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Bwrdd Iechyd Prifysgol
Caerdydd a'r Fro
Cardiff and Vale
University Health Board

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Display Screen Equipment (DSE) and Eye Test Procedure

Introduction and Aim

The advent of modern technology such as PC's, laptops, tablets and smartphones has brought in its wake a number of health and safety issues. The main risks that may arise in work with DSE are musculoskeletal disorders such as back pain or upper limb disorders (sometimes known as repetitive strain injury or RSI), visual fatigue and mental stress.

Such illnesses are not an inevitable consequence of working with display screen equipment and the introduction of sound ergonomic techniques associated with the equipment, furniture, working areas and organisation of work can reduce the incidence. However, there is no evidence that visual display units (VDU's) pose any hidden health risk to the user (in particular to pregnant women.)

While the risks to individual users are often low, they can still be significant if good practice is not followed.

Legislation and Guidance entitled The Display Screen Equipment Regulations have been introduced which were updated in 2002. These are enforced by the Health and Safety Executive and place clear responsibilities on the Health Board. The major changes in 2002 were to increase the emphasis on the right of users on request to be given an eyesight test.

It is the opinion that undergoing an internal eye screening test is wasteful of Health Board resource and that the required eyesight test is best undertaken by the user's own optician. This will unify the separate practices currently in use which has led to confusion and variation.

Objectives

- Implement actions that will minimise the risk to health for those staff using display screen equipment,
- Comply with the legal obligations placed upon the Health Board as a result of the Display Screen Equipment Regulations 2002

Scope

Cardiff and Vale University Health Board recognises that Display Screen Equipment plays a vital and increasing role in many of its activities. It aims to ensure that appropriate measures are in place to minimise the associated health risk and that adequate information, instruction and training are in place.

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Equality Impact Assessment	An Equality Impact Assessment has been completed. The Equality Impact Assessment completed for the procedure found there to be no impact.
Documents to read alongside this Procedure	Display Screen Equipment Regulations 2002 Health & Safety Policy Minimal Manual Handling Policy Risk Assessment and Risk Register Procedure
Approved by	Operational Health and Safety Group
Accountable Executive or Clinical Board Director	Executive Director of Workforce and Organisational Development
Author(s)	Head of Health and Safety

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate](#).

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Summary of reviews/amendments

Version Number	Date of Review Approved	Date Published	Summary of Amendments
1	1/12/2011	16/12/2011	Document revised Supersedes previous Trust document reference no: 266
2	19/8/2015	02/10/2015	Document revised – minor amendments made
3	04/09/19	06/09/2019	Document reviewed and updated – minor amendments made to reflect small procedural changes. Flow chart added.

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1.0 Definitions

1.1 Display Screen Equipment

The term “Display Screen Equipment” refers to any alphanumeric or graphic display screen regardless of the display process involved. The guidance notes state that this definition covers cathode ray tube, liquid crystal, plasma displays used in flat-panel screens, touchscreens and other emerging technologies, as well as the typical office visual display terminals. Non-electronic display systems such as microfiche are covered.

The regulations are generally for the benefit of every person “who habitually uses display screen equipment as a significant part of their normal work” The guidance notes suggest that a person will be covered by the regulations if most or all of the following criteria applies:

1.2 Display Screen User

- (a) The employee uses display screen equipment daily.
- (b) The employee normally uses display screen equipment for continuous spells of one hour or more at a time.
- (c) The employee depends on display screen equipment to do the job.
- (d) The work performed requires high levels of concentration as incorrect input by the employee may be critical.

1.3 Portable Laptops/Notebooks

Portable laptops/notebooks will be exempt from the regulations if they are not in prolonged use. Laptop/notebook devices should not be used for more than one hour continuously in one day. However portable equipment that is habitually used by a DSE “user” as a significant part of normal working should be regarded as covered by the regulations. Various safety considerations apply to laptop/notebook users bearing in mind problems such as cramped working conditions, unsuitable seating and desks, inadequate lighting etc. Risk assessments and proper training techniques can help to avoid problems arising. Additional guidance can be found in Appendix 1. Regular users of portable laptops/notebooks should be encouraged to use office visual display terminals or a laptop stand with the appropriate ergonomic set up whilst in work.

