Display Screen Equipment Policy

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V0.1	January 2022	Health and Safety Manager	D	2 yearly review. Updated to include hybrid and homeworking references. This was a guidance but has now changed to a policy
V0.2	Feb 22	Health and Safety Manager	D	Approved at H&S Committee
V0.3	Feb 22	Health and Safety Manager	D	Approved at JSG
V1.0	March 22	Risk Team	A	Approved at TMG
V1.1	March 2024	Risk Team	A	Extension approved within February Strategic Health and Safety group. Put Policy on new visual identity.
V1.2	March 2024	Risk Team	A	Minor amendment to information within Appendix 6. Approved March 2024 therefore minor change does not need to go for further approval.
V1.3	April 2025	Health and Safety Manager	D	Updated to reflect: - Changes to operating model including title changes for roles and departments - Inclusion of Health and Wellbeing team role in relation to MSK
V2.0	July 2025	Risk Team	A	Policy approved in May 2025 Strategic Health and Safety Group

A = Approved D = Draft
Document Author = Shelley Jackson – Health and Safety Manager

Associated Documentation:

To support this policy, there are a number of related documents that underpin risk management arrangements:

- Health & Safety Policy
- Risk Management Policy
- Health and Safety Risk Assessment Policy
- Incident and Serious Incident Management Policy
- Investigations and Learning Policy
- Statutory and Mandatory Training Policy and Procedure
- Maximising Performance Policy and Procedure

In addition, there are a number of specific process / guidance documents relating to the management of display screen equipment:

- Occupational Health Referral Process
- Employee Wellbeing Strategy & Health and Wellbeing Plan
- Working from Home Self Care Guide
- Hybrid Working Guidance

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Staff Summary

YAS is committed to ensuring DSE risks are identified and appropriately managed
YAS will implement safe working practices as a result of DSE risk assessments
YAS will record DSE risk assessments using DSE risk assessment templates
YAS will train DSE assessors to identify DSE hazards, carry out DSE risk assessments and provide DSE related advice
YAS will train staff to identify DSE hazards and carry out DSE self-assessments
YAS will assess and mitigate DSE risks for staff
YAS will comply with the Display Screen Equipment Regulations
YAS will comply with other health and safety legislation that may impact on Display Screen Equipment use
YAS will monitor processes for the completion of DSE risk assessments to ensure continued improvement
YAS will ensure that appropriate roles and groups have responsibility for monitoring

1.0 Introduction

1.1 The Health and Safety (Display Screen Equipment) Regulations aim to protect the health of people who work with Display Screen Equipment (DSE).

1.2 This policy sets out the process by which the Trust will manage the risks from DSE to its workforce and so comply with the requirements of the Regulations

2.0 Purpose/Scope

2.1 It is the aim of this policy to protect the health and wellbeing of staff by embedding Display Screen Equipment risk management into the day to day working practices of all relevant Trust employees. By doing this it will enable the Trust to fulfil its legal responsibilities with regards to health and safety legislation and achieve compliance with other regulatory standards i.e., the Care Quality Commission registration process.

2.2 The general requirement to carry out proactive risk assessments is contained in the Management of Health and Safety at Work Regulations 1999 however the Display Screen Equipment Regulations 1992 contain specific requirements for the identification of DSE risks through a process of assessment and provisions for the prevention of health conditions relating to DSE use.

2.3 The Regulations do not apply to DSE on board vehicles however, they do apply to any DSE workstations in the home which are provided / set up / used for work purposes i.e., homeworking.

2.4 To identify sources of harm and control them, the Trust will integrate DSE risk assessment procedures into the Trust. It will ensure that staff needs in relation to DSE risk reduction are identified and that the correct controls are put in place to prevent DSE related ill health and injuries. It will raise staff awareness, knowledge and skills in relation to the completion of DSE risk assessments and ensure controls are developed in line with the findings of DSE risk assessments. This document details the process' through which these things will be achieved.

3.0   Process

3.1   Possible Health Effects of Working with DSE

3.1.1   DSEs has been blamed – often wrongly – for a wide range of health problems. In fact, only a small proportion of DSE users actually suffer ill health as a result of their work. Where problems do occur, they are generally caused by the way in which DSE is being used, rather than the DSE itself. Therefore, problems can be avoided by good workplace and job design and by the way users use their DSE and workstation.

3.1.2   Aches and pains and repetitive strain injury (RSI). Some users may get aches and pains in their hands, wrists, arms, neck, shoulders or back, especially after long periods of uninterrupted DSE work. 'Repetitive Strain Injury' (RSI) has become a popular term for these aches, pains and disorders, but can be misleading – it means different things to different people. A better medical name for this whole group of conditions is 'upper limb disorders'. Usually these disorders do not last, but in a few cases, they may become persistent or even disabling.

3.1.3   Problems of this kind may have a physical cause but may also be more likely if a DSE user feels stressed by the work (see section 3.1.5 below). If users get aches or pains, they should alert their supervisor or line manager.

3.1.4   Problems can often be avoided by good workplace design, so that users can work comfortably, and by good working practices (like taking frequent short breaks from the DSE). Prevention is easiest if action is taken early before the problem has become serious. For more about how to avoid problems, see **Appendix 1 – User Comfort**.

3.1.5   Stress – People who use DSE sometimes complain of stress, but this usually arises from increased pace of work or pressure to meet deadlines, not the DSE itself. Some DSE workers find stress reduced because the DSE makes their job easier or more interesting, but for others stress becomes worse. This can happen when a system does not work well or when the user does not feel in control or competent to operate it.

3.1.6   Eyesight Effects – Extensive research has found no evidence that DSEs can cause disease or permanent damage to eyes. But long spells of DSE work can lead to tired eyes and discomfort. Also, more demanding tasks might make existing eyesight problems more noticeable. Ensuring DSE is well positioned and properly adjusted will help as will suitable workplace lighting.

3.1.7   Contact Lenses – The heat generated by computers and DSEs can make the air seem drier, and some contact lens wearers find this uncomfortable. This can be addressed by blinking more often or using tear-substitute drops where the air is dry. Taking steps to increase the humidity can also help.

3.1.8   Bifocals – People with bifocal spectacles may find them less than ideal for DSE work. It is important to be able to see the screen easily without having to raise or lower your head. A different type of spectacle may be required.

3.1.9   Headaches – Headaches may result from several things that occur with DSE work, such as:

- Screen glare
- Poor image quality
- A need for different spectacles

- Stress from the pace of work
- Anxiety about new technology
- Reading the screen for long periods without a break
- Poor posture
- A combination of these

3.1.9.1 Many of these things can easily be put right once the cause of the problem has been identified.

3.1.10 Radiation Effects – DSE gives out both visible light, which enables us to see the screen, and other forms of electromagnetic radiation that can be harmful above certain levels. However, the levels of radiation emitted from DSEs are well below the safe levels set out in international recommendations.

3.1.11 Effects on pregnant women **–** Many scientific studies have now been carried out and, taken as a whole; these do not show any link between miscarriages or birth defects and working with DSEs.

3.1.12 Skin disorders – This is rare. A few people have experienced irritation, rashes or other skin problems when working with a DSE. The exact cause is not known, but it seems possible that a combination of dry air, static electricity and individual susceptibility may be involved. If this is the case, increasing the humidity or allowing more fresh air into the room may help.

