Display Screen Equipment Procedure (DSE/VDU/Computer)

Ref HS0001-002-V3

Status: Approved
Document Type: Procedure

Contents

1 Purpose

Following this procedure will help Trust staff to:

- Identify and control risk in relation to working with Display Screen Equipment/Visual Display Units(DSE/ VDU) and all portable DSE/VDU equipment i.e.: laptops, notebook computers.
- This procedure will also apply to any staff that have a diagnosis of dyslexia.

2 Related Documents

This procedure describes what you need to do to implement the Display Screen Equipment requirement of the Health and Safety Policy.

> ⓘ The Health and Safety Policy defines roles and responsibilities relevant to procedures described in this document.

This procedure also refers to:

- ✓ Health and Safety at Work etc. Act 1974 – HASWA
- ✓ Display Screen Equipment Regulations 1992 (amended 2002)
- ✓ Work with Display Screen Equipment – L26 HSE Guidance
- ✓ 364 online DSE video – available through ESR
- ✓ Manual Handling (Objects) Procedure
- ✓ Trust Security Procedure

3 Procedure

Working with DSE/VDU may expose employees to a number of risks to health such as:
- Physical (musculoskeletal) problems
- Visual fatigue
- Mental stress

These can be as a result of:
- Poor work organisation
- Working environment
- Job design
- Posture from inappropriate working methods

Working with portable DSE/VDU i.e. laptops, notebook computers, are also subject to the DSE regulations.

3.1 Assessment for DSE/VDU Users (incl. Portable DSE/VDU Equipment i.e. Laptops)

It is recommended that DSE Risk Assessments should be undertaken annually or if there are any significant changes to the user's workstation or circumstances, i.e. injury, health condition, new and expectant mothers, new workstation etc.

Prior to completing a Risk Assessment staff should complete the Online DSE Training video available on ESR by searching for the following on 'My Learning': **346 Online Display Screen Equipment**

The Risk Assessment (Appendix 2) can be undertaken by the individual in conjunction with the 12 point set up plan (Appendix 1) and then passed to their Manager for discussion.

Individuals have a personal responsibility to acknowledge the risks identified in the assessment when completed and agree to take personal responsibility for reducing the risks so far as is reasonable practicable.

3.2 Health and Safety Referrals

Where staff members require further assistance with their DSE Assessments due to dyslexia, musculoskeletal issues, Occupational Health recommendations, reasonable adjustments etc.; staff members can be referred to the Health and Safety Team by their line manager for comprehensive DSE Assessment with a member of the Health and Safety Team.

A referral form (Appendix 3) must be completed by Line Manager and returned to the Health and Safety Team.

Once the Health and Safety Team have undertaken the DSE Assessment this will be returned to the individual and their Line Manager to discuss at their next 1:1 and complete any actions identified.

3.3 Eyesight Tests

Identified users who request an eyesight test through their Line Manager are responsible for arranging their own with a registered optician, clearly stating this is for DSE/VDU use. If identified by the optician that 'corrective eyewear' is required a certificate should be provided by the optician and produced along with receipts to claim via Trust expense procedure.

⚠️ The Trust is not responsible for any corrections for vision defects, pre-existing eye conditions or examinations for eye complaints which are not related to display screen work. These are the responsibility of the individual concerned.

Reimbursement can be claimed for the cost of the eye test together with the cost of 'single vision' lenses and suitable basic frame up to a maximum of £50.00.

⚠️ If the individual chooses to purchase more expensive frames and/or bi-focal or vari-focal lenses then the individual will be responsible for paying the difference.

3.4 Reasonable Adjustments

Information and guidance in relation to reasonable adjustments can be found in Workplace Adjustments Guidance which is available on the Trust intranet.

As a Trust we have a duty under the Equality Act to make adjustments to support staff as stated in the reasonable adjustments guidance available on InTouch. Many factors will be involved in deciding what adjustments to make and will depend on the individual circumstances.

3.5 Dyslexia

Where a staff member is identified as a user and has a diagnosis of dyslexia, following a diagnostic assessment, the staff member may need support around the workstation to alleviate any weak areas and reduce stress.

The DSE Assessment checklist has incorporated some examples of things to consider i.e. change of font size, colour acetates etc. to support staff.

Please contact the Health and Safety Team when staff have identified they have dyslexia who may be able to assist with making recommendations for reasonable adjustments and provide further advice and guidance.

3.6 Portable DSE/VDU Equipment (e.g. Laptops, PDAs)

Portable DSE, such as laptops are subject to the DSE Regulations if it is for prolonged use.

Where portable computers are used for prolonged periods within an office environment they should be used within a docking station with separate keyboard, screen and mouse.

When not working in an office environment portable computers should be used on a suitable work surface wherever possible, and avoid use for extended periods. Use of portable computers ideally should not be used in non-ideal locations such as motor vehicles. If unavoidable, please refer to the laptop user guide on InTouch (Appendix 4).

As well as the common risks associated with DSE use other additional risks should be considered for portable DSE work:

- Manual Handling risks when moving between locations, refer to the Trust Manual Handling of Objects Procedure for further guidance.
- Risk of theft and or possible assault, refer to the Trust Security Procedure for further guidance.

3.7 Multiple-Screen Working

Where staff have identified that there is a requirement for the use of two or more screens a referral for a DSE Risk Assessment with the Health & Safety Team should be made.

Further information and guidance can be found in Appendix 5.

4 Definitions

Term	Definition
Display Screen Equipment (DSE/VDU)	• Desktop and laptop computers
Workstation	• The surrounding environment of the DSE, e.g. work surface, desk, chair, accessories etc.
User	• An employee who habitually uses display screen equipment as a significant part of their normal work e.g. daily use of an hour or more at a time, this could be using the keyboard, mouse or a combination of both.

5 How this Procedure will be Implemented

- This procedure will be published on the Trust's intranet and external website.
- Line managers will disseminate this procedure to all Trust employees through a line management briefing.

5.1 Training Needs Analysis

Staff/Professional Group	Type of Training	Duration	Frequency of Training
DSE Champions	DSE Assessors (face to face)	2 hrs	Annual
H&S Team	DSE Assessor	e-learning update	Annual
All users	Review – online video	e-learning	Annual

6 How the Implementation of this Procedure will be Monitored

Auditable Standard/Key Performance Indicators		Frequency/Method/Person Responsible	Where results and any Associate Action Plan will be reported to, implemented and monitored;
1	DSE Assessments	H&S Team at agreed intervals through identified audit programme	Completed assessments by H&S team and actions identified completed within agreed timescale.

7 References

- Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (miscellaneous amendments) Regulations 2002

- INDG36 (rev4) (HSE) Working with display screen equipment (DSE) A Brief Guide

- L26 Work with Display Screen Equipment (Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (miscellaneous amendments) Regulations 2002) Guidance on Regulations

- The Equality Act 2010

8 Appendices

Appendix 1 – 12 Point DSE Workstation Set-up Plan
Appendix 2 – DSE Checklist
Appendix 3 – Referral Form (DSE Assessment)
Appendix 4 – Laptop User Guide
Appendix 5 – Multiple Monitor Use

8.1 Appendix 1 – 12 Point DSE Workstation Set-up Plan

(Display Screen Equipment)

| | | *Regardless of whether staff use a laptop or desktop computer the principles for the safe set up apply to both and the 12 point set up plan should always be followed.* |

1	**Backrest**	• Adjust the chair back angle for comfort and support; this should be fairly upright when typing. • Adjust the chair back height to give support to the small of your back.
2	**Seat height**	• Adjust the seat height so that your elbows are just above the desk (shoulders relaxed). • Your wrists should be in a relaxed, neutral position over the keyboard. • Ensure armrests do not prevent you getting close enough to the desk or obstruct your elbows whilst typing.
3	**Footrest**	• Your thighs should be approximately horizontal. • Ensure that there is no undue pressure on your bottom and thighs • If your feet are not flat on the floor, use a footrest to support them.
4	**Keyboard**	• The keyboard should be directly in front of you and at a distance to allow you to maintain relaxed shoulders, elbows at right angles and neutral wrist posture.
5	**Mouse**	• Position your mouse as close to the side of the keyboard as possible. • Take your hand away from the mouse when not in use. • Use keyboard shortcuts as an alternative to the mouse.
6	**Screen**	• The screen should be at approximately arm's length and at a height to prevent poor posture and excessive movement of the head and neck. This will depend on typing style, software used, glasses worn and tasks performed. • Glare and reflections should be avoided by using blinds.
7	**User position**	• Your body position should be 'squared-up' to the desk. • Avoiding twisting. Shoulders should be in line with your knees.
8	**Documents**	• Use a document holder or position documents to reduce head and neck movement, e.g. between the screen and keyboard.
9	**Equipment position**	• Place frequently used items close by. • Do not locate printers on your desk or within reaching distance. • Don't cradle the phone between your shoulder and chin, use your other hand to hold it or use a headset.
10	**Work routine**	• Organise your work so that you have reason to get up out of your chair and away from your workstation, e.g. collecting documents, filing, making drinks. • Adopt a variety of postures throughout the day.
11	**Vision**	• Ensure you are aware of your entitlement of eye and eyesight testing (even if you already wear glasses), ask your line manager for details of local arrangements.
12	**Reporting problems**	• Inform your line manager if you experience any problems following changes to your workstation or workload. • If you experience any problems whilst using your workstation or have any health and safety related concerns you should inform your line manager or Occupational Health department as soon as possible.

Diagram 1 - A good workstation
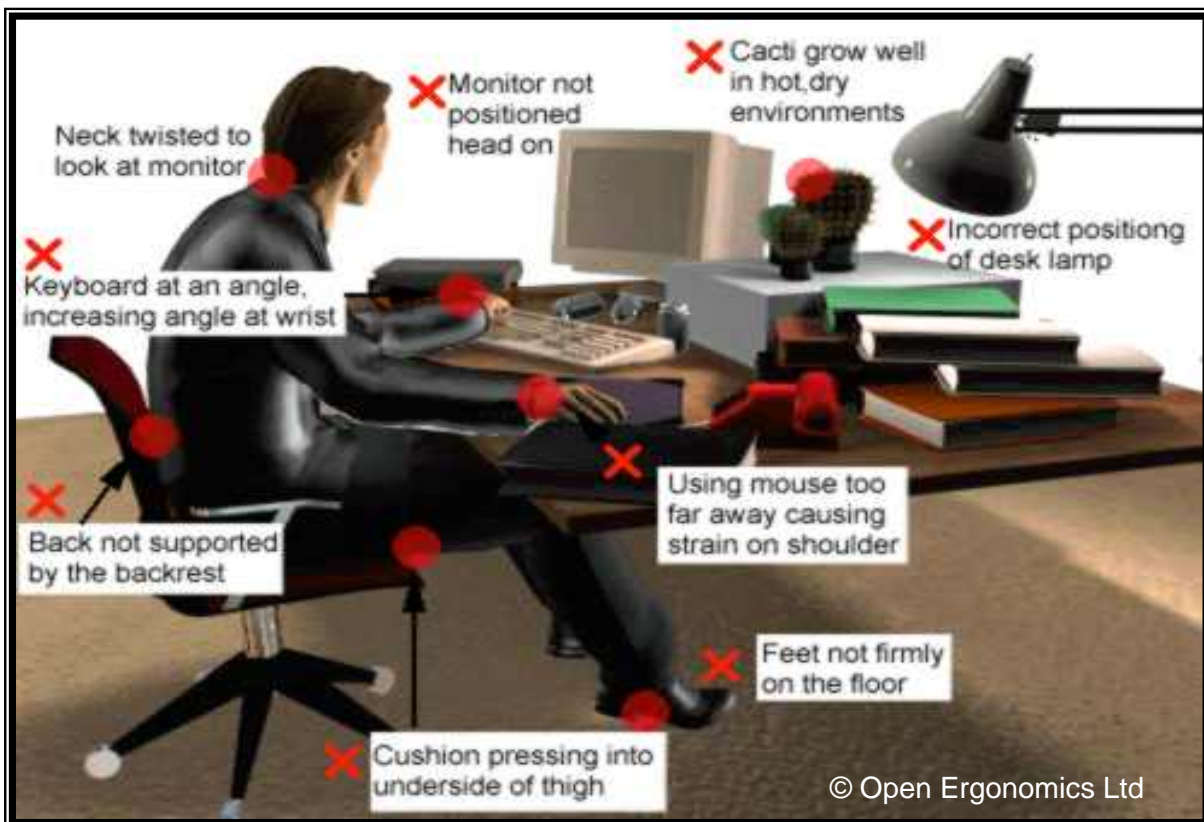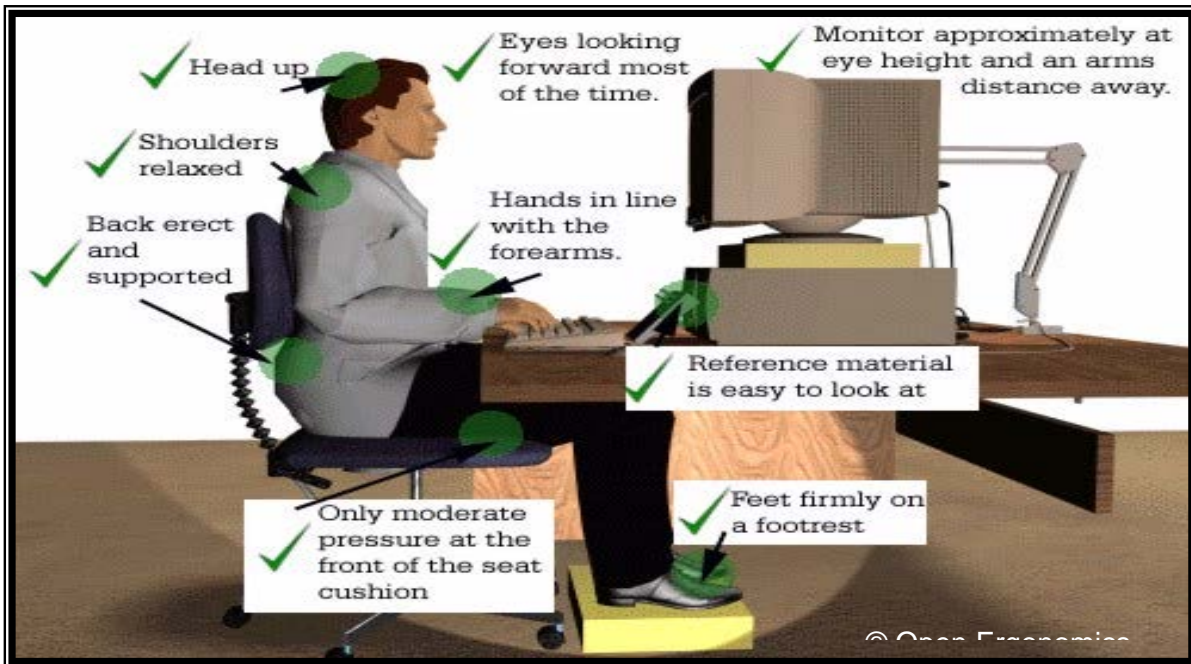
8.2 Appendix 2 – Workstation Checklist and Assessment

To be completed by Staff Member		*To be completed by Health & Safety Team Member*	
User Name:	**Location:**	**Completed by:**	**Date:**
Job Title:	**Date:**	**Completed assessment passed for authorisation to:**	
Dept/Directorate:	**Hours worked:**	**Typing style: Touch Type – Competent** **Handedness:**	
Tasks performed using DSE:	**Frequency of DSE use:** _____days a week x _____hours a day	**Input device use (%)** **Keyboard:** **Mouse:**	
Duration: (time spent before getting out of chair)		**Software Used:** Microsoft Office, PARIS, Outlook, Internet	**Intensity: (e.g. deadlines, pressure)**
Other workstation use: **In workplace: Office** **At home:** **University: Classroom/ Library** **The principles of the 12 point set up plan should be applied for all workstation use.**		**Comments: (e.g. musculoskeletal problems, dyslexia etc.)**	
Have you received information (i.e. 12 point set up plan) on the safe set up of the workstation? YES/NO **If NO please obtain a copy and follow the instructions before completing the rest of this checklist.**			
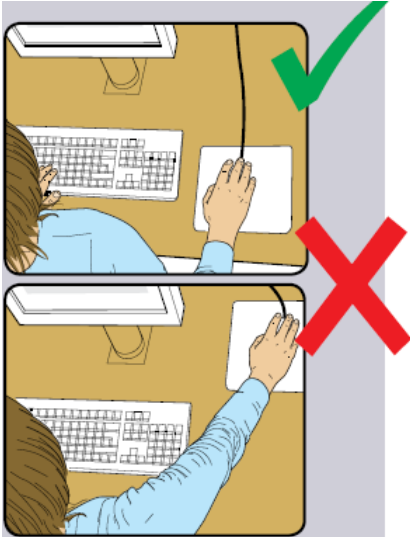
Risk Factors	Tick Answer		Things to Consider	To be Completed by Health & Safety		
	Yes	No		Action Required	Responsible for Action	Date Completed
1 Laptops						
1.1 Do you use a laptop in the workplace?			If **NO** proceed to Section 2			
1.2 Is a laptop used for short intermittent periods? i.e. working for half hour or less			Only work on a laptop for a period of half hour or less in the stand-alone position. Consider the positioning of the laptop when in use.			

Risk Factors	Tick Answer		Things to Consider	To be Completed by Health & Safety		
	Yes	No		Action Required	Responsible for Action	Date Completed
1.3 Is the laptop used for longer periods of time?			Where prolonged office or home use (work purposes) the laptop should be set up with a docking station/monitor raiser, separate keyboard and mouse. The principles of the 12 point set up plan also apply to laptop use.			
2 Keyboards						
2.1 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 i.e. laptop, tablet).			
2.2 Does the keyboard tilt?			Tilt need not be built in.			

Risk Factors	Tick Answer		Things to Consider	To be Completed by Health & Safety		
	Yes	No		Action Required	Responsible for Action	Date Completed
2.3 Is it possible to find a comfortable keying position?			Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.			

Risk Factors	Tick Answer		Things to Consider	To be Completed by Health & Safety		
	Yes	No		Action Required	Responsible for Action	Date Completed
2.4 Do you have good keyboard technique?			Training on improving keyboards skills is available from the following free website: **http://www.typeonline.co.uk**			
2.5 Are the characters clear and readable?			Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection. Coloured lettering on keyboard for dyslexic users, bigger keys.			

3 Mouse, trackball etc.
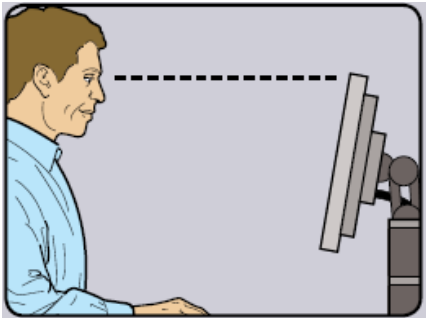
Risk Factors	Tick Answer		Things to Consider	To be Completed by Health & Safety		
	Yes	No		Action Required	Responsible for Action	Date Completed
3.1 Is the device suitable for the tasks it is used for?			If you are having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes.			
3.2 Is the device positioned close to you? 			Most devices are best placed as close as possible, e.g. right beside the keyboard. By having the device as close as possible will: ▪ prevent the arm from overreaching ▪ support a relaxed arm and straight wrist. Try not to leave your hand on the device when it is not being used.			

Risk Factors	Tick Answer		Things to Consider	To be Completed by Health & Safety		
	Yes	No		Action Required	Responsible for Action	Date Completed
3.3 Is there support for your wrist and forearm?			Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. You should be able to find a comfortable working position with the device.			
3.4 Does the device work smoothly at a speed that suits you?			See if cleaning is required (e.g. of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.			
3.5 Can you easily adjust software settings for speed and accuracy of pointer?			Contact IT if unsure how to adjust device settings.			
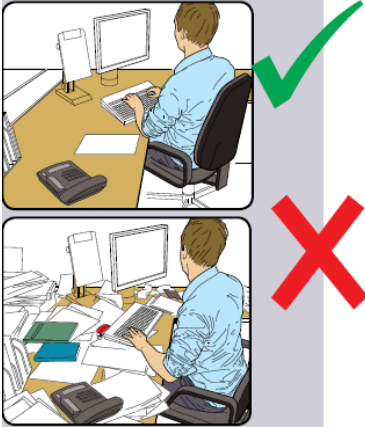
4 Display Screens

Risk Factors	Tick Answer		Things to Consider	To be Completed by Health & Safety		
	Yes	No		Action Required	Responsible for Action	Date Completed
4.1 Are the characters clear and readable?			Make sure the screen is clean and cleaning materials are available. *(Cleaning materials can be purchased through Cardea)* Check that the text and background colours work well together.			
4.2 Is the text size comfortable to read?			Software settings may need adjusting to change text size. Increase font size and change colour background.			

Risk Factors	Tick Answer		Things to Consider	To be Completed by Health & Safety		
	Yes	No		Action Required	Responsible for Action	Date Completed
4.3 Is the image stable, i.e. free of flicker and jitter?			Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If there are still problems, contact IT to check set-up.			
4.4 Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.			
4.5 Does the screen swivel and tilt?			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism if appropriate to do so. However, you may need to replace the screen if: ▪ Swivel/tilt is absent or unsatisfactory; ▪ Work is intensive; or ▪ You have problems getting the screen to a comfortable position.			

Risk Factors	Tick Answer		Things to Consider	To be Completed by Health & Safety		
	Yes	No		Action Required	Responsible for Action	Date Completed
4.6 Is the screen free from glare and reflections?			Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of the reflections. Screen using dark characters on a light background are less prone to glare and reflections.			
4.7 Are adjustable window coverings provided and in adequate condition?			Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last resort.			

5 Software

Risk Factors	Tick Answer		Things to Consider	To be Completed by Health & Safety		
	Yes	No		Action Required	Responsible for Action	Date Completed
5.1 Is the software suitable for the task?			Software should help you carry out the task, minimise stress and be user-friendly. Check you have received appropriate training in using the software, voice activation software may be required for dyslexic users (i.e. Dragon software).			
6 Furniture						
6.1 Is the work surface large enough for all the necessary equipment, papers etc.? 			Create more room by moving printers, reference materials etc. elsewhere. There should be some scope for flexible rearrangement.			

Risk Factors	Tick Answer		Things to Consider	To be Completed by Health & Safety		
	Yes	No		Action Required	Responsible for Action	Date Completed
6.2 Can you comfortably reach all the equipment and papers that you need to use?			Rearrange equipment, papers etc. to bring frequently used things within easy reach. A document holder may be needed, and positioned to minimise uncomfortable head and eye movements.			
6.3 Is the chair suitable?			The chair may need repairing or replacing if you are uncomfortable, or cannot use the adjustment mechanisms.			
6.4 Is the chair stable?						
6.5 Does the chair have a working: ▪ Seat back height and tilt adjustment? ▪ Seat height adjustment? ▪ Castors or glides?						

Risk Factors	Tick Answer		Things to Consider	To be Completed by Health & Safety		
	Yes	No		Action Required	Responsible for Action	Date Completed
6.6 Is the chair adjusted correctly?			You should be able to carry out your work sitting comfortably. Refer to 12 point set up plan if unsure how to set up your chair. The arms of chairs can stop you getting close enough to use the equipment comfortably. Move any obstructions from under the desk.			
6.7 Is the small of the back supported by the chair's backrest?			You should have a straight back, supported by the chair, with relaxed shoulders.			

Risk Factors	Tick Answer		Things to Consider	To be Completed by Health & Safety		
	Yes	No		Action Required	Responsible for Action	Date Completed
6.8 Are forearms horizontal and eyes at roughly the same height as the top of the DSE?			Adjust the chair height to get your arms in the right position, and then adjust the DSE height, if necessary.			
6. 9 Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a footrest may be needed.			
7 Environment						
7.1 Is there enough room to change position and vary movement?			Space is needed to move, stretch and fidget. Consider re-organising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.			

Risk Factors	Tick Answer		Things to Consider	To be Completed by Health & Safety		
	Yes	No		Action Required	Responsible for Action	Date Completed
7.2 Is the lighting suitable, e.g. not too bright or too dim to work comfortably?			You should be able to control light levels, e.g. by adjusting window blinds. Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (ensure lights don't create glare by reflecting off walls or other surfaces).			
7.3 Does the air feel comfortable?			DSE and other equipment may dry the air. Circulate fresh air if possible. Plants may help.			
7.4 Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Can you move away from heat source(s)?			

8 Final questions to users …

Risk Factors	Tick Answer		Things to Consider	To be Completed by Health & Safety		
	Yes	No		Action Required	Responsible for Action	Date Completed
8.1 Have you experienced any discomfort or other symptoms which you attribute to working with your DSE?						
8.2 Have you or do you currently wear corrective lenses / contact lenses?						
8.3 Have you been advised of their entitlement to eye and eyesight testing?			Colour testing can be done for those diagnosed with dyslexia.			
8.4 Do you take regular breaks working away from DSE?			It is important to take regular screen breaks at least every hour and to rotate work patterns.			
Other Issues Has this checklist covered all of the health and safety related issues you wish to raise concerning the use of your workstation or workplace (e.g. excessive workload, general health, dyslexia etc.)?			**Extra Comments:** Driving, long distance more than 30 minutes etc.			
Any other issues/comments:						
Have you discussed this checklist with your Manager?			If NO please discuss with your Manager any issues raised in the checklist.			

DSE Risk Assessor:			
I hereby declare that a suitable and sufficient DSE assessment has been carried out whereby hazards have been identified, actions suggested and risks prioritized.			
NAME:		**DATE:**	

Line Manager:			
I acknowledge the risks identified in this assessment and agree to take personal responsibility for reducing the risks so far as is reasonable practicable. This includes the following: *please tick each statement*			
	I agree to undertake the actions allocated to me.		
	I will fully support the employee to implement their actions.		
	I will ensure that any reviews agreed take place.		
NAME:		**DATE:**	

User:			
I acknowledge the risks identified in this assessment and agree to take personal responsibility for reducing the risks as far as is reasonably practicable. This includes the following: *please tick each statement*			
	I agree to undertake the actions allocated to me as outlined in the assessment above and will inform my Line Manager when these actions have been completed.		
	Where it is not possible for me to carry out any actions agreed above I understood that it is my responsibility to raise this with my Line Manager at the earliest opportunity.		
	If my circumstances change and the actions above need to be reviewed, I understand that it is my responsibility to inform my Line Manager so that the actions can be reviewed and updated.		
NAME:		**DATE:**	

* **This assessment should be reviewed within 3 months to ensure that actions completed have addressed the problem.**

8.3 Appendix 3 – Referral Form (DSE Assessment)

Name of Referrer / Line Manager:			
Date of Referral:			
Name of Individual:			
Directorate:			
Job Title:			
Bank Staff:	YES ☐		NO ☐
Contact Details: *(Including Base, Telephone Number & Email Address)*			
Registered as Disabled:	YES ☐ Please Specify: _____		NO ☐

Working Pattern	**Shifts ☐**	**Nights ☐**	**Part Time ☐**	**Full Time ☐** (Mon-Fri)

Has a previous assessment been carried out? (Y/N)		**Date of Previous Assessment:**	
Has the staff member been referred to Occupational Health? (Y/N)		**Date of Referral:**	

Reason for DSE Assessment Referral (please specify below)

Back Pain & Lower Limb Pain ☐	**Back Pain & Upper Limb Pain ☐**
Back Pain ☐	**RSI / Carpal Tunnel ☐**

Reasonable Adjustments for Dyslexia
(please see additional questions below for dyslexia referrals)

Has the staff member been diagnosed with Dyslexia and do they have a report with specific coping mechanisms identified?	YES ☐	NO ☐

Does the staff member have a preferred colour (if known)?	YES ☐ Please Specify: _____	NO ☐
Has any equipment been provided previously that was of benefit?	YES ☐ Please Specify: _____	NO ☐
Has any software been provided previously that was of benefit?	YES ☐ Please Specify: _____	NO ☐

Laptop User Guide

Background

In the last few years the Trust has been making increasing use of laptop computers and many staff are now required to use them as a substantial part of their normal working routine.

There is a range of health and safety hazards associated with the use of laptops. Some are similar to the hazards of any work with display screen equipment, such as vision disorders, headaches, muscular-skeletal disorders or stress.

The risks may also be greater because in making laptop equipment so compact it is no longer possible to meet the standards of good ergonomic design of equipment. That is, it is impossible to ensure a good fit between someone and the equipment he or she is using; it becomes more difficult to maintain a good posture while working.

Other hazards are associated with the portability of the equipment; users must carry them around with them, increasing the risk of back injuries and other muscular-skeletal injuries.

Users are also at increased risk of violent attack and theft because it is very obvious that they care carrying valuable technology which is relatively easy to snatch.

Working with a Laptop

Laptop computers were designed for temporary or mobile working, and not for fixed or prolonged DSE work.

Where a member of staff is provided with a laptop computer, it is intended that it is to be used stand-alone for mobile/transient work only i.e. periods of half an hour or less.

In any other situation e.g. prolonged office or home use, a docking station/monitor raiser, separate keyboard and mouse must be provided for the member of staff.

Regardless of whether the staff member uses a laptop or desk top computer the principles for the safe set up apply to both and the 12 point DSE workstation set up plan should be followed (see Appendix 1) and also refer to the Trusts Display Screen Equipment/Workstation Assessment Policy.

Good office-based laptop set-up

Temporary / Transient Office Use

Whenever working with Display Screen Equipment (DSE), particularly when it is a laptop, the important factor is to avoid poor posture. When using a laptop as a 'stand alone' piece of equipment, some points to remember in order to achieve best practice in the office include:

<u>Sitting</u>

- Use a five castor operators chair
- Adopt a good sitting position in order to avoid bending or straining your wrists
- Adjust the seat height to make sure your forearms are horizontal when your hands are on the keyboard, in order to allow your wrists to be horizontal when typing.
- Try not to slouch. Do not sit forward and crouch over the laptop.
- Do not place the laptop at the edge of the desk as looking down at this angle will create a potentially harmful posture for your head and neck resulting in aches and pains.
- Push the laptop towards the middle of the desk. This will allow your arms to rest on the desktop in order to keep your wrists relaxed.
- Do not lean or bend to one side to read the screen
- Sit directly in from of your display screen and remove anything in the way
- When reading from a hard copy, keep it as close to the laptop as possible. If possible, use a document holder.
- Take regular breaks to reduce the risk of injury.

Correct Mouse Usage

- Do not clench your fingers or raise them up in the air
- Keep your hands flat and fingers relaxed if using a glide pad or trackball
- Relying on the use of an integral trackpoint ("nipple") device should be discouraged due to possible harmful physical effects from continuous use. A separate mouse should be provided and used.

Reading the Screen

- Avoid glare. Glare and reflected light can affect screen clarity when using laptops.
- Sit with laptop screen directly in front of you. Do not work with the screen at any angle other than at right angles to your line of sight.
- If glare occurs, adjust your screen – either by means of programme menu controls or to another position within the room – in order to reduce reflections.
- Do not sit with your back facing the window
- Regularly clean the screen
- Adjust screen brightness to suit surrounding light levels
- Place the keyboard in a position so that a comfortable viewing distance can be achieved.

Good laptop stand-alone positioning and posture (provided working for half an hour or less)

Poor laptop stand-alone positioning

Working Away from the Office

Working with a Laptop at Home

- Do not use a laptop whilst sitting on a sofa or easy chair
- Do not work with the laptop on your lap
- Do not use a laptop when lying on the bed; this causes strain to the neck and back
- Use a suitable non-reflective work surface if possible

Working with a Laptop in Cars

Laptops should not be used in cars. However, on occasions this may be unavoidable in which case:

- Never use your laptop when driving
- Do not use a laptop whilst sitting in the driver's seat with it on your lap or sited on the passenger seat.
- Sit in the passenger seat if you have to use the laptop. Adjust the seat to provide plenty of legroom, and if you have a briefcase put it under the laptop to raise it slightly; this will improve posture for your neck and wrists.
- Limit the time you use the laptop to a maximum of 30 minutes

Personal Safety

Always be conscious of your personal safety when carrying or using your laptop. Take sensible precautions such as:

- Plan your tasks to avoid situations where you are likely to be a lone worker in circumstances where theft is likely.
- Take extra care in public places, or in other situations (or at times) where the risk of theft maybe greater.
- Do not carry the laptop in luggage with a computer manufacturer's branding
- Always be conscious of vehicle security when transporting your laptop between venues e.g. never leave it on view in an unattended vehicle; never leave it overnight in an unattended vehicle.

Manual Handling

Always try to reduce the amount of weight in your laptop case

- Do not carry equipment or papers unless they are likely to be needed
- Minimise the hard copy documents you take; store them electronically or consider sending them in advance (by post or email) to your destination.
- Consider using a backpack/rucksack to cut down on strain on arms and distribute loads evenly across the body; this is also less conspicuous for personal safety reasons. Alternatively use wheeled luggage where possible and appropriate.

Further Information

Display Screen Equipment/Workstation Assessment Policy

Where further advice and guidance is required please contact the Health, Safety & Security Service on 0191 333 6375 or email ***tewv.healthsafetyandsecurity@nhs.net***

8.5 Appendix 5 – Display Screen Equipment – Multiple Monitor Use

Multiple monitors, multi-screen, dual screens and double monitors are all terms that refer to the use of more than one monitor which is connected to a single computer.

When using multiple monitors there may be an increased risk of the following:

- Visual discomfort
- Neck pain from repeated turning and/or bending
- Back pain from twisting of the back

If there is a requirement for two or more screens this should be addressed through a referral Display Screen Equipment Risk Assessment to the Health & Safety Team.

If two documents are required to be viewed alongside each other, please note that there is a split screen functionality that can be utilised rather than resorting to two monitors.

This can be done by dragging the documents to either side of the screen so they sit side by side as per the below:
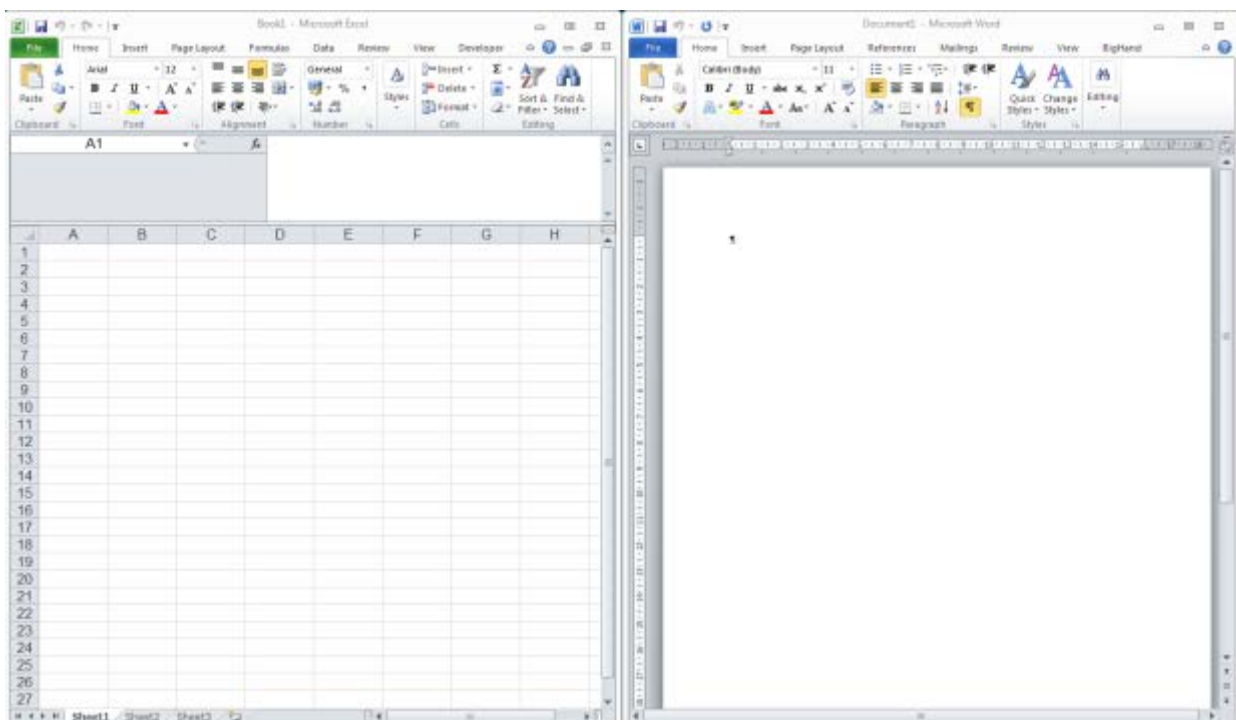

Should two monitors still be required the following guidance is for reference to reduce the increased risk of injuries from two screens:

1. Both monitors should be the same resolution to avoid visual discomfort. This can be checked in via the display settings in the control panel which can be accessed from the start menu.
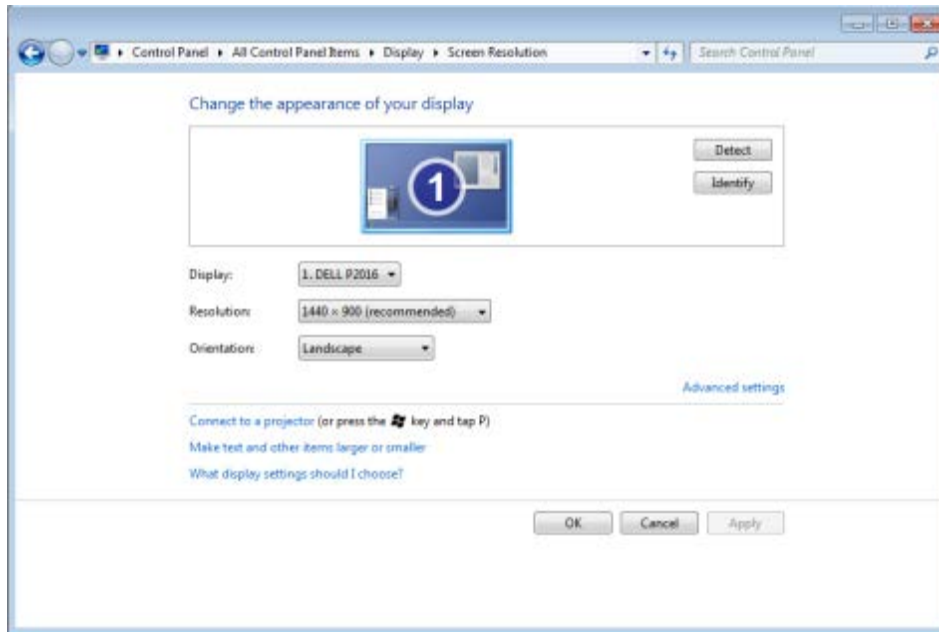
2. The 12 point set up plan and correct positioning of the monitor should still be applied to two screens, therefore the monitor should be the same size, positioned at the same height, placed side-by-side and at eye level so the neck and head are straight and not bent forwards or twisted.
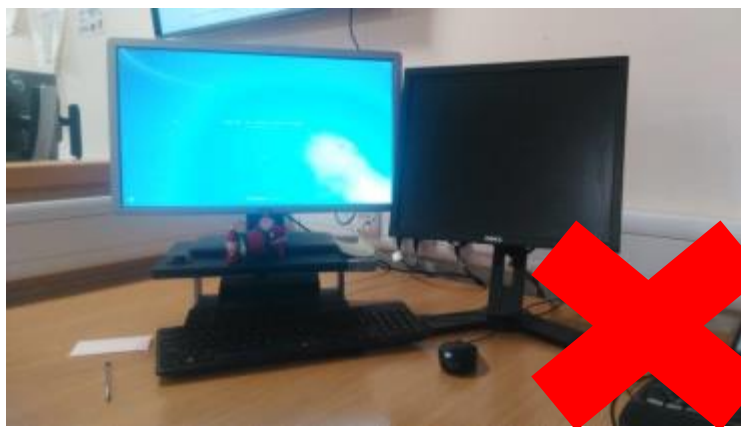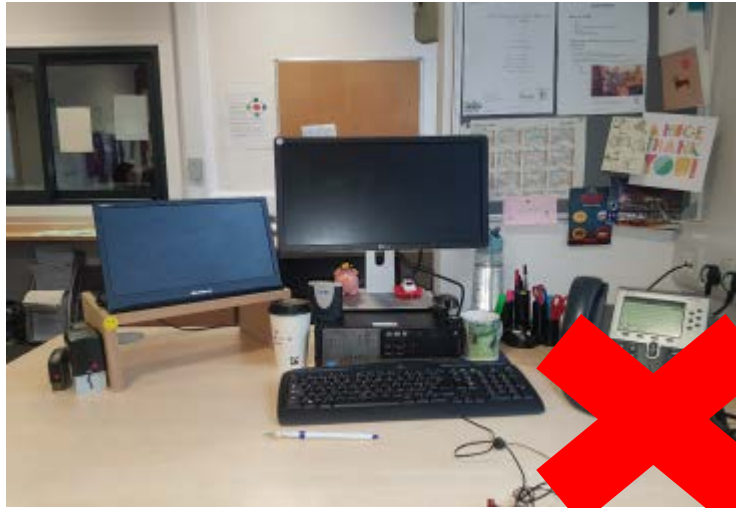
3. The use of tablets and laptops being used as a second screen are not recommended. In order for this to be considered, a formal DSE assessment must be carried out by the Health and Safety Team.

9 Document Control

Date of approval:	13 February 2020	
Next review date:	13 August 2023	
This document replaces:	Display Screen Equipment Procedure Ref: HS-0001-002-v2	
Lead:	Name	Title
	Helen Cunningham	Health and Safety Manager
Members of working party:	Name	Title
	Health Safety, Security & Fire Group	
This document has been agreed and accepted by: (Director)	Name	Title
	Paul Foxton	Director of Capital, Estates and Facilities Management
This document was approved by:	Name of committee/group	Date
	EFM DMT	13 February 2020
An equality analysis was completed on this document on:	13 February 2020	

Change record

Version	Date	Amendment details	Status
3	13-Feb-20	Section 3.3 Eyesight Tests Section 3.4 Dyslexia Section 3.6 Reasonable Adjustments Section 3.7 Two Screen Working Updated DSE checklist and assessment form Section 3.1 Assessment for DSE/VDU Users – amended wording Section3.7 Two-Screen Working – amended wording to cover multiple screen use	Published
	July 2020	Review date extended 6 months	

10 Equality Analysis Screening Form

Name of Service area, Directorate/Department i.e. substance misuse, corporate, finance etc.	Estates & Facilities Management Health, Safety & Security
Name of responsible person and job title	Helen Cunningham. Health & Safety Manager
Name of working party, to include any other individuals, agencies or groups involved in this analysis	Health, Safety & Security
Policy (document/service) name	Display Screen Equipment Procedure

Is the area being assessed a…	Policy/Strategy		Service/Business plan		Project		
	Procedure/Guidance			x	Code of practice		
	Other – Please state						

Geographical area covered	Display Screen Equipment Procedure
Aims and objectives	To ensure that the safety of staff and the risk's associated with display screen equipment are being managed.
Start date of Equality Analysis Screening (This is the date you are asked to write or review the document/service etc.)	13 February 2020
End date of Equality Analysis Screening (This is when you have completed the equality analysis and it is ready to go to EMT to be approved)	13 February 2020

You must contact the EDHR team if you identify a negative impact. Please ring Sarah Jay on 0191 3336267/3046

1. Who does the Policy, Service, Function, and Strategy, Code of practice, Guidance, Project or Business plan benefit?

2. Will the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups below?

Race (including Gypsy and Traveller)	Yes/No	**Disability** (includes physical, learning, mental health, sensory and medical disabilities)	Yes/No	**Sex** (Men, women and gender neutral etc.)	Yes/No
Gender reassignment (Transgender and gender identity)	Yes/No	**Sexual Orientation** (Lesbian, Gay, Bisexual and Heterosexual etc.)	Yes/No	**Age** (includes, young people, older people – people of all ages)	Yes/No
Religion or Belief (includes faith groups, atheism and philosophical belief's)	Yes/No	**Pregnancy and Maternity** (includes pregnancy, women who are breastfeeding and women on maternity leave)	Yes/No	**Marriage and Civil Partnership** (includes opposite and same sex couples who are married or civil partners)	Yes/No

Yes – Please describe anticipated negative impact/s

No – Please describe any positive impacts/s

One of the positive impacts is the identification of reasonable adjustments for staff with dyslexia or disabilities

3. Have you considered other sources of information such as; legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.?	**Yes**		**No**	

If 'No', why not?		X		

Sources of Information may include:

- Feedback from equality bodies, Care Quality Commission, Equality and Human Rights Commission, etc.
- Investigation findings
- Trust Strategic Direction
- Data collection/analysis
- National Guidance/Reports

- Staff grievances
- Media
- Community Consultation/Consultation Groups
- Internal Consultation
- Research
- Other (Please state below)

4. Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the following protected groups?: Race, Disability, Sex, Gender reassignment (Trans), Sexual Orientation (LGB), Religion or Belief, Age, Pregnancy and Maternity or Marriage and Civil Partnership

Yes – Please describe the engagement and involvement that has taken place

One of the positive impacts is the identification of reasonable adjustments for staff with dyslexia or disabilities

No – Please describe future plans that you may have to engage and involve people from different groups

5. As part of this equality analysis have any training needs/service needs been identified?

Yes/No	Please describe the identified training needs/service needs below				

A training need has been identified for;					
Trust staff	Yes/<mark>No</mark>	Service users	Yes/<mark>No</mark>	Contractors or other outside agencies	Yes/<mark>No</mark>

Make sure that you have checked the information and that you are comfortable that additional evidence can provided if you are required to do so

The completed EA has been signed off by: You the Policy owner/manager: Type name: Helen Cunningham	Date: 13/02/2020
Your reporting (line) manager: Type name: Linda Parsons	Date: 13/02/2020

If you need further advice or information on equality analysis, the EDHR team host surgeries to support you in this process, to book on and find out more please call: 0191 3336267/3046