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POLICY FOR DISPLAY SCREEN EQUIPMENT

Executive Sponsor & Function	Executive Director of Strategic Transformation, Planning and Digital
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1. Policy Statement

Velindre University NHS Trust (VUNHST) and its hosted organisations are committed to minimising the health and safety risks to staff who use display screen equipment and to complying with the legal obligations placed on it by The Health and Safety at Work etc. Act 1974 and the Display Screen Equipment (DSE) Regulations 2002

2. Scope of Policy

This policy applies to all employees of the Trust and Hosted Organisations, who use DSE for a continuous period of an hour or more (DSE users) whilst on Trust business. It also applies to workstations provided for use on Trust premises by persons who are not employees, i.e. service users, visitors, volunteers or staff of external bodies located on Trust premises.

Note – This policy refers to **hybrid working**, which is also called **agile working** in the hosted organisations.

3. Aims and Objectives

Aim

This Policy aims to manage so far as reasonably practicable the health and safety risk to staff from using display screen equipment both on VUNHST or hosted organisation premises and if undertaking hybrid working.

Objectives

This policy describes the ways in which VUNHST will comply with the requirements of the Health & Safety (Display Screen Equipment) Regulations 1992. It also outlines the way that the Trust complies with the Health and Safety Executive (HSE) guidance on hybrid working.

The Regulations require: -

- a DSE assessment is carried out on DSE Users workstations both in the office environment and when staff are working in a hybrid manner.
- risks from DSE workstations are eliminated or reduced.
- eye tests, paid for by the employer, are available if a DSE worker requests one.
- the employer will pay a specified amount for the provision of DSE specific glasses where the provisions of the Regulations apply (see section 6.5)
- DSE specific information and training is provided for DSE users.

4. Responsibilities

4.1 **The Chief Executive** has overall accountability for health and safety within the organisation, making sure that arrangements are in place for:

- an Executive Director to be appointed as a lead for health and safety
- the Trust Board and Executive Management Board to be informed as required on health and safety matters affecting employees, patients, donors or others.
- the Trust's policy on the Safe Use of Display Screen Equipment to be implemented
- training and development of staff
- ensuring there are sufficient resources to implement this policy

4.2 **The Executive Director of Strategic Transformation, Planning and Digital** has delegated responsibility at Trust Board level for managing health and safety and is responsible for making sure that systems are in place to ensure:

- this policy is reviewed when appropriate.
- regular updates on issues raised are reported to the Executive Management Board.
- activities are planned, measured, reviewed and audited so that legal requirements are satisfied and risks arising from the use of display screen equipment are minimised.
- information and guidance regarding the safe use of display screen equipment is communicated throughout the Trust.
- training needs for the use of display screen equipment are identified and compliance with training is monitored and reported.

4.3 **The Executive Director of Organisational Development and Workforce** is responsible for ensuring that:

- there is effective induction training that includes safe use of display screen equipment advice and training, which is appropriately monitored and recorded.
- arrangements are in place to support and provide adjustments for employees with musculoskeletal injuries or other health issues that may arise from or be aggravated by the use of display screen equipment.

4.4 **Divisional Directors / Directors of Hosted Organisations** are responsible for ensuring arrangements are in place for:

- the development and implementation of local procedures and organisational arrangements for the safe use of DSE in line with the Trust policy.
- processes are in place to ensure DSE assessments to be carried out for workplace and hybrid working
- staff receive DSE information and training.

- appropriate DSE equipment is made available to staff in the office and when hybrid working.
- suitably trained DSE Assessors are available to provide advice on DSE assessments and to refer to health and safety teams or Occupational Health where the issues are beyond their capacity.
- Processes are in place to ensure employees complete a homeworking assessment

4.5 **Assistant Director of Estates, Environment and Capital Development** has overall responsibility for the management of the working environment including lighting, temperature and ventilation in the buildings owned by the Trust.

4.6 **Departmental Managers** have responsibility for ensuring that there are arrangements in their department to:

- identify DSE users.
- ensure DSE users' access DSE training and information including information on use of DSE during hybrid working and how to set up a work station at home.
- ensure DSE users complete a DSE assessment in accordance with the arrangements in their division or hosted organisation, including assessments for hybrid working.
- review DSE assessments and ensure that any issues identified are addressed and where necessary escalated to DSE assessors, health and safety advisors or Occupational Health.
- refer people to Occupational Health or expert ergonomic advice for health issues which may be related to or made worse by DSE work, for example musculoskeletal pain or other sensation or numbness in hands, arms shoulders, back or neck or DSE related eye problems, headaches or stress (not an exhaustive list). All referrals to Occupational Health must be accompanied where possible by an up-to-date display screen equipment risk assessment
- ensure that workers who working in a remote manner have been provided with suitable equipment (monitors, laptops, keyboard, mice etc.), requests for additional equipment should be considered on a case by case basis and where appropriate further support and guidance should be sought from DSE assessors, health and safety teams, Occupational Health, Digital, and/or Workforce as required.
- scrutinise and authorise payment for display screen related eye tests and glasses for use with DSE work (see section 6.5)
- ensure that any DSE Equipment, workstations, chairs provided in their areas of responsibility in the office meet the requirements of the DSE Regulations.
- enable work to be organised so that employees are able to take regular breaks and/or changes of activity.
- ensure that Trust, divisional or hosted organisations arrangements for checking equipment are implemented.
- Ensure that hybrid workers complete a home working risk assessment.

4.7 **DSE equipment 'users' must**

- complete the display screen equipment training in the format required by their division (on-line ESR) or by their hosted organisation.
- If they undertake hybrid working, familiarise themselves with the Trust, divisional and hosted organisation information and guidance on hybrid working and setting up a workstation at home.
- complete a DSE assessment for the work station they use in the office and (where applicable) for any workstation they use at home.
- escalate any issues identified by display screen assessment to their manager and where appropriate cooperate with any assessment carried out by a display screen assessor.
- inform their manager of any health issues potentially caused or made worse by DSE work including musculoskeletal pain, eye strain, headaches (not an exhaustive list), including issues that may be related to DSE use as part of hybrid working.
- ensure that any work station they use for home working is safe and without risks to health, set up in accordance with their DSE training and does not constitute a risk to other persons in their home environment.
- adjust any workstation they use whilst agile working/hot desking in accordance with their display screen equipment training.
- review their display screen equipment risk assessment if there is a significant change in working practice or their work station at the office or at home, the environment, the use of different equipment or software or a change in a health condition.
- Cooperate with Trust, divisional or hosted services arrangements for checking equipment.
- Complete a home working risk assessment if they work in a hybrid manner.

4.8 **Health and Safety Teams** - The Trust, divisional and hosted organisation Health and Safety Managers/Advisors will ensure that:

- training and information is available for display screen equipment users
- advice is available with regard to display screen equipment risk assessments
- systems are in place to monitor compliance with this policy as part of the health and safety audit process.

4.9 **Occupational Health** is provided via a service level agreement and includes the provision of advice on DSE related health issues. The service is also able to offer advice on the design and suitability of DSE Workstations through the Occupational Health Physiotherapy service.

All referrals to Occupational Health must be accompanied where possible by an up-to-date display screen equipment risk assessment.

- 4.10 **Digital Services** will coordinate the procurement of relevant equipment and software, as determined by departmental / line managers or based on the recommendations from formal DSE and/or Occupational Health assessments.

5. Definitions

- **Display Screen Equipment** are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, tablets, touch screens and other similar devices
- **Display Screen Users** are workers who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more) and include users of Portable Laptops/Notebooks.
- **Hybrid working, Remote working, Agile working** are terms used where time is split between a central workplace (VUNHST or Hosted Organisation premises) and other locations including working at home.
- **Agile** working applies where staff do not necessary have an allocated desk but may work at 'hot desks' at VUNHST or Hosted Organisation or other NHS premises.

6. Implementation/Policy Compliance

6.1 DSE Workstation Assessments

Workers who use DSE continuously for an hour or more a day must complete a DSE assessment for both office and home working where applicable.

Where DSE related risks are identified, steps must be taken to reduce them as soon as reasonably practicable. Users can make straightforward adjustments to workstations themselves following instruction, training and guidance. Managers must review DSE Assessments and request additional advice and guidance from trained DSE assessors, health and safety teams and/or Occupational Health as appropriate where unresolved issues are identified.

Where DSE assessments of home workstations identify issues, which may require additional equipment, managers should consider these matters on a case-by-case basis and obtain further advice from DSE assessors, health and safety teams, Occupational Health, Digital, and/or Workforce as required.

Where workers work at multiple workstations (hot desking) they should use the information, training and guidance they have received to adjust each workstation to meet their needs and to reduce the risk from DSE work.

DSE assessments should be completed when a new workstation is set up, when a new user starts work, when a change is made to an existing

workstation or when a user experiences pain or discomfort or other possibly DSE related health effects.

6.2 **Appointment of Display Screen Equipment Assessors**

DSE assessors will be trained and appointed to support the display screen risk assessment processes, and to provide advice and guidance on workstation set up, provision of equipment and working practices. DSE assessors will signpost to additional support such as health and safety teams, Occupational Health, Workforce and Digital as appropriate.

6.3 **Work Routines**

DSE users should organise their work to take regular breaks whether working in the office or at home. Regular breaks, which may involve a change of activity and an opportunity to move around and/or change position. Breaks support musculoskeletal health, allow a break from looking at the screen and support mental wellbeing avoiding extended periods of concentration without respite.

Generally speaking, staff should take short regular breaks (e.g. at least five minutes in every hour) away from the workstation.

6.4 **Training and Information**

Employees will be provided with training, information and guidance about the use of DSE.

6.5 **Eye and Eyesight Tests**

Eye tests will be provided for DSE users, if requested, in line with the requirements of the Display Screen Regulations.

The Trust will pay up to £50 for glasses if the test shows an employee needs special glasses specifically for DSE work. The Trust will not reimburse the cost of glasses where an ordinary prescription is suitable for DSE work. The requirement for a DSE specific prescription must be confirmed in writing by the Optician.

The DSE user must take the Display Screen User Eyesight Request Form authorised by their Line Manager prior to the visit, with them to the appointment for the Optician to complete. The frequency of repeat testing will be at the clinical judgement of the Optician.

Claims for reimbursement must be submitted via the e-expenses portal on the Display Screen User Eyesight Request Form together with relevant receipts.

7. Hybrid Working

Guidance on hybrid working can be found in the Trust Hybrid Working Toolkit and in guidance provided by divisions and hosted organisations.

Hybrid working is where an employee splits their time between, the workplace and working remotely either at home or another workplace location. Hybrid working can be undertaken in non-traditional environments through remote and virtual work, hot desking at alternate bases.

Wherever an employee is working , they should use the information provided to them in their DSE training and information to adjust their workstation to avoid discomfort.

When working from home as part of Hybrid working arrangements agreed with their manager, they should make every effort to set up the work space as close to the office provision as possible, remembering posture and the positioning of equipment e.g. laptop, keyboard and mouse, monitor.

Staff are required to complete a display screen assessment for their work station at home as well as for their workstation on VUNHST or hosted organisation premises.

Staff must also complete the Home working risk assessment and ensure that their working area is safe and without risk to health. Further guidance is available in the Hybrid Working toolkit and in guidance provided by the trust, divisions and hosted organisations.

Staff will be provided with training and guidance on basic electrical safety. They must regularly inspect all DSE related equipment provided to them by the Trust or hosted organisation. If it is visibly damaged or shows signs of being defective, they must not use it and must report the issue to their manager and/or Digital Services as appropriate for remedial action to be taken.

8. Reasonable Adjustments

DSE assessments completed in the office or hybrid working may identify requirements for reasonable adjustments for persons with a disability as defined under the Equality Act 2010. Each person must be considered on a case-by-case basis. Managers must seek further advice from health and safety teams, Occupational Health and/or Workforce and Organisational Development as appropriate to ensure the requirements of the Equalities Act 2010 are adhered to.

9. Equality Impact Assessment Statement

This policy has been screened for relevance to equality. No potential negative impact has been identified.

10. References

Working Safely with Display Screen Equipment – HSE website
Velindre University NHS Trust Hybrid Working Toolkit.

11. Getting Help

Please approach the Trust, divisional or hosted organisation's health and safety team for additional guidance or advice.

12. Related Policies

Reference should also be made to the following Trust Policies:

- Health, Safety and Welfare policy PP10
- Workplace Equipment Policy PP17
- Home Working Policy WF45
- Supporting Staff with Specific Needs – disability Guidance
- Hybrid Working Tool Kit .

13. Related documents and forms

- DSE Assessment and Guidance Form
- Home working assessment
- Home working DSE Assessment and Guidance
- DSE Guidance available on Trust, Divisional and Hosted Organisations' SharePoint pages.
- DSE Training available on ESR
- Annual DSE equipment questionnaire (Trust and divisions only)

14. Monitoring Arrangements

Completion of the display screen equipment e-learning on ESR will be monitored by divisional and Trust quarterly health and safety meetings.

Compliance with this policy will also be monitored as part of the HSG 65 Health and Safety audit process.

15. Main Relevant Legislation

This policy supports the legal duties placed on the organisation by the following: -

- Health and Safety at Work etc. Act 1974
- Health and Safety (Display Screen Equipment) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Workplace (Health, safety and Welfare) Regulations 1992
- The Electricity at Work Regulations 1989