3.1.13 Epileptic seizures – Most people with epilepsy are completely unaffected by DSEs. A few who suffer from photo-sensitive epilepsy and are susceptible to flickering lights and striped patterns may be affected in some circumstances. But even they can often work successfully with DSEs without provoking an attack.

3.1.14 Using a mouse – Intensive use of a mouse, trackball, or similar pointing device may give rise to aches and pains in the fingers, hands, wrists, arms or shoulders. This can also happen with a keyboard, but mouse work concentrates activity on one hand and arm (and one or two fingers), and this may make problems more likely. Risks can be reduced by adopting a good posture and technique.

3.1.15 Opportunities to take breaks from intensive mouse work should be utilised – even short pauses can help, as can spells doing keyboard or non-computer work. Changing from right to left-handed use (and vice-versa) from time to time or using an alternative shaped/sized mouse may also provide better comfort.

3.2 **Responsibilities of YAS**

3.2.1 The Regulations do not contain detailed technical specifications or lists of approved equipment. Instead, they set more general objectives. These are summarised in this section. YAS as the Employer has to:

3.2.2 Analyse workstations and assess and reduce risks. All workstations are covered by the regulations, whether or not the employee is defined as a user and regardless of where the workstation is situated i.e., in an office or the home environment.

3.2.3 Ensure workstations meet minimum requirements These requirements are good features that should normally be found in a workstation, such as adjustable chairs and suitable lighting.

3.2.4   Plan work so that there are breaks or changes of activity. As the need for breaks depends on the nature and intensity of the work, the Regulations require breaks or changes of activity but do not specify their timing or length. Short, frequent breaks are better than longer, less frequent ones. Ideally the individual should have some discretion over when to take breaks.

3.2.5   On request of a user, arrange a DSE specific eye test. Users are entitled to an eyesight test and corrective glasses if the test identifies a need for them. See section 2.5 – Eye and Eyesight Test for more information.

3.2.6   Provide Health and Safety Training and Information. Employers have to provide training to employees covered by the regulations, to make sure that they can use their DSE and workstation safely and know how to make best use of it to avoid health problems, for example by adjusting the chair.

3.2.7   Information should also be provided about DSE Health and Safety. This should include background information. It should also cover more specific details of the steps taken by the employer to comply with the regulations, such as the action taken to reduce risks

3.2.8   The arrangements to comply with the regulations must consider:

- the whole workstation including equipment, furniture, and the work environment; the job being done
- any special needs of individual staff (whose views may be sought as part of the assessment).

3.2.9   Where risks are identified, YAS must take steps to reduce them.

3.3   Workstation Risk Assessment

3.3.1   Managers – Managers will use this policy to identify the employees working for them who use DSE long enough to be designated as users.

3.3.2   They will then ensure those users complete the YAS DSE e-learning training package on ESR and undertake a self-assessment of their workstation using the form in Appendix 4.

3.3.3   Once users have completed the training, assessed their workstation and made the necessary adjustments to work comfortably, managers will review the completed assessment to ensure the necessary actions to satisfy minimum requirements are achieved for that user at that workstation.

3.3.4   Review – DSE assessments need to be reviewed when:

- Major changes are made to the equipment, furniture, work environment or software.
- Users change workstations.
- The nature of work tasks change considerably.
- It is thought that the controls in place may be causing other problems.

3.3.5   Equipment required - If the workstation assessment identifies that someone has a defective chair or desk, then these are to be reported to estates as defects in the normal way.

3.3.6   If someone has an operational chair but due their individual need cannot get comfortable or have difficulties with the standard issue other equipment such as mouse, screen,

document holder, or should they require additional equipment such as wrist foot and rests mouse please enlist the advice of the DSE assessor.

3.3.7 They will recommend approved options which can be ordered through ICT or normal Procurement processes.

3.3.8 For workstations based in the home environment, please refer to the Hybrid Working Guidance document for further information on equipment provided.

3.3.9 Employees - All employees who use DSE should complete the DSE e-learning package and ensure that they understand the risks of using DSE and how to avoid them including how to adjust their workstation to achieve comfort.

3.3.10 Those who use DSE at a variety of locations such hybrid workers MUST undertake a "dynamic" workplace assessment each time they use a new workstation and make suitable adjustments to achieve comfort and work safely.

3.3.11 USERS completing workstation assessments should complete the assessment Form in Appendix 4 – DSE workstation assessment report any issues to their manager.

3.3.12 DSE Assessors - To assist managers to address DSE related issues, YAS will train some staff to act as DSE assessors.

3.3.13 The Health and Safety Manager will ask managers in key areas to nominate staff who will be trained to act as DSE assessors.

3.3.14 Where the self-assessment reveals issues then Managers may call upon the DSE Assessors to review the assessment and advise on solutions.

3.3.15 YAS will provide assessor training on the following:

- How to review user assessments or checklists to identify any additional controls.
- How to tackle problems the user is unable to solve.
- Deciding when additional information and help is needed, and where to go for it.
- How to record significant findings and advise Managers on required action.

3.3.16 Occupational Health - In more complex cases where users cannot achieve comfort, including those involving users with medical conditions, Managers may call upon the occupational health (OH) provider to offer advice. See OH referral process.

3.3.17 NOTE: This must only be initiated as a last resort after the user has completed a workstation assessment, been reviewed by a DSE assessor and a satisfactory solution to achieve user comfort could not be achieved. It may also be initiated by the manager on advice from the Trust Health and Safety Manager. It should be noted that a referral to the Trust Physiotherapy provider for an Ergonomic Assessment will only be accepted following completion of a YAS DSE assessor review.

3.4 **Eye and Eyesight Test**

3.4.1 Eyesight Tests - YAS employees who are regular DSE users are entitled but not obliged to undergo, an appropriate eyesight test that YAS will pay for. All such tests must be arranged through the user's line manager.

3.4.2   These tests are specifically for 'users' of DSE at the typical screen reading distance and include an eye examination. They are undertaken by an optometrist or doctor. **(They are not a full eye test)**

3.4.3   Repeat testing will be provided at a frequency specified by the optometrist at the first examination.

3.4.4   Early repeat testing may be provided where the employee's medical advisor has reason to believe that they have visual difficulties that have arisen from the use of DSE.

3.4.5   Where an employee experiences visual difficulties and has reason to believe that these may be caused by work with DSE, YAS will offer an eye and eyesight test.

3.4.6   All agreed costs of eyesight tests will be met by YAS, provided that the testing has been arranged in accordance with the process.

3.4.7   To facilitate an eyesight test for DSE use please complete the "DSE Optician" Form in *Appendix 3 – DSE Optician form*

3.4.8   Spectacles for DSE use – Where glasses are found to be necessary, specifically for use with DSE, the user will be entitled to support towards to the cost of the glasses. They will be offered a choice of standard / basic frames and lenses at no cost to themselves.

3.4.9   A User may, however, choose to purchase a more expensive (designer) frame and the current cost of the basic spectacles will be the YAS contribution toward the overall cost.

3.4.10 Users should wear the spectacles whenever they use their DSE and are personally responsible for the safekeeping of them. These are supplied in accordance with a statutory requirement, in the interests of health and safety.

3.4.11 Should DSE spectacles become damaged, YAS is responsible for repair or replacement, unless deliberate negligence on the part of the employee is indicated. Where there is a change YAS will bear the cost of replacement for a standard / basic pair.

3.5   **Portable Devices**

3.5.1 **Laptop Computers**

3.5.1.1 Many staff are now being issued with laptops because they allow a more flexible approach to work. However, the compact design features of laptop computers can make prolonged use uncomfortable unless steps are taken to avoid problems. Personnel should avoid using a laptop computer on its own if full-sized equipment is available. Like other computer users, those who habitually use a laptop computer should undertake the DSE e-learning training on how to minimise risks. This includes sitting comfortably, angling the screen so it can be seen clearly with minimal reflections, and taking frequent breaks if work is prolonged.

3.5.1.2 Wherever possible, laptops computers should be placed on a firm surface at the right height for keying. Where laptops are used for significant periods, an analysis of the workstation must be carried out to assess and reduce risks in the same way as for desktop computers. The furniture for a laptop will be the same but to meet the minimum requirements a full-size keyboard and mouse should be made available. Depending on the individual and the workstation analysis other items may be necessary to reduce the risks e.g., docking stations or adjustable monitor stands to raise the screen to a

comfortable level. In some cases, depending on the type of work carried out, larger screens may be necessary to accommodate the data fields required at a reasonable viewing size. Detailed advice on the use of laptop computers is given in *Appendix 2- working with laptops.*

3.5.2 Smartphones/PDAs

3.5.2.1 Smartphones do not need a DSE self-assessment unless used habitually for prolonged periods at work. They are of a small design which can place strain on the fingers and thumbs if used frequently for prolonged periods of time.

3.5.2.2 Uses should follow these basic rules to minimise the risks

- Don't use for extended periods of time
- Don't use when a fixed computer workstation or phone is available
- Don't use when driving
- Keep messages as short as possible
- Flex muscles frequently

3.6 Posture and Breaks

3.6.1 Breaking up long spells of DSE work helps prevent fatigue, eye strain, upper limb problems and backache. Managers will need to plan, so users can interrupt prolonged use of DSE with changes of activity. Organised or scheduled rest breaks may sometimes be a solution.

3.6.2 The following may help users:

- Stretch and change position. See DSE user exercises in Appendix 5.
- Look into the distance from time to time, and blink often.
- Change activity before users get tired, rather than to recover.
- Short, frequent breaks are better than longer, infrequent ones.

3.6.3 Most jobs provide opportunities to take a break from the screen, e.g., to do filing or photocopying, make refreshments. Users should make use of them.

3.6.4 The need for breaks depends on how intensely and for how long the individual has been using the DSE. Ideally the individual should have some discretion over when they are taken.
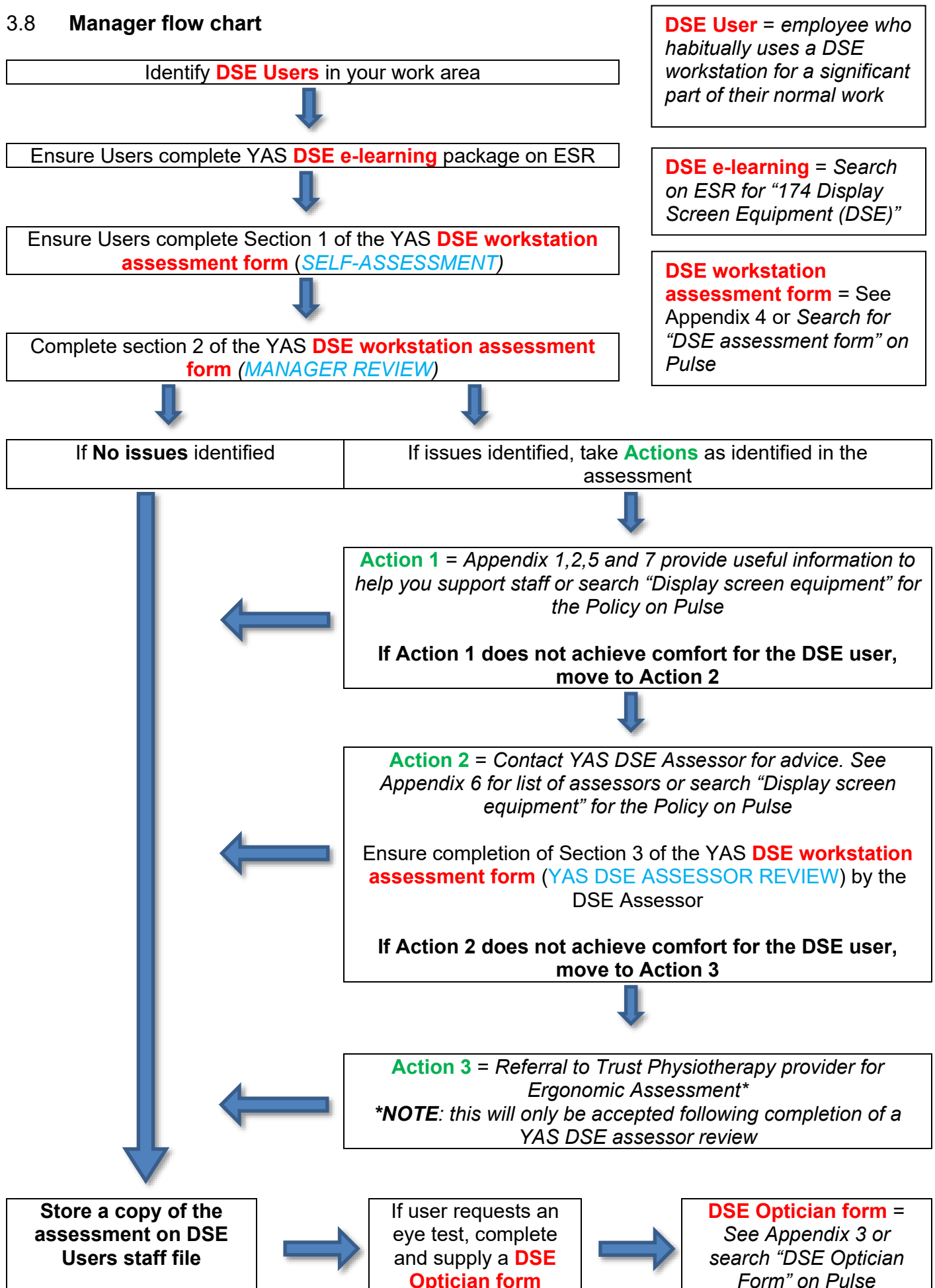
3.6.5 Where practicable, breaks should be taken away from the workstation. Fixed breaks should be avoided, unless there is no reasonable alternative, as they reduce flexibility for both management and the employee.

3.7 Installing/Setting up New Workstations

3.7.1 ICT staff that set up workstations must ensure that they comply with the requirements of the schedule to the DSE regulations. Reference should be made to regulation 3 and Appendix 1 of the HSE publication Work with display screen equipment - L26 follow the hyperlink http://www.hse.gov.uk/pubns/priced/l26.pdf

3.7.2 A picture and summary of the areas covered in the schedule is reproduced in Appendix 7.

3.8 Manager flow chart

```
Identify DSE Users in your work area
            ↓
Ensure Users complete YAS DSE e-learning package on ESR
            ↓
Ensure Users complete Section 1 of the YAS DSE workstation
assessment form (SELF-ASSESSMENT)
            ↓
Complete section 2 of the YAS DSE workstation assessment
form (MANAGER REVIEW)
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DSE User = *employee who habitually uses a DSE workstation for a significant part of their normal work*

DSE e-learning = *Search on ESR for "174 Display Screen Equipment (DSE)"*

DSE workstation assessment form = See Appendix 4 or *Search for "DSE assessment form" on Pulse*

If **No issues** identified	If issues identified, take **Actions** as identified in the assessment

Action 1 = *Appendix 1,2,5 and 7 provide useful information to help you support staff or search "Display screen equipment" for the Policy on Pulse*

If Action 1 does not achieve comfort for the DSE user, move to Action 2

Action 2 = *Contact YAS DSE Assessor for advice. See Appendix 6 for list of assessors or search "Display screen equipment" for the Policy on Pulse*

Ensure completion of Section 3 of the YAS **DSE workstation assessment form** (YAS DSE ASSESSOR REVIEW) by the DSE Assessor

If Action 2 does not achieve comfort for the DSE user, move to Action 3

Action 3 = *Referral to Trust Physiotherapy provider for Ergonomic Assessment**
***NOTE**: this will only be accepted following completion of a YAS DSE assessor review*

Store a copy of the assessment on DSE Users staff file	If user requests an eye test, complete and supply a **DSE Optician form**	**DSE Optician form** = *See Appendix 3 or search "DSE Optician Form" on Pulse*

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4.0   Training expectations for staff

4.1   The Trust undertakes training needs analysis (TNA) which includes health and safety related training. The TNA is reviewed annually. The process is covered by the Statutory and Mandatory Training Policy.

4.2   Display Screen Equipment related training needs are identified by the Health and Safety Manager and provided through YAS Academy who may commission external training provision where necessary.

4.3   Training will be provided via e-learning for DSE users and face to face for DSE assessors.

4.4   The DSE e-learning package is available on ESR and is mandated for any member of staff classed as a DSE user.

4.5   The DSE e-learning package can also be access by staff who are not classed as DSE users but would benefit from the knowledge provided within the learning

4.6   Refresher training is provided on a 3 yearly basis.

4.7   The Trust will ensure that all staff have the appropriate level of training and education to fulfil their duties in respect of display screen equipment risk assessment.

5.0   Implementation Plan

5.1   The latest ratified version of this Policy will be posted on the Trust Intranet site for all members of staff to view. New members of staff will be signposted to how to find and access this policy during Trust Induction.

6.0   Monitoring compliance with this Policy

6.1   Managers will ensure that employees in their area of responsibility who are users complete the YAS DSE e-learning package on ESR and a DSE self-assessment.

6.2   The Inspections for improvement process will verify compliance with the completion of assessment and workstation requirements.

7.0   References

7.1   **Health and Safety Executive Publications:**

- Health & Safety Executive (HSE) Display Screen Equipment home page
- Work with display screen equipment: Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, L26
- Working with VDUs, IND(G)36
- Ergonomics at Work, IND(G)90L,
- Seating at Work, HS(G)57,
- Lighting at Work, HS(G)38
- Work-related Upper Limb Disorders, A Guide to Prevention, HS(G)60,
- Copyright Acknowledgement - Contains public sector information licensed under the Open Government Licence v2.0.

8.0   Definitions

Display Screen Equipment (DSE)	Display Screen Equipment (DSE) means any alpha numeric or graphic display screen, regardless of the display process involved. This includes desktop and laptop computers, CCTV, PDAs etc.
Workstation	Workstation means an assembly comprising: • DSE, with keyboard or other input device • Any accessories: telephone, printer document holder, chair, work surface. • The immediate work environment around the DSE
DSE User	User means an employee who habitually uses DSE for a significant part of their normal work. This includes workers who: • normally use DSE for continuous or 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. In addition to the above, users also need to be applying high levels of attention and concentration, be dependent on DSE for their work and have little choice in its use. Advice should be sought from the Health and Safety Manager in case of doubt. Users may also include agency employed temporary staff. Other people, who use DSEs only occasionally, are not covered by these Regulations, but their employers still have general duties to protect them under other health and safety at work legislation. In addition to this, all workstations must meet the minimum requirements of the Regulations, not just those of 'users'. In YAS users are typically call handling and dispatch personnel and those that have a desk-based role. Frontline ambulance crew are not considered to be users.
DSE Assessor	DSE Assessor is an employee who, at the request of their manager, has agreed to fulfil the role. They will be trained to undertake assessments of workstations where users, having completed the workstation assessment checklist, have identified issues that require attention. They will advise the user and their manager as to possible solutions.

9.0   Roles & Responsibilities

9.1   The Trust Board has overall responsibility for health and safety management. The Trust Board requires that the Chief Executive, the Executive Directors and their staff implement the requirements of this policy within all areas of the organisation covered by their portfolio.

9.2   In addition, the Health and Safety at Work Act 1974 confirms that everyone within the Trust has a responsibility to protect the health and safety of themselves and others whilst conducting their day-to-day activities within the organisation.

9.3   The specific health and safety responsibilities for all staff, which incorporates those for the performance of DSE risk assessments, are detailed in the Trust's Health and Safety Policy.

9.4   **Specific duties and responsibilities for the management of Display Screen Equipment risks are shown below:**

Strategic Health & Safety Group
The Strategic Health & Safety Group is the expert level group for YAS relating to health, safety and security and as such considers policies relating to DSE in line with its policy development role.

The group receive reports relating to investigations, consider changes to work procedures and / or the introduction of new technology, carry out and receive the findings from risk assessments, monitor and audit the safety of relevant risks and report to the Trust Management Group.

The group is established in partnership with Staff Side Worker Representatives who have agreed to also represent the interests of non-union affiliated employees within the Trust.

Head of Safety
The Head of Safety is responsible for ensuring the Trust has in place arrangements for the management of DSE related risks.

The Head of Safety will ensure that all matters relating to DSE risks are dealt with appropriately.

In particular responsibilities will include:

- driving continuous improvement in relation to the completion of DSE workstation assessments
- ensuring the promotion of DSE workstation assessment completion where necessary
- ensuring the involvement of trade union representatives in DSE risk management
- ensuring the Trust has access to competent advice regarding DSE risk management including the Trust's legal responsibilities
- Ensuring the Trust has access to specialist knowledge to support the Trust's aim of reducing the prevalence of MSK disorders amongst YAS staff

Health & Safety Manager (Nominated Competent Person)
The Health & Safety Manager is responsible for ensuring the Trust has in place a policy for the management of DSE risks which includes an effective DSE risk assessment processes and the provision of appropriate training.

The Health & Safety Manager will provide advice and practical assistance in all matters relating to DSE risk assessments. In particular their responsibilities will include:

- maintaining suitable recording arrangements for health and safety management purposes
- ensuring the promotion of DSE risk assessment completion
- ensuring incidents are reported to the Health and Safety Executive where appropriate
- supplying appropriate information in a timely manner
- encouraging reporting and monitoring of all ill health and injuries to staff or other affected parties
- supporting the completion of DSE risk assessments
- ensuring the Trust is aware of its duties under the Display Screen Equipment Regulations with regards to DSE risk management for users and all other duties under general health and safety legislation that is applicable

Display Screen Equipment Assessors

DSE assessors will undertake training to complete DSE assessments of workstations. Where users have completed the workstation self-assessment checklist and have identified issues that require attention, DSE assessors will advise the user and their manager as to possible solutions.

Occupational Health Service

Where a specialist DSE risk assessment is required and is outside the capabilities of internal DSE assessors, i.e., risk assessment by a health professional is required, Occupational health will provide the relevant service on request.

Health and Wellbeing Team

Where individuals have particular musculoskeletal health needs, the Health and Wellbeing Team will, via the provision of an Occupational health service, provide support and guidance to the Trust and its managers regarding these cases. The Health and Wellbeing Team will also provide services to promote and support good MSK health amongst staff - both proactive and reactive - in conjunction with the provision of appropriate Occupational health services

Health & Safety Representatives

Health & Safety Representatives are recognised by their trade union and accepted by the Trust to carry out health and safety duties in line with the requirements of the Safety Representatives and Safety Committees Regulations.

The Trust Board via appropriate Executive Directors will ensure that they are:
- involved in DSE risk assessments where appropriate
- consulted on DSE risk assessment matters affecting staff
- involved with any equipment evaluation and DSE risk assessment prior to its introduction to the Trust

All Employees

Every employee has a personal responsibility for their own health and safety and has a duty to:

- take reasonable care of his / her own health and safety and has a duty of care toward other persons affected by his / her acts or omissions
- co-operate with management in reviewing rules and safe working practices following DSE risk assessments
- report all incidents, near misses, hazards, work related illnesses or injuries
- complete a DSE self-assessment and DSE e-learning training where required
- correctly use equipment or items provided in the interest health and safety as identified through DSE risk assessment procedures

10.0   Appendices

10.1   This Policy includes the following Appendices:

Appendix 1 – User comfort information sheet
Appendix 2 – Working with laptop computers in YAS information sheet
Appendix 3 – Display screen equipment optician authorisation and referral form
Appendix 4 – DSE Workstations Self-Assessment
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Appendix 6 – List of Trained DSE Assessors
Appendix 7 – Quick guide to workstation requirements

Appendix 1 – User Comfort Information Sheet

ARE YOU SITTING COMFORTABLY?

Introduction

Computers like other work equipment can expose you to risks. This is often due to the way the computer workstation is set up and used. The most common risks from using computers are eye fatigue, musculoskeletal discomfort or pain and stress.

The information contained in this document gives you advice on how to set up and use your computer safely and comfortably and is particularly relevant to members of staff who regularly use computers in extended sessions or for more than two hours a day.

The Trust has a legal obligation to provide you with safe work equipment and a safe working environment. However, you also have a responsibility to work safely, and this document is just part of the guidance provided by the Trust to help you do this.

Are You Sitting Comfortably?

There are a few quite simple rules to follow to ensure that a comfortable posture is adopted. These simple adjustments will help to prevent back, neck and wrist strain and increase comfort. When making an adjustment remember that the aim is for you to be comfortable while working and to adjust the workstation to fit you and not vice-versa.

1. Adjust the chair height so that your forearms are horizontal when using the keyboard.

2. Ensure there is room between the tops of your legs and the work-surface.

3. Move any obstacles such as boxes or equipment if this is restricting movement of legs under the work-surface.

4. If feet are dangling off the floor when the chair has been adjusted to the correct height, then use a footrest to take the pressure off the backs of the legs. Keep your feet flat on the floor or footrest - don't sit with your legs crossed or with your feet hooked around the chair base for long periods as this will reduce your circulation.

5. Adjust chair back to ensure an upright posture is maintained. Good lumbar support is essential.

6. Avoid flexing wrists too much when using keyboard or mouse. Use a wrist rest if this helps.

7. The top of the display screen should be roughly in line with your eyes, without excessive tilting of the monitor. Raise the monitor if necessary. If you are not a 'touch typist' you may benefit from positioning the display screen below eye level to avoid repeated shifting of focus and bending of the neck.

8. Keep the mouse and keyboard within easy reach. Avoid using with arms outstretched.

9. Keep a clear area of 2 to 4 inches (5 – 10 cm) in front of the keyboard to rest the wrists when not typing.
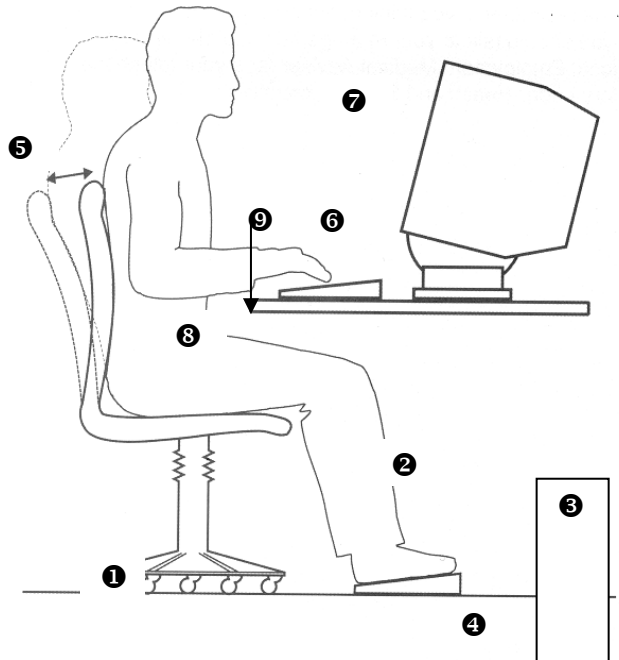
Keyboards and keying in (Typing)
- Try to keep wrists straight when keying.
- Good keyboard technique is important – you can do this by keeping a soft touch on the Keys and not overstretching the fingers.
- Use keyboard short cuts to keep keystokes and mouse clicks to a minim particularly if your work is of a repetitive nature.

Using a mouse
- Position the mouse within easy reach, so that it can be used with a straight wrist.
- Sit upright and close to the desk to reduce working with the mouse arm stretched.
- Move the keyboard out of the way if it is not being used.
- Support the forearm on the desk, and don't grip the mouse too tightly.
- Rest fingers lightly on the buttons and do not press them hard.

Reading the screen.
- Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment.
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room. You may do this several times a day
- Make sure the screen surface is clean.
- When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position.
- Select colours that are easy on the eye (avoid red text on a blue background, or vice versa)

Advice for Assessors

When analysing the completed checklists, it may be useful for assessors to consider the following:

- Deal with the biggest problems first.
- Investigate all reports of aches and pains from users.
- Try to identify the causes of risk by looking at all potential causes. For example, poor posture may be due to bad seating, or sitting awkwardly to avoid glare on the screen, or leaning forward to use the keyboard because the chair arm rests prevent it from being close enough to the workstation, or a poorly positioned mouse.
- Remember to assess all the risks – look at things like task demands and changes in activity, as well as the physical aspects of the workstation.
- Take account of individuals' special needs, such as users with a disability.

Appendix 2 – Working with Laptop computers – Information Sheet

Introduction
You are covered by the Display Screen Equipment (DSE) Regulations if you use your laptop computer for prolonged periods of time.

This guide is supplementary to the HSE leaflet Working with Display Screen Equipment. A brief guide

Working With Laptop Computers
Increasing numbers of people are using laptop computers as part of their work. While research suggests that some aspects of using laptop computers are no worse than using full-sized equipment that is not true of every aspect. The design of laptop computers includes features (such as smaller keyboards and pointing devices or a lack of keyboard/screen separation) which may make it more difficult to achieve a comfortable working posture.

Workstation Assessment
Where your laptop is set up in ad-hoc locations it is not feasible to carry out a written assessment however you should select the most suitable place available and set up your equipment to ensure it is as comfortable for you as possible. Where your laptop is used at a repeated location for lengthy periods of time the workstation must be assessed and recorded using the DSE Workstation Assessment form. Any problems should be raised with your manager.

As well as risks common to both laptop and desktop DSE work, the following additional risks may be associated specifically with laptop computers work:
- Manual handling risks when moving between locations if carrying extra papers printers, spare batteries etc.
- Risk of theft possibly involving assault.

You should be aware that some design compromises inherent in laptop computers can lead to postural or other problems. One way of reducing such risks is to avoid prolonged use and take frequent short breaks.

Making Adjustments to Suit Your Needs
Maintaining a reasonable level of comfort when using a laptop computer in ad-hoc locations is more difficult than when using a desktop computer at a proper workstation. You should be especially alert to your body's signals, such as any feeling of discomfort. You should try to adopt the same posture when using your laptop as you would when using a desktop computer.

Getting Comfortable
Try to find a suitable chair and desk to be able to position your laptop at an appropriate height. As a broad guide your forearms should be horizontal and parallel to the floor when typing. Your screen should be positioned to minimise reflections, tilted to give a clear view and raised where necessary to avoid neck ache.

Where you spend long periods of time on your laptop a workstation assessment should be carried out using the workstation assessment checklist to identify the measures needed to reduce the risks. Some of the ways of reducing the risk are:

- Using a full-sized keyboard and mouse attached to your laptop (sometimes with a docking station) to prevent your hands from being in a cramped typing position.

- An adjustable monitor stand to raise the height of the monitor to prevent your head and neck being bent in an awkward position which could result in pain.
- Ensuring you are sat up straight with your back supported with a footrest provided if needed.
- Making sure you have enough space on your work area for all documents and other equipment required.
- Arranging your laptop to avoid glare and bright reflections on the screen.
- Change your posture often and take brief breaks more frequently.

Alternative Environments
It is easy to think that a car, sofa, bed or lounge chair are comfortable places to use a laptop, but this can cause discomfort by sitting in an awkward position with the neck and head bent looking down at the screen.

Always try to use your laptop on a desk of suitable height and with a good chair. If you must work with your laptop on your lap, make the following adjustments:

- Keep your forearms, wrists and hands comfortably aligned with each other in a straight neutral line.
- Avoid bending or angling the wrists. If your laptop has a palm rest do not use this while typing, only when pausing from typing.
- Positioning pillows under your forearms may help keep your shoulders relaxed and your wrists straight.
- Remember to support your lower back even on a sofa. Do not slouch or recline too much or sit in awkward positions.
- Avoid sitting completely still and working without breaks for long periods.
- Use the passenger seat and push it right back if working in a car, this gives more room for the laptop and feet than in the driver's seat.

Transporting the Computer
Try to carry just your laptop when moving around different locations. Carrying printers, keyboards and other peripherals adds to the weight, which has implications on manual handling and increases the risk of injury. Make several trips to your destination rather than trying to carry everything at once. If you do need to carry lots of equipment avoids shoulder strain by using a trolley or a carry case with wheels.

Typing
If you type for long periods at a time, use a separate keyboard. This will allow your hands and fingers to have adequate space to type without your fingers being cramped.
Keep a light touch while typing. Use the minimum amount of force to depress the keys.
To reach keys that are not near your keyboard's home row (ASDFG HJKL:) move your whole arm, avoid stretching your fingers and angling your wrists.

Pointing Devices
Do not create tension in your fingers and hand by stretching your fingers from the keys to a pointing device.
If you work for long periods of time on your laptop you must use a separate mouse.
Use your whole arm and shoulder to move the mouse, not just your wrist.
Keep your wrist in a straight neutral position. Do not angle your wrist when using your pointing device.

Monitor Stand
The need for a monitor stand or not will be identified through the workstation assessment and will depend on personal preferences. Some people with bi-focal or vary-focal spectacles prefer the screen lower and monitor stands are not required. Others find it more comfortable for the screen to be raised so it is just slightly below or at eye level.

Take Breaks
Take short breaks at least one per hour and preferably more often. During breaks stand up and stretch especially any muscles and joints you may have held in an extended static posture while using the computer.
Break up your routine and try to vary your tasks during the day.

EYE TEST AUTHORISATION

Name:	Date:
Payroll Number:	Manager:
Signed (Employee):	Signed (Manager):

Advice to Employee

As a qualifying display screen equipment (DSE) user (discussed and confirmed by your line manager), you are entitled to undergo an eye and eyesight test with an optician. The purpose of this is to determine whether or not you require spectacles solely for use with DSE equipment.

You may attend an optician of your choice.

Please complete the details relevant to you and your workstation in the optician's referral below and take it with you to the optician's. It will assist them in your test.

Please retain the receipt and attach it to this form and pass onto the Payroll Department (details below) to be reimbursed.

Please note that we cannot refund the cost of your eye test unless we receive this documentation, and that the employer's liability for spectacles is <u>restricted to payment of the cost for the basic appliance</u> (i.e., of a type and quality adequate for the users work).

Should you wish to purchase more expensive (designer) frames or additional features such as coated lenses then please be aware that you will not be reimbursed for this additional expense. In such cases <u>you MUST get the optician to provide a quote for the basic spectacles with basic lenses necessary for you to be able to perform your work with DSE</u> and submit this with your receipt in order to get your refund.

E-mail: yas.payroll@nhs.net

Optician Referral

The health and safety (display screen equipment) regulations 1992

Referral letter for 'Users' to take with them on their eye test

To: (Optician Name)	Date
We require ………………................................ (*Employee name)* to undergo an eye examination related to their work as a display screen equipment (DSE) user. Please complete the attached report form and hand it back to the employee. If special spectacles are prescribed, please attach a quotation to the report form for the provision of the basic item required. The following details of the workstation are provided for your information	
Working distance from eyes to:	
Screen	
Keyboard	
Documents	
Position of document relative to screen (e.g., right hand/left hand side)	
Type of print on normal documents used (e.g., typed, handwritten):	
Number of hours DSE use per day:	
Length of single session if not continuous:	
Approximate date of commencing DSE work:	

Thank you

Optician's Report Form

The health and safety (display screen equipment) regulations 1992

From: …………………………………………….

.…………………………………………….

…………………………… (Optician name)

Re: …………………………… (Employee name)

I am conversant with the standard recommended by the Association of Optometrists for DSE users and in my opinion, the above named person **does / does not*** require spectacles or contact lenses to be provided with a prescription specifically for working with DSE.

* *(Please circle as appropriate)*

My additional recommendations are as follows:

………………………………………………………………………………………

………………………………………………………………………………………

Next examination recommended: …………………………………………………

Quotation
If special DSE spectacles are prescribed:

1) Has the person opted to have the basic appliances required? **Yes / No***

* *(Please circle as appropriate)*

2) If **No**, (i.e., the person has opted to purchase more expensive appliances at their own cost) please attach a quotation for the provision of the basic appliances required.

………………………………………………………………………………………

Signed: ……………………………………………….Date: …………………

GOC Number: ……………………………………

Name	
Workstation location	
Date of assessment	
DSE e-learning completed	Yes		No	

Instructions:

Please work through the checklist, ticking either the 'yes' or 'no' column against each risk factor

- 'Yes' answers require no further action
- 'No' answers will require investigation and/or remedial action by a manager

On completion of the assessment, please send a copy to your manager who will review for necessary actions.

Risk factor	Yes	No	Action to take	Things to consider
Chair				
Is the chair suitable?				The chair may need repairing or replacing if you are uncomfortable or cannot use the adjustment mechanisms.

Consider if the chair will support your weight (modern chairs will support a person of up to approx. 266 lbs. older chairs may be limited to 224 lbs).

Check that you know how to use the controls. If necessary, seek help from a DSE Assessor *(see appendix 6 in DSE Policy document for list of assessors in your area)*

You should be able to carry out your work sitting comfortably.

You should be shown how to adopt suitable postures while working.

You should have a straight back, supported by the |
Does the chair have a working: • seat back height and tilt adjustment? • seat height mechanism? • swivel mechanism? • castors or glides?				
Is the chair stable?				
Is the chair adjusted correctly?				
Is the small of the back supported by the chair's backrest?				
Are the forearms horizontal and eyes at roughly the same height as the top of the DSE screen? 				

Risk factor	Yes	No	Action to take	Things to consider
Can the chair be moved close into the desk so that when the user is seated with arms parallel to the floor, the fingers rest comfortably on the 2nd row of keys?				chair, with relaxed shoulders.

Adjust the chair height to get your arms in the right position, then adjust the screen height if necessary. |
| Are the feet flat on the floor, without too much pressure from the seat on the backs of the legs? | | | | The arms of chairs can stop you getting close enough to use the equipment comfortably. If necessary, remove the chair arms. |
| Is there sufficient clearance between the knees and the underside of the desk? | | | | If not, a footrest may be needed.

If your knees are higher than your hips in order to get your thighs under the |
| _Display screens_ | | | | |
| Are the characters clear and readable? | | | | Make sure screen is clean.

Check that text and background colours work well together.

Software settings may need adjusting to change text size. |
Is the text size comfortable to read?				Try using different screen colours to reduce flicker e.g., darker background and lighter text. If problems still exist consult IT.
Is the image stable, free from flicker and jitter?				Intensive graphic work or work requiring fine attention to small details may require large screens.
Is the screen's specification suitable for its intended use?				Separate adjustment controls are not essential provided the user can read the screen easily.
Are the brightness and/or contrast adjustable?				Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.

Risk factor	Yes	No	Action to take	Things to consider
Does the screen swivel and tilt?				Bifocal spectacles may cause difficulties. If it is not possible to work comfortably with bifocals, you may need a different type of spectacles. Consult an optician.
Can the screen be read comfortably without having to raise or lower the head?				Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen/desk and/or shield the screen from source of reflections.
Is the screen free from glare and reflections?				Screens that use dark characters on a light background are less prone to glare and reflections.
Are adjustable window coverings provided and in adequate condition?				Check that the blinds work. Blinds with vertical slats can be more suitable than horizontal ones. Only consider anti-glare filters as a last resort.
Keyboards				
Is the keyboard separate from the screen?				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?				Use a keyboard with a matt finish to reduce glare and/or reflection. Tilt need not be built in.
Is it possible to find a comfortable keying position?				It may encourage good keyboard technique to place the keyboard flat, to

Risk factor	Yes	No	Action to take	Things to consider
Does the user have good keyboard technique?				avoid excessive bending of the wrists. Try pushing the display screen further back to create more room for the keyboard, hands and wrists. You may require further training to prevent: ▪ Hands bent up at wrist. ▪ Hitting the keys too hard. ▪ Overstretching the fingers.
Are the characters on the keys easily readable?				Keyboards should be kept clean. If characters still cannot be read, the keyboard may need to be replaced.
Mouse, trackball, etc				
Is the device suitable for tasks it is used for?				If you are having problems, try a different device. There are a variety of shapes and sizes available. Alternative devices like touch screens may be better for some tasks.
Is the device positioned close enough to the user?				Most devices are best placed as close as possible e.g., right beside the keyboard. Make sure you: ▪ Do not overreach. ▪ Leave hand on the device when it is not being used.

Risk factor	Yes	No	Action to take	Things to consider
Is there support for the device user's wrist and forearm?				- Keep a relaxed arm and a straight wrist. - Don't grip the mouse too tightly. - Use the whole arm to move the mouse rather than moving it just with the wrist; a device such as a Mousebean may help.
Does the device work smoothly at a speed that suits the user?				Learn to use keyboard shortcuts instead of the mouse. Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.
Can the user easily adjust software settings for speed and accuracy of pointer?				Cleaning may be required e.g., mouse ball and rollers. Check the work surface is suitable. A mouse mat may be needed. You may need training in how to adjust device settings.
Furniture				
Is the work surface large enough for all the necessary equipment, papers etc?				Create more room by moving printers, reference materials etc elsewhere. Operate a clear desk policy. If necessary, consider providing new power and telecoms sockets, so that equipment can be moved.
Can the user comfortably reach all the equipment and papers they need to use?				There should be some scope for flexible rearrangement. Rearrange equipment, papers

Risk factor	Yes	No	Action to take	Things to consider
Are surfaces free from glare and reflection?				etc to bring frequently used things within easy reach. A document holder may be needed for copy typing, positioned to minimise uncomfortable head and eye movements. Consider mats or blotters to reduce reflections and glare.
Software				
Is the software suitable for the task?				Software should help you to carry out the task, minimise stress and be user-friendly. Check that you have had appropriate training in using the software. If not, ask for training to be provided. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.
Environment				
Is there enough room to change position and vary movement?				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?				You should be able to control the light levels, e.g., by adjusting window blinds or light switches. Consider shading or repositioning light sources

Risk factor	Yes	No	Action to take	Things to consider
Does the air feel comfortable?				or providing local lighting e.g., desk lamps (ensure lights do not cause glare by reflecting off walls or other surfaces. DSE and other equipment can dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.
Are levels of heat comfortable?				Contact lens wearers may experience discomfort due to dry eyes. Try to blink more often or use tear-substitute drops. Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or can you move away from the heat source?
Are the levels of noise comfortable?				Consider moving sources of noise e.g., printers away from user. If not, consider soundproofing.
Work Routine				
Do you design your work to get regular breaks?				Be aware that: ▪ Tired muscles will ache and need to be stretched. ▪ Lengthy periods of intense work must be avoided. ▪ You need to take a break from the screen at least every hour, before you get tired. ▪ Many short breaks are better than longer, less frequent ones.

Risk factor	Yes	No	Action to take	Things to consider
				▪ You should do other work, away from the screen. ▪ Positioning the printer away from your desk will encourage you to get up and move. ▪ You should not sit in the same position for long periods. ▪ You should change your posture as often as practicable.
General				
Has the checklist covered all the problems you may have working with DSE?				
Can you confirm that you do not experience discomfort or other symptoms which you attribute to working with DSE?				
Have you been advised of your entitlement to eye and eyesight testing?				
Do you take regular breaks working away from DSE?				
Please write details of any additional problems overleaf.				

Additional problems
Please write details of any additional problems you have here:

Section 2 - DSE Workstation Assessment – MANAGER REVIEW

Name of Manager	
Date of review	
Instructions: • Ensure DSE user has undertaken the DSE e-learning on ESR • Review assessment findings and summarise actions taken below*	
Actions summary:	

*If you require assistance / advice with your review, please contact a YAS DSE assessor (see appendix 6 of the DSE policy document for list of assessors available in your area).

Please note: Consultation with a YAS DSE assessor is <u>OPTIONAL</u> however, if you decide a referral to the Trust Physiotherapy provider for an Ergonomic Assessment is required, this will only be accepted following completion of a YAS DSE assessor review.

Section 3 - DSE Workstation Assessment – YAS DSE ASSESSOR REVIEW*

*Optional

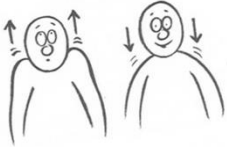|	
Name of YAS DSE Assessor	
Date of Advice	
Instructions: • Ensure DSE user has undertaken the DSE e-learning on ESR • Summarise advice given to the manager and also any direct help / guidance provided to the DSE user	
Advice summary:	

Appendix 5 - Exercises for computer users

The exercises shown are designed to help you avoid or minimise the effects of using the computer and sitting in the same position for long periods of time. The emphasis is on relaxation. Try these exercises at the start of your working day and occasionally during the day, particularly after periods of intensive computer use. Perform each stretch exercise *SMOOTHLY* and *SLOWLY*, avoid jerky and bouncy movements. You do not need to perform all of them or keep to the same order.

Incorporate exercises naturally into your normal working day. For example, go for a walk at lunch time and use the stairs rather than the lift and try to break up your work with movement away from your workstation.

However before you begin exercising check with your doctor if you feel that this or any other exercise programme may not be suitable for you and stop if you experience any discomfort or pain.

Remember if you are experiencing any aches and pains which persist and you believe may be attributed to computer use then as a precautionary measure please inform your manager. They may ask a DSE Assessor to re-evaluate your workstation.

Head & Neck	Slowly turn head left, hold for 3 seconds. Turn right, hold for 3 seconds. Drop chin gently to chest, then tilt head back as far as you can. Repeat the sequence 2 or 3 times.
Wrist, Hands & Fingers	With arms extended in front of you raise and lower hands several times. Rotate hands 10 times. Then make a fist and hold tight for 1 second. With palm down spread fingers as wide apart as possible. Hold for a few seconds then relax your fingers.
Back Stretch	Stand up (or sit) with good posture. Place your hands on your lower back. Push your hips forward and shoulders backwards to arch your body. Gently come back to the upright position and relax. Repeat 2 or 3 times.

Shoulder Roll	Sit or stand with your arms hanging loosely at your side. Raise your shoulders and rotate 2 or 3 times in a forward circular motion and repeat in a backwards direction
Posture Stretch	Sit upright and ensure that you have a curve in your lower back, breathe in. Bring both arms up above your head while breathing out and reach as high as you can, making sure your head is kept straight. Hold this position for about three seconds. Gently relax your arms to your sides, breathe in and relax your neck. Repeat two or three times. This can also be done whilst standing.
Arm & Shoulder Stretch	Put you arms in front of your chest and link your fingers together. Lift your hands and arms above your head with your palms facing upward and stretch towards the ceiling. Hold for a few seconds. Gently relax.

Appendix 6 – List of trained DSE Assessors

Name of Assessor	Department / Area	Email Address
Shelley Jackson	Quality and Safety	shelley.jackson6@nhs.net
Richard Harrington	Quality and Safety	richardharrington@nhs.net
Louise Gates	A&E Scheduling	louise.gates@nhs.net
Victoria Connelly	Fleet and Estates	victoria.connelly1@nhs.net
Ian Lawrence	Operations	i.lawrence@nhs.net
IUC		
Jemma Brailsford	IUC	jemma.brailsford@nhs.net
Paul Stepney		paul.stepney@nhs.net
Louise Steel		louise.steel1@nhs.net
Vijay Joshi		vijay.joshi1@nhs.net
Oliver Dean		oliver.dean@nhs.net
Tracey Renshaw		tracey.renshaw1@nhs.net
PTS		
Carmen Glancy	PTS Management	carmen.glancy@nhs.net
Lee Blake		lee.blake1@nhs.net
Emma Bramley		emma.bramley@nhs.net
Ryan Greer		ryan.greer@nhs.net
Justine Cockerham		justine.cockerham@nhs.net
Paul Temple		paul.temple1@nhs.net
Sean Carr		sean.carr@nhs.net
Sharon Sanderson		sharon.sanderson1@nhs.net
Humera Mushtaq	PTS Reservations	humera.mushtaq@nhs.net
Bethany Temple		bethany.temple1@nhs.net
Leanne Firth		leanne.firth@nhs.net
Mohammed Asim	PTS Logistics	mohammed.asim1@nhs.net
Shannon Gash		shannon.gash@nhs.net
EOC		
Ryan Kellet	EOC – Wakefield	ryan.kellett@nhs.net
Jessica Cadman		jessica.cadman@nhs.net
Gareth Cunningham		gareth.cunningham@nhs.net
Stephen Wills		stephen.wills1@nhs.net
Emma Deakin		emma.deakin2@nhs.net
Nikki Halliday	EOC – York	n.halliday@nhs.net
ACADEMY		
Amanda Pinder	Academy	amanda.pinder@nhs.net
Gary Reid		gary.reid1@nhs.net
Lisa Hudson		lisa.hudson7@nhs.net
Vanessa Whing		vanessa.whing1@nhs.net

Appendix 7- Quick Guide to Workstation Requirements

Key points to the Schedule of the Health and Safety (DSE) Regulations 1992

Figure 1 Subjects dealt with in the Schedule

- Adequate lighting
- Adequate contrast, no glare or distracting reflections
- Distracting noise minimised
- Leg room and clearances to allow postural changes
- Window covering if needed to minimise glare
- Software: appropriate to task, adapted to user, providing feedback on system status, no undisclosed monitoring
- Screen: stable image, adjustable, readable, glare/reflection-free
- Keyboard: usable, adjustable, detachable, legible
- Work surface: with space for flexible arrangement of equipment and documents; glare-free
- Chair: stable and adjustable
- Footrest if user needs one