their work but these issues can usually be overcome by good ergonomic design of equipment and furniture, a good working environment, careful planning of the tasks performed and training of staff involved.

The main health risks are:

- Musculoskeletal disorders – now described as work related upper limb disorders (historically referred to as repetitive strain injury or "RSI"). These range from temporary fatigue or soreness in the limb to chronic soft tissue disorders such as peritendinitis or carpal tunnel syndrome. Work with DSE can also give rise to back pain, or make existing back pain worse, if the workstation is badly designed or if the member of staff sits for extended periods. Issues may also be associated with high workloads and tight deadlines.
- Fatigue and stress – prolonged or particularly intense periods of work can lead to physical / mental wellbeing issues. Factors which should be considered and addressed include:
 - Staff having little or no control over their work and working methods.
 - Tasks requiring excessively high attention and concentration.
 - Staff being unable to make suitable and sufficient use of their skills.
 - Staff not being involved in making decisions relating to their work/DSE.
 - Being expected to carry out repetitive, monotonous tasks all the time.
 - Work being system-based and monitored inappropriately.
 - Demands of work being perceived as excessive.
 - Payment systems that encourage working too quickly or with insufficient breaks.
 - Opportunities for social interaction being limited.
- Eye and eyesight effects – medical evidence shows that using DSE is not associated with permanent damage to eyes or eyesight; nor does it make existing defects worse. However some staff may experience temporary visual fatigue, leading to a range of symptoms such as impaired visual performance (for example blurred vision), red or sore eyes and headaches, or the adoption of awkward posture, which can cause further bodily discomfort. Visual symptoms may be caused by:
 - Staying in the same position and concentrating for a long time.
 - Poor positioning of the DSE.
 - Poor legibility of the screen, keyboard or source documents.
 - Poor lighting, including glare and reflections.
 - A drifting, flickering or jittering image on the screen.

APPENDIX 2 – DSE & WORKSTATION SELF-ASSESSMENT CHECKLIST:



Northern Ireland Ambulance Service
Health and Social Care Trust



Display Screen Equipment & Workstation Self-Assessment Checklist

User Name: _____

Line Manager: _____

Department:	_____	Email:	_____
Location:	_____	Telephone:	_____
Date Completed:	_____	Completed By:	_____
Checked By:	_____		
Further Action:	Yes	Details:	No
Date Action(s) Completed:	_____		

CHECK:	YES	NO	CONSIDERATIONS
Display Screen			
Are the characters clear and readable?	<input type="checkbox"/>	<input type="checkbox"/>	Make sure the screen is clean and cleaning materials are made available. Check the text and background colours work well together.
Is the text size comfortable to read?	<input type="checkbox"/>	<input type="checkbox"/>	Software settings may need adjusting to change text size.
Is the image stable, i.e. free of flicker and jitter?	<input type="checkbox"/>	<input type="checkbox"/>	Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If problems persist, get the set-up checked e.g. by the IT Department.
Is the screen's specification suitable for its intended use?	<input type="checkbox"/>	<input type="checkbox"/>	EG, intensive graphic work or work requiring fine attention to small details may require large display screens.
Are the brightness and/or contrast adjustable?	<input type="checkbox"/>	<input type="checkbox"/>	Separate adjustment controls are not essential, provided the user can read the screen easily at all times.
Does the screen swivel and tilt?	<input type="checkbox"/>	<input type="checkbox"/>	Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However you may need to replace the screen if: <ul style="list-style-type: none"> Swivel/tilt is absent or unsatisfactory.

			<ul style="list-style-type: none"> Work is intensive; and/or the user has problems getting the screen to a comfortable position.
Is the screen free from glare/reflections?	<input type="checkbox"/>	<input type="checkbox"/>	Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of reflections. Screens that use dark characters on a light background are less prone to glare / reflections.
Are adjustable window coverings provided and in adequate condition?	<input type="checkbox"/>	<input type="checkbox"/>	Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.