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2.0 ROLES AND RESPONSIBILITIES

2.1 Chief Executive

Ultimate responsibility for compliance with legal requirements rests with the Chief Executive, as Responsible Officer. Responsibility for the implementation of the Procedure is delegated to the Executive Director of Workforce and Organisational Development.

2.2 Executive Director

The Executive Director of Workforce and Organisational Development has been delegated responsibility for monitoring the management of health and safety within the UHB. This includes arrangements with regard to Display Screen Equipment (DSE) and the provision of Eye Tests where appropriate.

2.3 Directorate Managers/Heads of Departments:

- 2.3.1 Will so far as is reasonably practicable reduce the risk associated with display screen equipment by complying with this procedure and current legislation.
- 2.3.2 Will instruct managers and staff with supervisory responsibility to assess the level of risk for each work station, recording all the significant findings and making this information available to all persons using display screen equipment.
- 2.3.3 Will also be responsible for analysing, achieving and implementing any recommendations arising from the risk assessment procedure.

2.4 Managers and staff with supervisory responsibility:

- 2.4.1 Will identify those employees who are defined as 'habitual users' of DSE (see 1.2 Display Screen User) and undertake in conjunction with the 'user' a workstation risk assessment. Record all significant findings and make this information available to the 'user'.
- 2.4.2 Will notify the outcome of any significant risk assessment to their Directorate Manager/Heads of Department making appropriate recommendations.
- 2.4.3 Will be responsible for providing suitable equipment, work station furniture and working environments as defined in the regulations and for arranging the employee's work patterns to be

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so organised that operators of display screen equipment are able to take breaks from the machine.

- 2.4.4 Refer ‘users’ to the Occupational Health Department for an occupational health opinion if it is brought to their attention that the ‘user’ has any of the following complaints associated with DSE use: musculoskeletal disorders (e.g. arm, neck, back pain) visual fatigue, temporary eye strain, headaches, stress using the standard Occupational Health Referral Form.
- 2.4.5 Ensure adequate training and information to ‘users’ is provided regarding the risks associated with display screen equipment, procedures for reporting risks and ill health and steps to be taken to control risks.
- 2.4.6 Where necessary seek specialist advice from the Health and Safety Department, Occupational Health Department or Occupational Health Physiotherapy.
- 2.4.7 Authorise and facilitate when requested by a ‘user’, mechanisms for payment for eye tests.

2.5 Employees classified as ‘Users’ will:

- 2.5.1 Complete the DSE e-learning training package and complete a Display Screen Equipment risk assessment form on employment or if any significant changes have taken place.
- 2.5.2 Work in accordance with the agreed procedures and instructions.
- 2.5.3 Inform their manager/supervisor of any changes that occur in their work activity which might increase the risk of injury, ill health or any physical problem which may affect their ability to undertake DSE tasks.

2.6 Health and Safety Department will:

- 2.6.1 Provide adequate training and information to ‘users’ and managers regarding;
 - the risks associated with display screen equipment,
 - procedures for reporting risks and ill health
 - steps to be taken to control the risks.
- 2.6.2 Provide advice with regard to risk assessments relating to display screen equipment and ensure that assessment forms are available.
- 2.6.3 Monitor compliance to the procedure.

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2.7 Occupational Health Department will:

- 2.7.1 Be responsible for an occupational health opinion, if it is brought to their attention, if the 'user' has any of the following complaints associated with DSE use:
 - musculoskeletal disorders (e.g. arm, neck, back pain)
 - visual fatigue, temporary eye strain,
 - headaches,
 - stress.
- 2.7.2 Advise on design and suitability of the DSE Workstation with regard to concerns received about health effects in conjunction with Occupational Health Physiotherapy.

2.8 Information Technology Department will:

- 2.8.1 Ensure that suitable hardware and software is purchased for new and replacement items of Display Screen Equipment which complies with the regulations.

3.0 PROCEDURE

This procedure incorporates the process to be followed in ensuring the above and clearly sets out the roles and responsibilities in relation to fulfilling these requirements. The Health Board will comply with the regulations and seek to protect the health and safety of display screen users.

The Health Board will adhere to the Display Screen Equipment Regulations in accordance with the following requirements.