CHECK:	YES	NO	CONSIDERATIONS
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Keyboard			
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Is the keyboard separate from the screen?	<input type="checkbox"/>	<input type="checkbox"/>	This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable).
Does the keyboard tilt?	<input type="checkbox"/>	<input type="checkbox"/>	Tilt need not be built in.
Is it possible to find a comfortable keying position?	<input type="checkbox"/>	<input type="checkbox"/>	Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may require a wrist rest.
Does the user have good keyboard technique?	<input type="checkbox"/>	<input type="checkbox"/>	Training can be used to prevent: <ul style="list-style-type: none"> Hands bent up at the wrist. Hitting the keys too hard. Overstretching the fingers.
Are the characters clear and readable?	<input type="checkbox"/>	<input type="checkbox"/>	Keyboards should be kept clean. If characters still can't be read, the keyboard may need modification or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.

CHECK:	YES	NO	CONSIDERATIONS
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Mouse, Trackball etc.			
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Is the device suitable for the task it is used for?	<input type="checkbox"/>	<input type="checkbox"/>	If the user is having problems, try a different device. The mouse and trackball are general purpose
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			devices suitable for many tasks and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).
Is the device positioned close to the user?	<input type="checkbox"/>	<input type="checkbox"/>	Most devices are best placed as close as possible, e.g. beside the keyboard. Training may be needed to: <ul style="list-style-type: none"> • Prevent arm overreaching. • Tell users not to leave their hand on the device when it is not being used. • Encourage a relaxed arm and straight wrist.
Is there a support for the device user's wrist and forearm?	<input type="checkbox"/>	<input type="checkbox"/>	Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.
Does the device work smoothly at a speed that suits the user?	<input type="checkbox"/>	<input type="checkbox"/>	See if cleaning is required (e.g. of mouse ball rollers). Check the surface is suitable. A mouse mat may be needed.
Can the user easily adjust software settings for speed and accuracy of the pointer?	<input type="checkbox"/>	<input type="checkbox"/>	Users may need training in how to adjust device settings.
CHECK:	YES	NO	CONSIDERATIONS
Software			
Is the software suitable for the task?	<input type="checkbox"/>	<input type="checkbox"/>	Software should help the user carry out the task, minimise stress and be user-friendly. Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.
CHECK:	YES	NO	CONSIDERATIONS
Furniture			
Is the workplace large enough for all the necessary equipment, papers etc.?	<input type="checkbox"/>	<input type="checkbox"/>	Create more room by moving printers, reference materials, etc. elsewhere.

			If necessary, consider providing new power and telecoms sockets, so equipment can be moved.
Can the user comfortably reach all the equipment and papers they need to use?	<input type="checkbox"/>	<input type="checkbox"/>	Rearrange papers, equipment, etc. to bring frequently used things within easy reach. A document holder may be required and positioned to minimise uncomfortable head and eye movements.
Are surfaces free from glare and reflection?	<input type="checkbox"/>	<input type="checkbox"/>	Consider mats or blotters to reduce reflections and glare.
Is the chair suitable and stable? Does the chair have a working:	<input type="checkbox"/>	<input type="checkbox"/>	The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.
<ul style="list-style-type: none"> • Seat back height and tilt adjustment • Seat height adjustment • Swivel mechanism • Castors or glides 	<input type="checkbox"/>	<input type="checkbox"/>	
Is the chair adjusted correctly?	<input type="checkbox"/>	<input type="checkbox"/>	The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.
Is the small of the back supported by the chairs backrest?	<input type="checkbox"/>	<input type="checkbox"/>	The user should have a straight back, supported by the chair, with relaxed shoulders.
Are forearms horizontal and eyes at roughly the same height as the VDU?	<input type="checkbox"/>	<input type="checkbox"/>	Adjust the chair height to get the users arms in the right position and then adjust the VDU height, if necessary.
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?	<input type="checkbox"/>	<input type="checkbox"/>	If not, a foot rest may be required.

CHECK:	YES	NO	CONSIDERATIONS
Environment			
Is the enough room to change position and vary movement?	<input type="checkbox"/>	<input type="checkbox"/>	Space is needed to move, stretch and fidget.

			Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?	<input type="checkbox"/>	<input type="checkbox"/>	Users should be able to control light levels, e.g. by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting e.g. desk lamps (ensuring lights don't cause glare by reflecting off walls/other surfaces).
Does the air feel comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	VDUs and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.
Are levels of heat comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electrical equipment in the room. Can users be moved away from the heat source?
Are levels of noise comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	Consider moving sources of noise e.g. printers away from the user. If not, consider soundproofing.

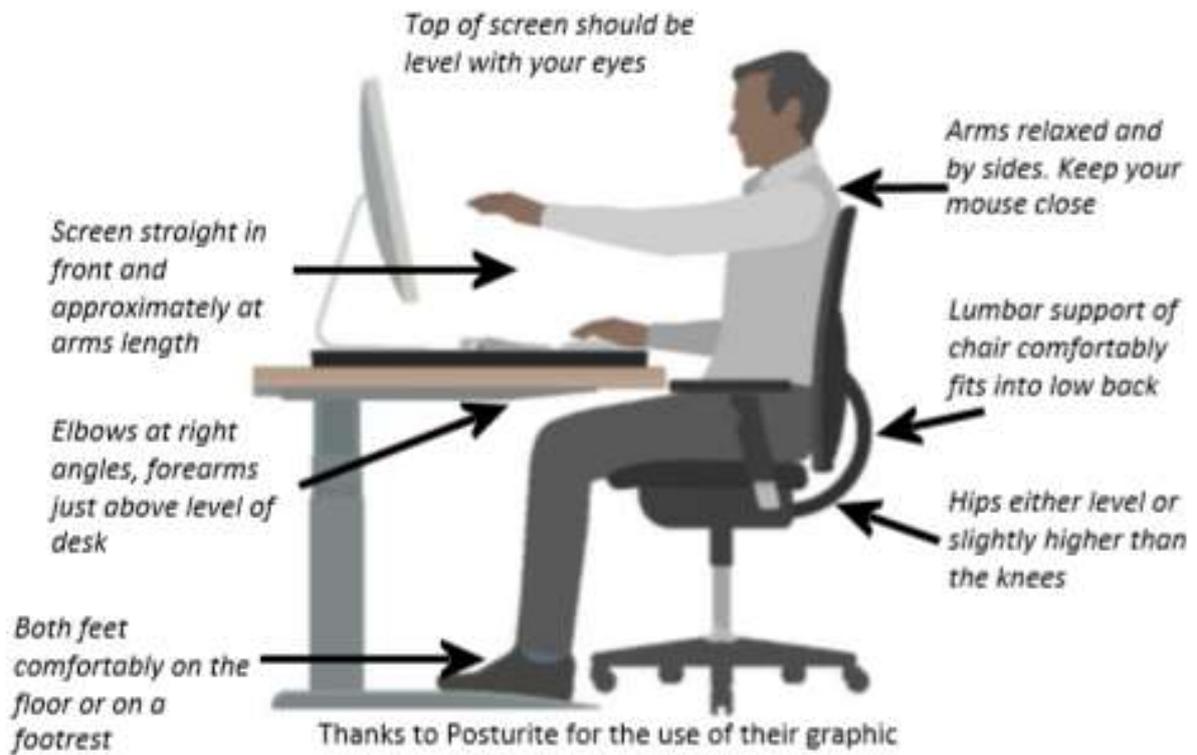
CHECK:	YES	NO	PLEASE COMMENT:
Final Questions			
Has the checklist covered all the problems you have working with your DSE?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you experienced any discomfort or other symptoms, which you attribute to working with your DSE?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the user been advised of their entitlement to eye and eyesight testing?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you take regular breaks away from your DSE?	<input type="checkbox"/>	<input type="checkbox"/>	

APPENDIX 3 – DSE & WORKSTATION SELF-ASSESSMENT ACTION PLAN:

Department:		Email:	
Location:		Telephone:	
Date Completed:		Completed By:	
Checked By:			
Further Action:	Yes	Details:	No
Date Action(s) Completed:			

Item / Issue	Risk Rating			Action Required	Person Responsible	Date Completed	Comments
	Low	Med	High				