3.1 Risk Assessment

- 3.1.1 A risk assessment must be made of all Display Screen Equipment, associated workstations and working environments. The risk assessment must be recorded and made available for all employees who may need to see it. The completion of the risk assessment is a management responsibility. Users will be required to assist with the assessment.
- 3.1.2 Risk assessments should be reviewed and carried out again if there are significant changes in:-
 - (a) The software use;
 - (b) The hardware;
 - (c) Workstation furniture
 - (d) Task requirements;
 - (e) Relocation of the workstation;

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- (f) Substantial modification to the lighting;
- (g) Any other risks which make any existing risk assessment invalid;
- (h) Every 24 months.

- 3.1.3 A formal risk assessment may not be required in the following circumstances:-
- the user is at the workstation only for a short period:
 - where the risk assessment has been done previously and the equipment is only a replacement for a temporary period.
- 3.1.4 The risk assessment will also identify display screen users. The guidance notes accompanying the regulations gives examples of who may or may not be identified as Display Screen Users.
- 3.1.5 Where risks are identified, action must be taken to eliminate or minimise these risks. These include simple adjustments to workstation, repositioning furniture, acquisition of new furniture (footrests etc.), repositioning of screen, use of blinds, modifications to lighting. Where simple remedies do not produce a solution it will be necessary to obtain further advice from Occupational Health Physiotherapy or Health and Safety.

3.2 Nature and Organisation of Work

- 3.2.1 Jobs should where possible be designed so that duties occur which relieve the operator from looking at the screen for long uninterrupted periods of time and where practical take the operator away from the workstation.
- 3.2.2 Generally speaking, staff should take short frequent breaks (e.g. five minutes in every hour) away from the workstation.
- 3.2.3 Employees should not be permitted to forego breaks in favour of a shorter working day.

3.3 Eyesight Tests

- 3.3.1 The Line Manager will authorise the relevant document and ensure that the display screen users will be entitled to receive an appropriate eyesight test (as defined in the Opticians Act Legislation) at periodic intervals as suggested by the clinical judgement of the employee's optometrist or doctor.
- 3.3.2 The purpose of the eye test is to decide if the user has any defect of sight requiring correction when working with display screens and working environment.

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- 3.3.3 The employee's optometrist will confirm whether or not corrective spectacles are needed, specifically for display screen work and when re-examination should take place.
- 3.3.4 The costs of the above will be borne by the Health Board, at the NHS rate which is currently £20.00 for eye tests and £40.00 for specialist corrective spectacles. Employees must obtain a receipt from their optometrist for presentation to their Line Manager for reimbursement.
- 3.3.5 'Special' corrective appliances will be provided at the expense of the Health Board to correct vision defects at the viewing distance or distances required for display screen work only. The Employee's optometrist must provide written evidence to this effect.
- 3.3.6 Display screen users needing 'special' corrective appliances will be prescribed a pair of spectacles for display screen work. The Health Board will be liable only for the costs of the basic appliance adequate for this purpose. If the user chooses a more expensive prescription the Health Board will either:-
- (a) Provide a basic appliance;
 - (b) Contribute a portion of the cost of a basic NHS appliance.
- 3.3.7 Anti-glare screens are not special corrective appliances.

4.0 TRAINING AND INFORMATION

- 4.1 Managers will ensure that all operators are informed as to the nature of the work and made aware of any potential hazards and the steps necessary to reduce risks to their health.
- 4.2 DSE training for 'defined users' is statutory and will be provided via ESR e-learning and risk assessment package 'Workstation Safety Plus' on completion of the relevant documentation (Appendix 3).
- 4.3 There is a statutory duty for the Health Board to ensure suitable and sufficient analysis of workstations that are used by an employee deemed as a user. A personal DSE risk assessment can be undertaken by 'users' and is available via ESR e-learning following the online training package. It is advised that all 'users' complete the on-line training package prior to undertaking the risk assessment.

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5.0 MONITORING AND MEASURING PERFORMANCE

Senior Managers, supported by staff health and safety representatives, will carry out monitoring of this procedure at annual intervals following implementation. An assessment will be carried out to establish a current baseline.

- 5.1 A number of mechanisms will exist to measure the success of the procedure. These will include:
 - a reduction in the number of staff attending Occupational Health for DSE related health risks.
 - adequate risk assessment and risk reduction measures in place.
 - increased numbers of staff trained to agreed standard.
- 5.2 DSE arrangements for each area will be monitored as part of the Health Board's Joint Health and Safety Workplace Inspection Schedule.
- 5.3 The performance outcomes will be monitored by the Operational Health and Safety Group and measured in line with the Health Board's Health and Safety Policy, and reviewed on a regular basis. It is essential that the management of DSE at work arrangements are discussed at Clinical Board's Health and Safety Meetings.

6.0 RESOURCES

- 6.1 In respect of resource implications identified within this procedure, the procedure reflects current arrangements and as such identifies no additional resource need.
- 6.2 However it is recognized that as part of the assessment process additional DSE equipment may be identified, this will be managed through the Clinical Board Arrangements.

7.0 EQUALITY & DIVERSITY STATEMENT

Cardiff and Vale UHB is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff reflects their individual needs and does not discriminate, harass or victimise individuals or groups. These principles run throughout our work and are reflected in our core values, our staff employment policies, our service standards and our Strategic Equality Plan and Equality Objectives. The responsibility for implementing the scheme falls to all employees and UHB Board members, volunteers, agents or contractors delivering services or undertaking work on behalf of the UHB.

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The Procedure has had an equality impact assessment and has shown there will be no adverse effect or discrimination made to any particular individual or group.

8.0 REVIEWING THE PROCEDURE

The Procedure on Display Screen Equipment (DSE) and Eye Tests will be formally reviewed within three years of implementation.

Appendix 1 – DSE Defining a User Form

Appendix 2 – Display Screen Equipment and Eye Test Guidance for Users

Appendix 3 – Display Screen Equipment – Risk Assessment Form

Appendix 4 – DSE Guidance Flow Chart

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Appendix 1 – Defining a User		
	Column 1	Column 2
Do you normally use DSE for continuous spells of an hour or more at a time?	Yes	No
Do you depend on the use of display screen equipment to do your job because alternative means are not readily available for achieving the same results?	Yes	No
Do you have discretion on whether to use display screen equipment or not?	No	Yes
Does the use of the display screen equipment need significant training or skills to do the job?	Yes	No
Is fast transfer of information between you and screen an important requirement of the job?	Yes	No
Are you required to exhibit high levels of attention and concentration?	Yes	No

How long in an average working day do you spend operating a DSE?	Hours
Comments/Remarks	

If all 5 boxes in column 1 have been ticked you are definitely a user – complete DSE e-learning package and risk assessment.

If 3 or 4 boxes in column 1 have been ticked you are probably a user – complete DSE e-learning package and risk assessment.

If less than 3 boxes in column 1 have been ticked you are probably not a user

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Appendix 2

Display Screen Equipment and Eye Test Guidance for Users

The guidance below gives information and explanation in relation to the requirements of the Display Screen Equipment (DSE) and Eye Test Procedure.

Display Screen User Definition

“User” means an employee who **habitually** uses display screen equipment as a **significant** part of their normal work e.g. a word processing operator employed to input text, a secretary or typist using a dedicated word processor to compile reports, letters and memos combined with email, or a data input operator employed full time on continuous processing of information.

Procedure

- In order to establish whether staff are classed as users Appendix 1, Table 1 attached from the DSE Procedure (on the UHB intranet site under Policies and Procedures) need to be completed.
- Upon employment, or if any significant changes to the workstation have taken place, defined users and probable users will need to complete the DSE e-learning training package and also a Display Screen Equipment Risk Assessment form. Where staff are not defined as users the above forms should be retained by the line manager and placed in employee’s personal file for reference.
- Following completion of the above on-line Training and Risk Assessment Package and actions required, the employee needs to raise any outstanding risks via their line manager who will put the necessary control measures in place to reduce the level of risk. The line manager should contact occupational health for advice if the user is complaining of any ill health effects.

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- Any outstanding high risks will also be highlighted and forwarded to the relevant Health & Safety Adviser for further investigation / raising at safety meetings.
- Defined users are entitled to claim £20 back from an eye test. A receipt must be obtained from the optician and a Payment Request Form completed. The forms can be obtained from their Line Manager and must be authorised by the departmental budget holder. The receipt and authorised Payment Request Form can then be sent to Payments Section, Finance Dept, UHW to process the payment.
- The preferred payment method is via bank transfer and staff should complete their bank details on the Payment Request Form but payment can be reimbursed by cheque.

“Special” Corrective Appliances

These are normally spectacles that are prescribed to correct vision defects at the viewing distance used specifically for the display screen work concerned. It should be noted that in most working populations only a minority (usually less than 10%) will need special corrective appliances for display screen work. The optician will need to state on the receipt that the spectacles are specifically for display screen equipment work only. The Health Board will currently contribute £40 for specialist corrective spectacles.

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Cardiff and Vale University Local Health Board

Display Screen Equipment Risk Assessment Form DSE

GUIDANCE ON COMPLETING THE FORM

HAZARD = source of potential harm or damage or a situation with potential for harm or damage;

RISK = is a combination of the likelihood and severity of a specified event (accident or incident).

The Health and Safety (Display Screen Equipment) Regulations 1992, supports the Health and Safety at Work etc. Act 1974. A breach of these Statutory Regulations is a criminal offence.

This form is used to determine the potential risk of a DSE activity. The objective of risk management is to reduce the LIKELIHOOD of incidents occurring that could have significant consequences (SEVERITY) for staff, students or the Trust.

There are no absolute values for incidents, but effective risk assessment and applying appropriate control measures together with training can help minimise the potential for injury and/or damage.

The DSE Form takes the ‘DSE User’ through a structured assessment process, all sections of the form must be completed. The completed form must be kept in the Directorate Health and Safety file and a copy at the location where the work activity is carried out. A copy of the assessment must be available at all times. A separate DSE Form is required for each ‘user’.

DEFINING A USER TABLE – before commencing with the form answer the questions in the Table 1, use the guide at the bottom of the table to define whether you are or not a user. If you are not a user, only complete the ‘Administration Details’ at the top of the DSE Form. If you are a user complete ALL questions on the form.

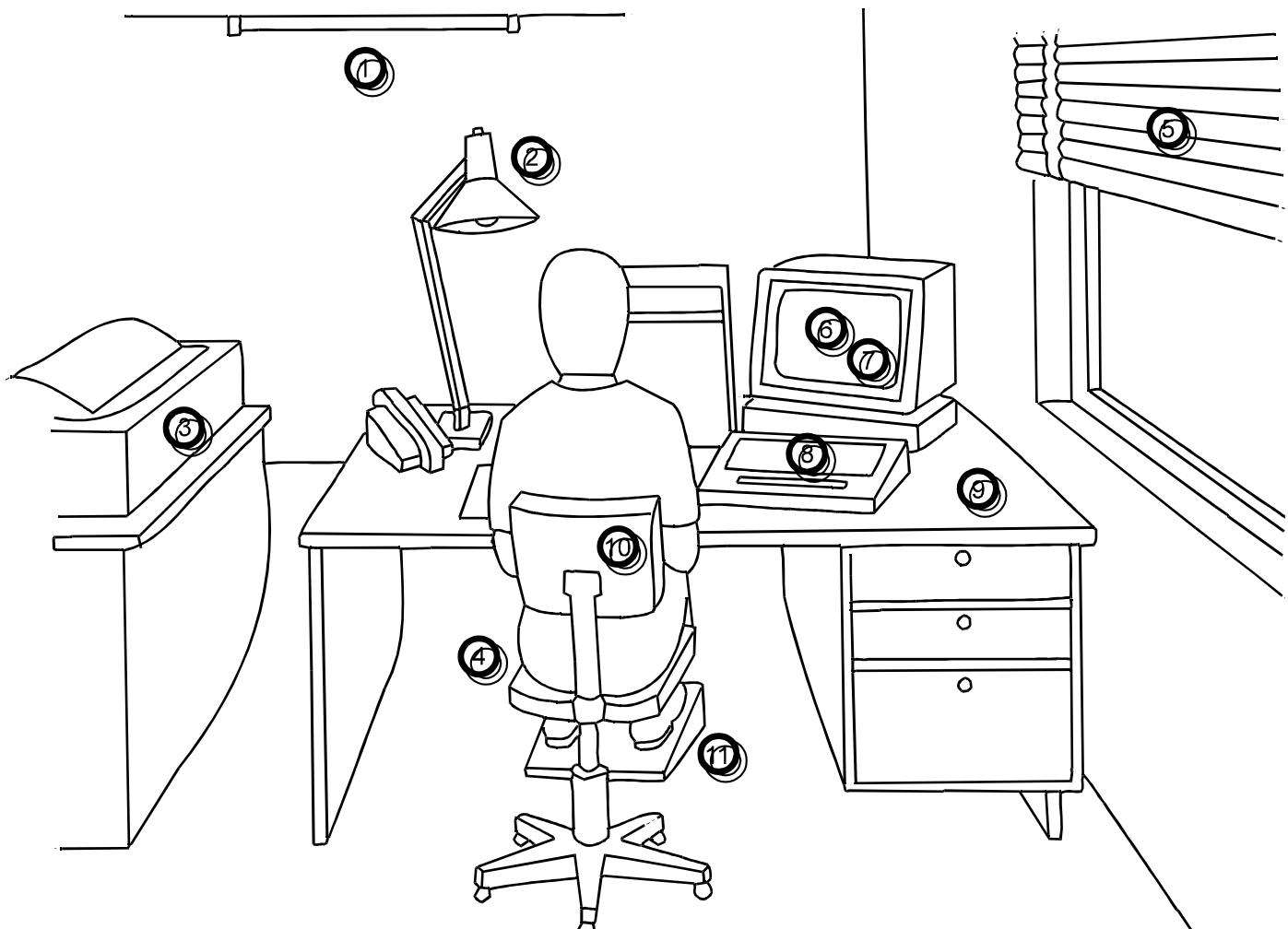
ADMINISTRATION DETAILS – Hospital, Directorate and Location

The location is the area where the display screen equipment is used. A room number should be included where appropriate.

RISK FACTORS Refer to Figures 1 and 2:

1. **Is the display screen image clear?** – this question is trying to establish the suitability of the image for you, if you identify a problem note it down in the ‘comment’ box and bring it to the attention of your line manager.
2. **Is the keyboard comfortable?** – you should not have to bend the hand at the wrist or overstretch the fingers. The keyboard must be separate from the screen. If you identify a problem note it down in the ‘comment’ box and bring it to the attention of your line manager.
3. **Does the furniture ‘fit’ the work and user?** - are you able to avoid repeated or awkward stretching movements, can you rearrange equipment, paper or work to avoid discomfort, can you avoid glare by using mats or blotters. Is the chair comfortable and fully adjustable and safe on the floor surface. if you identify a problem note it down in the ‘comment’ box and bring it to the attention of your line manager.
4. **Is the environment around the workstation risk-free** – you should be able to fidget, the office may need to be reorganised. Are the lighting levels suitable, not too bright or dim. Can you distance yourself from the source of noise or heat (eg printer) otherwise sound-proofing or increase in ventilation may have to be considered. Equipment may dry the air; circulation of fresh air where possible, and plants may help. If there is severe discomfort a humidifier may be needed. If you identify a problem note it down in the ‘comment’ box and bring it to the attention of your line manager.
5. **Is the software user-friendly** – have you had enough training in the use of the software, is it suitable for the task etc. If you identify a problem note it down in the ‘comment’ box and bring it to the attention of your line manager.

HEALTH SECTION – the last section of the form is to establish a base level and to see if you need any ‘special eye prescription’ or whether you need referring to Occupational Health. Please answer these questions carefully and accurately. if you identify a problem note it down in the ‘comment’ box and bring it to the attention of your line manager. Your line manager will photocopy the ‘Occupational Health Section’ at the back of this form and send it to the appropriate Occupational Health Unit

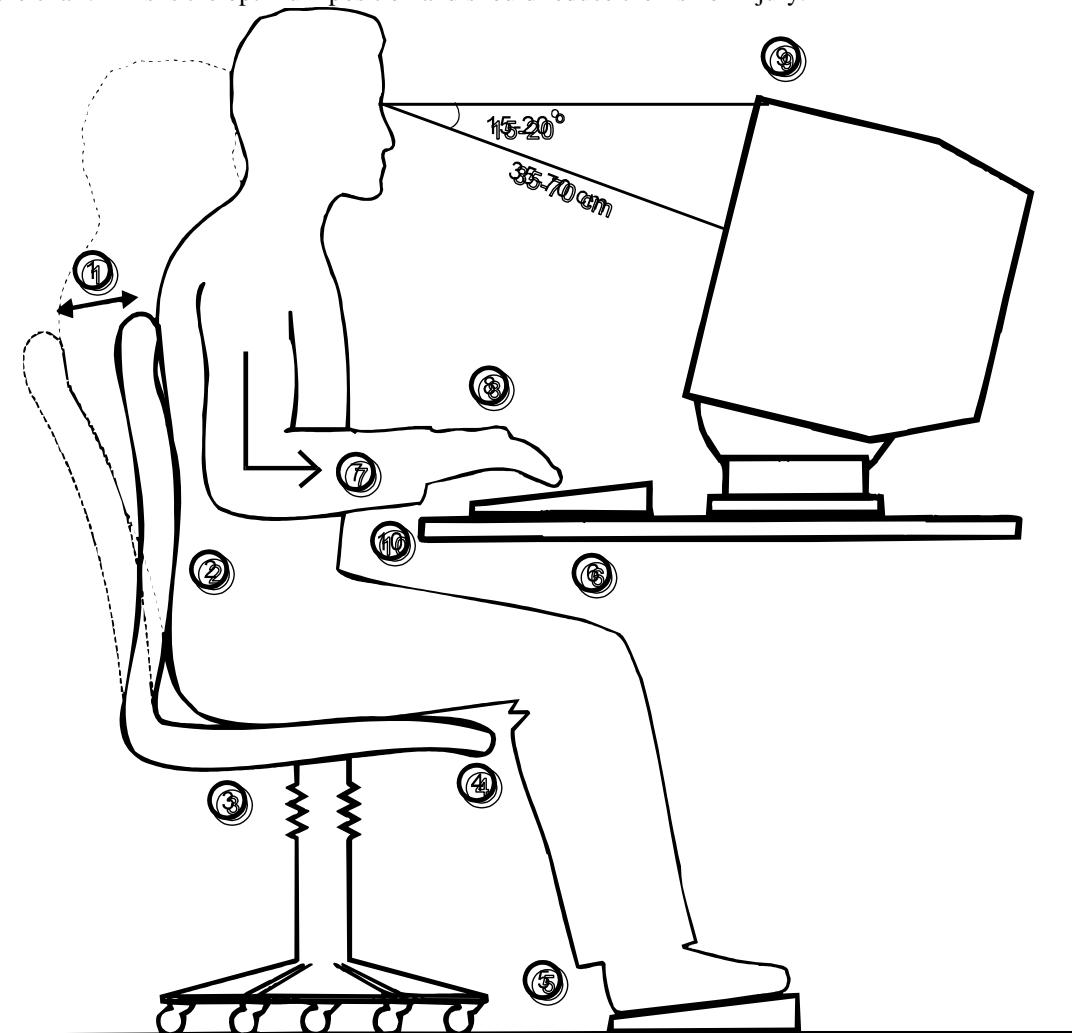
FIGURE 1**WORKSTATION LAYOUT – POINTS TO LOOK OUT FOR**

- 1 Adequate lighting
- 2 Adequate contrast, no glare or distracting reflections
- 3 Distracting noise minimised
- 4 Leg room and clearances to allow postural changes
- 5 Window covering
- 6 Software: appropriate to task, adapted to user, provides feedback on system status, no undisclosed monitoring
- 7 Screen: stable image, adjustable, readable, glare/reflection free
- 8 Keyboard: usable, adjustable, detachable, legible
- 9 Work Surface: allow flexible arrangements, spacious, glare free
- 10 Work chair: adjustable
- 11 Footrest

FIGURE 2

SEATING AND POSTURE

Note particularly the position of the arms and hands, footrest and the movement of the back of the chair. This is the optimum position and should reduce the risk of injury.



- 1 Seat back adjustability
- 2 Good lumbar support
- 3 Seat height adjustability
- 4 No excess pressure on underside of thighs and backs of knees
- 5 Foot support if needed
- 6 Space for postural change, no obstacles under desk
- 7 Forearms approximately horizontal
- 8 Minimal extension, flexion or deviation of wrists
- 9 Screen height and angle to allow comfortable head position
- 10 Space in front of keyboard to support hands/wrists during pauses in keying

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Table 1

DEFINING A USER

	Column 1	Column 2
Do you depend on the use of display screen equipment to do your job because alternative means are not readily available for achieving the same results?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have discretion on whether to use display screen equipment or not?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Does the use of the display screen equipment need significant training or skills to do the job?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is fast transfer of information between you and screen an important requirement of the job?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you required to exhibit high levels of attention and concentration?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

How long in an average working day do you spend operating a DSE? Hours Remarks:

If all 5 boxes in column 1 have been ticked you are definitely a user.
If 3 or 4 boxes in column 1 have been ticked you are probably a user.
If less than 3 boxes in column 1 have been ticked you are probably not a user.

The table has defined me as:

USER CATEGORY	Tick One Box Only
Definite User	<input type="checkbox"/>
Probable User	<input type="checkbox"/>
Not a User*	<input type="checkbox"/>

*Please complete the ‘Administration Box’ only and return form to your Department Safety Co-ordinator.

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DSE USER CHECKLIST - DSE FORM

ADMINISTRATION DETAILS			
Division	<input type="checkbox"/>	Department	<input type="checkbox"/> Location & Room Number <input type="checkbox"/>
The workstation is used by:	<input type="checkbox"/>		
Assessment Date:	<input type="checkbox"/>	Review on or by:	<input type="checkbox"/>
Job Title/Description:	<input type="checkbox"/>		
RISK FACTORS	Tick Answer	Comment	
1. Is the display screen image clear?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the characters readable?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the image free from flicker and movement?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the brightness and/or contrast adjustable?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the screen swivel and tilt?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the screen free from glare and reflections?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the keyboard comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the keyboard tiltable?	<input type="checkbox"/>	<input type="checkbox"/>	
Can you find a comfortable keying position i.e. wrist level?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there enough space to rest hands in front of keyboard (while not typing 10cm minimum)?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the keyboard glare free?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the characters on the keys easily readable?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does the furniture 'fit' the work and user?	<input type="checkbox"/>	<input type="checkbox"/>	
The seat is adjustable in height	<input type="checkbox"/>	<input type="checkbox"/>	
The seat back is adjustable in both height and tilt	<input type="checkbox"/>	<input type="checkbox"/>	
Is the chair stable?	<input type="checkbox"/>	<input type="checkbox"/>	
Do the adjustment mechanisms work?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a footrest available for those who require it?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the work surface large enough for documents, monitor, keyboard, etc?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the surface free of glare reflections?	<input type="checkbox"/>	<input type="checkbox"/>	

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Are you comfortable? Try adjusting the chair -			
- are forearms horizontal and eyes at roughly the same height as the top of the VDU casing?			
- are feet flat on the floor?			
- is the small of the back supported by the chair?			
- is the back straight, but supported and shoulders relaxed?			
- are arms of chair (if any) preventing you getting close enough to key comfortably?			
- are there obstructions under the desk that need to be moved?			
4. Is the environment around the workstation risk-free?			
Is there enough room to change position and vary movement?			
Are the levels of:	Light comfortable?		
	Heat comfortable?		
	Noise comfortable?		
If there are windows are the blinds adjustable?			
Does the air feel comfortable?			
Are there any tripping hazards or other safety risks			
5. Is the software user-friendly?			
Can you comfortably use the software?			
Has this checklist covered all of the comfort problems you might have working with your DSE?			
6. Additional Information (Where relevant)			

Signed : _____ Manager _____
 _____ / _____ / _____

Date :

Action taken by manager

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ADDITIONAL GUIDANCE FOR USERS

POSTURE

- Shoulders and arms comfortable and relaxed
- Back upright and lumbar curve (small of back) supported by chair backrest
- Avoid twisting or moving head, neck, shoulders excessively prop up documents, adjust seat height
- Do not lift heavy items when seated
- Change position, take short breaks, gentle stretches
- Use a footrest if feet are unable to reach floor
- Use slight forward tilt on chair to improve posture

EQUIPMENT

- Place things you use most close to you i.e. telephone on dominant side
- Move items out of way when not using i.e. keyboard
- When keying fingertips should be comfortable and lightly placed on keys
- Place mouse within close reach keep arm level horizontally and wrists straight, support forearms on desk mousemat, move with arm nor wrist, do not grip tightly
- Avoid light directly shining onto screen, position at right angles to avoid glare
- If unsure where glare is coming from place mirror on screen
- Keep copy stand as close to screen as possible to avoid changes in focus

EXERCISES

Should be performed gently and slowly stop immediately if any discomfort felt.

- A change in posture is important to reduce tiredness
- Link hands and push palms towards screen, stretching arms
- Raise shoulders to ears and release 2-3 times
- Take hand off mouse and relax arm by your side
- Look away from screen to vary focus during the day
- Spend 5 minutes every hour on non-screen activities
- At breaks rest your eyes, do not spend all lunch break reading

LAPTOP COMPUTERS

- Employ the same procedures when using laptops.

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Appendix 4—DSE guidance flow chart