APPENDIX 4 – GOOD WORKSTATION SET-UP:



APPENDIX 5 – WORK WITH PORTABLE DISPLACE SCREEN EQUIPMENT:

Research suggests that portable DSE is no more hazardous than full-sized equipment; however the design (smaller keyboards, lack of keyboard/screen separation etc) may make it more difficult to achieve a comfortable position. It is also used in a wider range of environments, some of which may be poorly suited to DSE work. Portable DSE, such as laptops and notebook computers, is subject to the DSE regulations if it is in prolonged use. The following gives practical guidance.

Risk Assessment – It may be difficult to carry out a risk assessment due to the variety of locations. The solution to this is to provide DSE users with sufficient training and information to make their own risk assessments to include manual handling risks when moving between locations and the risk of theft / assault.

Equipment, Workstation and Task Requirements – Users should be aware that some design compromises inherent in portables can lead to postural or other problems (bent neck due to the low, fixed position of the screen). One way to avoid such risks is to take more frequent breaks. When selecting portable computers the following points may be considered:

- Look for as low a weight as possible (below 3kg if possible) and keep accessories as few and as light as possible.
- Choose as large and clear a screen as possible.
- Opt for a detachable or height-adjustable screen if possible.
- Specify as long a battery life as possible and provide cables / transformers in location so the person only carries the computer.
- Give users a lightweight carrying case with handle and shoulder straps. To reduce the risk of assault, avoid manufacturer-branded laptop cases.
- Look for tilt-adjustable keyboards on laptops.
- Choose portables capable of being used with a docking station and / or with a facility for attaching an external mouse, keyboard and / or numeric keypad to provide maximum flexibility.
- Check the portable has friction pads underneath to prevent it sliding across work surfaces when in use.
- Ensure the portable has sufficient memory and speed for the applications to be used.
- If providing add-ons, consider the weight compared to the improved usability.
- Opt for portable or external mouse rather than a trackpoint or isometric joystick.
- Users may find it more comfortable to use portables whose casing incorporates a space (wrist pad) between the keyboard and front edge.

When planning tasks involving portable computers remember to:

- Think about weights to be carried – carry out manual handling risk assessments.
- Advise workers to set up their equipment on a suitable work surface where possible.
- Provide docking stations where portables will be in prolonged use.

- Minimise the use of portable computers in non-ideal locations such as motor vehicles.
- Ensure handheld computers are selected for ergonomic features.

Docking Stations – These allow the use of a full sized screen / keyboard / mouse to enable the user to obtain a safer working condition.

Risk of Theft and Mugging – This can be tackled by a combination of user training and task design, such as ensuring users are not expected to carry or use portables in circumstances where theft is likely and telling users to take sensible precautions such as taking care in public places and not carrying portables with visible computer branding.

Manual Handling – Encourage employees to take a common sense approach to include:

- Not carrying equipment or papers unless they are necessary.
- Use of a backpack to cut down strain on arms and distribute loads evenly across the body, or wheeled luggage, might be worth considering.
- Posting or emailing heavy documents to your destination.

Breaks or Changes of Activity – Longer breaks and changes of activity may be of greater significance for portable users due to poorer working environments, and there may be no supervision.

Eyes and Eyesight – It may be advantageous to tell the optician that a portable is used as typical viewing distances may be somewhat shorter.

Training and Information – Good health and safety training is particularly important to ensure portable equipment users are trained in the following:

- How to set up and use the equipment and / or carry out a risk assessment.
- Use of a docking stations where applicable
- How to report symptoms / discomfort relating to the use of DSE.
- Importance of taking regular breaks.
- How to avoid unnecessary manual handling.
- How to minimise risks from theft or mugging.

Managers should be aware of the following:

- The need for regular breaks and avoidance of use of DSE for extended periods.
- Benefits of variety in user tasks.
- Importance of health and safety training for users.
- Reasons for providing docking station equipment wherever possible and encouraging its use.

APPENDIX 6 – DSE MANAGEMENT PROCESS FLOWCHART:

