



DISPLAY SCREEN EQUIPMENT (DSE) USERS POLICY INCLUDING VISUAL DISPLAY UNIT (VDU)

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POL136 – Display Screen Equipment (DSE) Users Policy

Version	Date	Comments (i.e., viewed, or reviewed, amended approved by person or committee)
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POL136 – Display Screen Equipment (DSE) Users Policy

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POL136 – Display Screen Equipment (DSE) Users Policy

Dissemination requirements	All Trust employees by Intranet Public- To be published on the Trust's website
Part of Trust's publication scheme	Yes

The East of England Ambulance Service NHS Trust (the Trust) has made every effort to ensure this policy does not have the effect of unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity. The Trust will not tolerate unlawful discrimination on the basis of, spent criminal convictions, Trade union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity for and fostering good relations between; people from different groups and people with protected characteristics.

All Trust policies can be provided in alternative formats if required. Please contact the Human Resources Department if you require an alternative format.

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1. Policy Statement

- 1.1 The East of England Ambulance NHS Trust (EEAST) acknowledges its responsibility concerning the health, safety and wellbeing of its employees and all other persons liable to be affected by its activities.
- 1.2 All employees have the right not to be harmed by their work activities. EEAST commits to provide a safe and healthy working environment for employees, which includes particular measures to protect their health and safety when using Display Screen Equipment (DSE)
- 1.3 EEAST will take all reasonable steps to fulfil its legal obligation under the Health and Safety (Display Screen Equipment) Regulations 1992. The Trust will work towards reducing risk as far as reasonably practicable for employees or persons working within the organisation relating to Display Screen Equipment.
- 1.4 Employees who use DSE may be at risk of developing adverse health effects if their workstation is not set up correctly, and if they are unaware of how adverse health effects are caused. The Health and Safety (Display Screen Equipment) Regulations 1992 place duties on employers to ensure that risks to health and safety from DSE use are controlled, and that employees are aware of the potential risks to their health and safety from DSE use, together with the actions they can take to reduce these risks.
- 1.5 Under the Health and Safety at Work Act, individual employees are responsible for ensuring that they undertake their duties in a safe manner without endangering themselves, other employees, patients, or others (e.g., contractors).
- 1.6 Non-compliance with this policy may lead to further action, which may include formal disciplinary action.

2. Scope

2.1 The scope of this policy is to ensure that:

- all employees who regularly use DSE are identified and trained in the correct use of the equipment.
- display screen equipment risks are adequately risk assessed and controlled.
- employees with existing health conditions have a suitable and safe workstation, with a suitable assessment undertaken as appropriate.
- employees receive appropriate training in the risks associated with DSE and apply good ergonomic practice.

3. Access to Policy

3.1 All employees are entitled to access to this policy which is located on the Trust's intranet. If you require this policy in any other format please seek guidance from the Human Resources Department, your line management or trade union representative.

4. Definitions

4.1 This policy covers the Trust's legal responsibility under the DSE Regulations.

4.2 DSE is a display screen usually forming part of a computer and showing text, numbers, or graphics. It includes laptop computers but does not include electronic Patient Care Record (ePCR), mobile data terminals on ambulances

4.3 Habitual DSE user – The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for continuous periods of an hour or more. We describe these workers as 'DSE users'. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.

4.4 Risks to health - the common health problems associated with DSE use are work related upper limb disorders (WRULD), exacerbation of existing eye and eyesight problems, headache, fatigue, and stress. The risk factors for health problems include, but are not limited to, poor workstation set up, poor fit of workstation with the user, poor posture, lack of screen breaks, poor screen presentation, poor lighting, glare, irritating level of noise, poor ventilation including drafts, time pressures.

4.5 The workstation is defined as an area, such as that in an office, outfitted with equipment and furnishings for one worker to undertake work related activities and usually includes a computer.

The workstation normally consists of the following components: chair, desk, computer (laptop), and screens. Other consumables may include keyboard, mouse, wrist rest, mouse rests, foot stall, document holder, printer and personal light. This list is not exhaustive and will depend on the role the individual is undertaking.

5 Roles and Responsibilities

5.1 Chief Executive Officer

It is the Chief Executive Officer's responsibility to ensure that this policy is implemented and that matters relating to health and safety of DSE users are managed effectively. This responsibility is delegated to the Director of Nursing.

5.2 Executive Leadership Team

ELT is responsible to ensure that there are appropriate management systems and resources are in place for implementation of the Policy across the Trust.

5.3 Director of Nursing

As mentioned in 5.1 above, it is the responsibility of the Director to advise the Trust on matters related to DSE use and

to ensure that effective arrangements for the management of risks to health in the workplace are in place.

5.4 Managers

- a) Must ensure that employees understand their responsibilities under this policy.
- b) Must ensure that employees who are habitual users have, as a minimum, completed the Trusts eLearning training , followed by the Audit online questions [eastamb: DSE - Display Screen Equipment training](#)

This form involves an analysis of the workstation to assess and reduce the risk and to ensure that it meets the minimum requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. This should include the equipment, furniture and the work environment, the job being done and any special needs of staff. It is the line manager's responsibility to ensure that any concerns highlighted on the form are addressed within a reasonable time frame.

- c) If having completed the assessment, it is agreed with the employee that they would benefit from further knowledge regarding setting up their workstation, they should be signposted to the Health and Safety Team or trained designated representative, who can undertake a face-to-face DSE assessment. If the Trusts is unable to complete this internally, a referral to Occupational Health could be made in order that the OH completes the DSE assessment. In addition to this requirement, staff may be asked to complete further study in relation to DSE a. Managers must support staff to complete this learning.
- d) Allow staff to plan their work, to include of regular breaks and changes of position and activity.
- e) Ensure their staff know how to use their DSE and workstation safely to avoid health problems, e.g., to adjust their chair.

- f) ensure that equipment and furniture are maintained in good working order. Screen wipes should be available to all DSE users.
- g) Ensure that special purchase of workstation furniture and equipment will only be considered after it has been identified as necessary by an OH Adviser or a trained designated representative and a member of the Health & Safety team.

5.5 Employees

- a) Employees will directly inform their manager of their DSE self-assessment and any concerns they have regarding the use of DSE. All employees have a duty to use the DSE equipment provided in a correct and proper manor, which includes sitting in the chair in the correct seating position.
- b) Habitual DSE users must complete the mandatory DSE assessment form and where additional support is identified by the employee and their line manager, discussions will take place with a trained designated representative, a member of the Health & Safety team or Occupational Health , following a referral.
- c) Employees must co-operate with the completion of the workstation DSE self-assessment and all measures/training given to promote safe working practice.

-Using equipment in the intended manner, ensuring they are as comfortable as possible at their workstation

-Adopting the advice of their line manager to plan work ensuring changes in activity within the working day to prevent intensive periods of on-screen activity

-Using any corrective glasses prescribed specifically for working with DSE

- Employees must inform their line manager immediately if they experience any problems or ill health which could affect their capability to work.

- d) New DSE users joining the Trust should complete the mandatory DSE self-assessment form during their induction period, detailing it on their local induction checklist no longer than four weeks after commencement in post.

5.6 Occupational Health

- a) The Occupational Health Service will assess employees who have been referred to them by their line manager or via self-referral and will provide advice if reasonable adjustments to their work and DSE required following an assessment. An OH DSE assessment will be completed at a cost.
- b) The Wellbeing Team will oversee and administer the Trust eye test system

5.9 Learning and Development Team

- a) Will ensure the Trust has access to DSE training
- b) Monitor compliance of this mandatory training

5.10 Procurement

- a) Procurement is responsible for the selection of the corporate eye care provider and equipment as recommended and ensure this is reviewed on a regular basis. Part of the selection of the eye care provider will be to ensure they have sufficient branches within the Trust area to give staff easy access.

5.11 Health and Safety Team

- a) The health and safety team following adequate training, will provide professional guidance and assistance to Trust Management and employees in relation to DSE standards and practice. The H&S Team will also advise on DSE assessments of complex cases following Occupational Health referral.

- b Will ensure the content of this training is provided by the Trusts Occupational health provider and will be delivered by suitably trained Health & Safety team member.
- c) Must monitor employee's compliance of this mandatory training and notify management if non-compliant.

6. The Procedure for Completing a HSE DSE Assessment Form

- 6.1 All staff as a minimum, should complete the Trusts eLearning training, followed by the Audit online questions [eastamb: DSE - Display Screen Equipment training](#), as mentioned in previous section.
- 6.2 The employee should complete and discuss this form with their line manager. For new employees, this should normally be within four weeks of starting a new post and should be recorded on their Local Induction checklist. The assessment form will then be filed with the Local Induction checklist in the employee's personnel file.
- 6.3 Annual assessment forms completed by existing employees only need to be forwarded to OH, or the Health and Safety Team if a specific issue is identified that cannot be resolved locally.

- 6.4 The line manager must keep a copy of the completed DSE assessment form in the employees personnel file.
- 6.5 It is the line manager's responsibility to ensure that any concerns highlighted on the form are addressed within a reasonable time frame.
- 6.6 If the form highlights a case of an adverse health condition the manager should seek the advice of OH.
- 6.7 If the form highlights a matter related to Health and Safety in the use of the DSE which the manager is unable to resolve themselves, they should seek the advice of the Safety Team.
- 6.8 DSE Assessments should be repeated/reviewed where there is
- a change in the display screen worker population
 - a change in the individual's capabilities
 - a major change to the software used
 - a major change to the display screen equipment or furniture, including remedial work;
 - a change in workstation location
 - a substantial increase in the amount of time required to be spent using display screen equipment
 - modification to the lighting
 - if requested by the user

7. The Procedure for Funding Eye Tests and Visual Display Unit (VDU) Use Only Glasses

- 7.1 Habitual DSE users can claim financial support for their eye and eyesight test by contacting the Wellbeing Team. They will need to submit the habitual DSE users form to the Wellbeing Team (Appendix 1). This must be done in advance of attending the optician as financial support cannot be claimed retrospectively.
- 7.2 Habitual DSE users can claim this corporate eye care voucher:
- on commencement of their first role using DSE equipment.
 - two yearly or if the optician decides that additional tests are required.
 - more frequently if they are experiencing visual problems which may be reasonably related to VDU use and OH agree that a further eye test is suitable. OH reserve the right to conduct their own eye test rather than refer to an optician.

- 7.3 On receipt of a habitual DSE users form which meets criteria detailed in 7.2. This will normally be sent electronically to the employee's Trust email address. A record of the claim will be kept by the Wellbeing Team.
- 7.4 It is the employee's responsibility to contact the Optician (providing the corporate eye care voucher) to book an appointment explaining that they are in receipt of a corporate eye care voucher. This voucher will cover the cost of the eye and eyesight test and a pair of VDU only glasses, should the optician determine that they are required for VDU only. (Appendix 1). If the individual would like to upgrade these glasses, then the additional costs must be borne by the individual, not the Trust. Wearers of contact lenses can use the corporate eye care voucher for payment for their eye test.
- 7.5 Occasional DSE Users are not entitled to claim any financial support for their eye and eyesight test.

8.0 Other Issues Related to DSE Use

8.1 Care of the VDU only Glasses

Where VDU only glasses have been prescribed and costs met or partially met by the Trust via a corporate eye care voucher, it is the employee's responsibility to keep the glasses safe and to ensure they are used at work as required. Employees are expected to take appropriate care for these glasses as it is not the Trust's obligation to provide a spare or replacement pair of VDU only glasses except as outlined in paragraph 7.2 above.

8.2 Pregnancy and DSE Usage

According to the HSE, the 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 DSE, Pregnant employees and their line manager should

complete the Maternity Risk Assessment as per the Trust's Maternity Leave Policy. It would also be advisable for the pregnant employee to complete the Trust's DSE assessment form accessible via the PDE to ensure that any risks have been identified and to revisit this form during the pregnancy/upon returning to work if necessary.

8.3 Change of Task Breaks

The purpose of a break from DSE work is to prevent the onset of fatigue and injury related to repetitive use. To achieve this objective the Trust, managers and employees should incorporate changes of activity during the working day, wherever possible.

There is no prescribed frequency or duration of breaks from DSE work. This needs to be determined by local management and reflected in appropriate policies as required but as a minimum the employee should take a ten-minute break after an hour's continuous DSE work

Any employee who believes that their DSE workload does not permit adequate breaks should bring this to the attention of their line manager.

Tips:

- Breaks should be taken before the onset of fatigue when performance is at a maximum and before productivity suffers. The timing of the break is more important than its length.
- Breaks or changes of activity should be included in working time. They should reduce the workload at the screen; that is, having been introduced they should not result in a higher pace or intensity of work to compensate for the time taken for the break.
- Short, frequent breaks of routine are more satisfactory than occasional, longer breaks; for example, a 5–10-minute break after 50–60 minutes continuous screen

and/or keyboard work is likely to be more beneficial than a 15 minute break every 2 hours.

- If possible, work routine and rest breaks should be taken away from the screen/workstation.
- It appears, from research evidence, that informal breaks, that is time spent not viewing the screen (for example, on other tasks), are more effective in relieving visual fatigue than formal rest breaks.
- Wherever practicable, users should be allowed some discretion as to how they carry out tasks; individual control over the nature and pace of work allows optimal distribution of effort over the working day.

Users of DSE are encouraged and will be expected to plan their workload to maximise the opportunities for appropriate change of tasks.

8.4 Laptop Users

Laptops must comply with the DSE regulations where they are in prolonged use (e.g., for periods of one hour or more and on most days).

8.5 Working from Home

Where the employee works from home, they should complete a DSE assessment form for the area within their home where the DSE will be used. This should be done prior to any planned work being completed in the home and agreed with their line manager. The DSE Assessment will consist of an e-learning package which will be hosted on the trusts Learning Management system. Once this is completed then the individual will be guided through a link to Audit-on-line to complete the DSE questions and raise any concerns and upload any pictures.

For further information please refer to the Home Working Policy.

8.6 Record Keeping

The following are responsible for maintaining suitable records related to DSE Risk management:

Type of Record	Responsibility of.....
The results of DSE Assessment Forms for new employees	1. Line manager to keep copy 2. Copy to be attached to Local Induction Checklist 3. Local Induction Check list and DSE Assessment Form to be filed in personnel file
The actions of DSE Assessment Form for existing employees	Line manager to keep a copy
Completion of DSE E-learning Module	PDE to update employee training record on Oracle Learning Management System
Eye and eyesight tests	Wellbeing Team
The supply of corrective appliances	Line manager and Procurement
Complaints of alleged or actual DSE related ill health	OH and H&S
Action taken in respect of such complaints	OH and H&S

8.7 Further DSE guidance is available in appendix 4.

9. Policy Review

9.1 This policy will be reviewed on three yearly basis or amended in the light of new employment and/or health and safety legislation and/or relevant case law, or changes to associated Trust policies.

APPENDIX 1



HABITUAL DISPLAY SCREEN EQUIPMENT (DSE) USERS FORM

Please complete this form and return to wellbeing@eastamb.nhs.uk

If you are eligible a voucher will be emailed to you. This voucher will entitle you to a **free Vision Express eye check-up and, if required, a pair of prescription glasses from VE's basic range.** Alternatively, your local Vision Express will be able to give you £45 off a pair of prescription glasses from any other range of glasses. Anything over this amount will need to be paid by you.

Once you have received your voucher, which is valid for 3 months from the date of issue, just contact the Vision Express store of your choice to arrange your check-up. Please do not make an appointment until you have received your voucher, which you will need to print off and take with you to your appointment.

NB: No costs can be paid retrospectively.

Name:	
Date of Birth:	
Job Title:	

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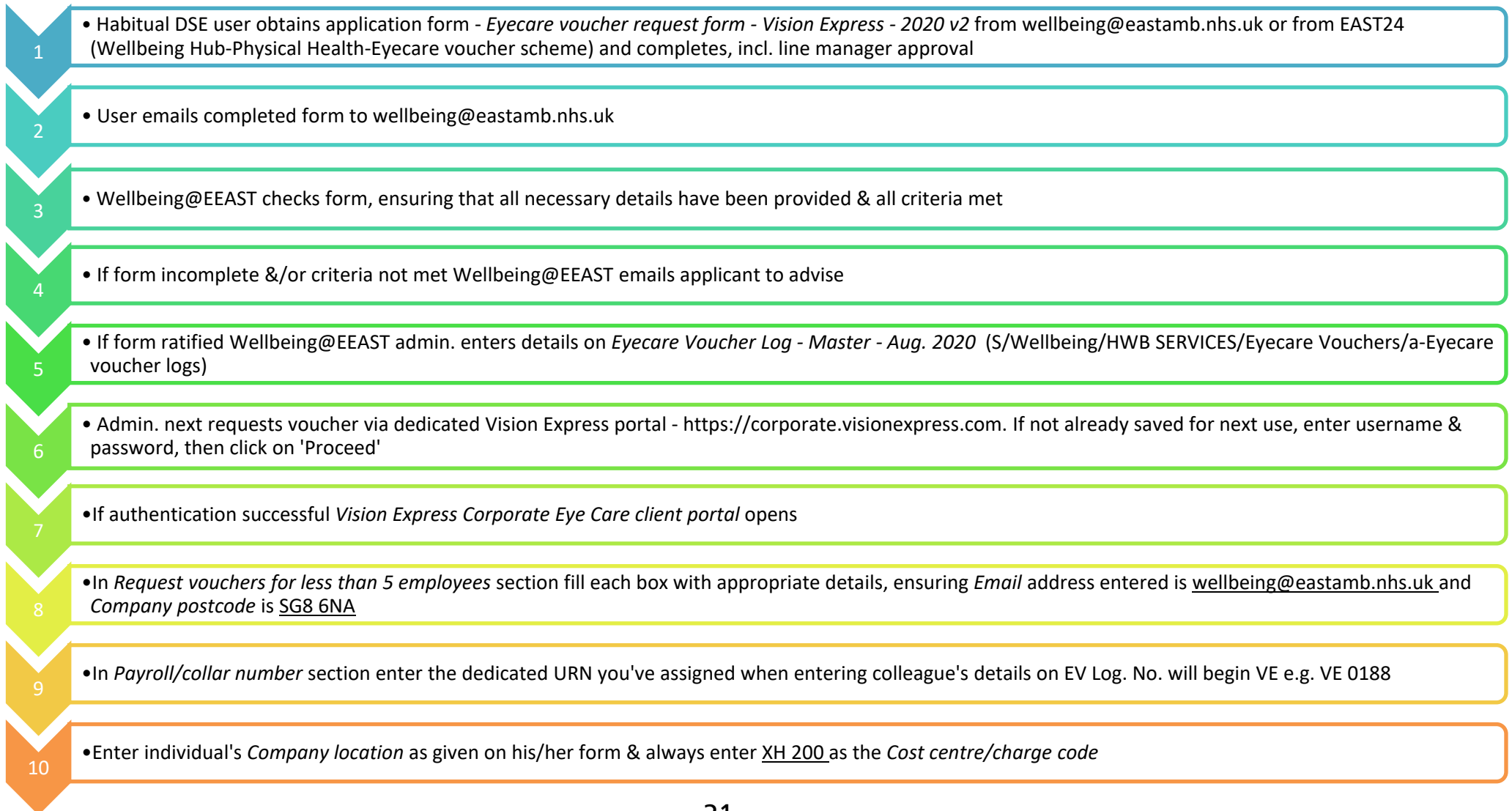
Payroll Number:	
Locality:	
Trust email address:	

To qualify you will need to meet the following criteria in your substantive role as an habitual DSE user:	Please tick
Use DSE equipment for continuous spells of over an hour as a large part of my normal work	
Daily use of DSE	
Little or no choice to use DSE	

Reason for claim:	Please tick
I wish to receive a Trust eyecare voucher & have not claimed one in the last 24 months	
I am experiencing visual problems which may be reasonably related to DSE use	

Signature of claimant:	
Name of line manager:	
Line manager signature:	

Eye care vouchers – Vision Express: EEAST admin. Process chart:



APPENDIX 2

Trust definition of staff groups defined as Habitual DSE Users.

This list will be reviewed in line with the policy by HR Policy Group.

	Habitual DSE Users	Occasional DSE Users
Emergency Services	<ul style="list-style-type: none"> • General Managers • Assistant General Managers • Leading Operations Managers • Clinical Leads • Supervisors • Administrators • Head of Operations 	<ul style="list-style-type: none"> • ECPs • Paramedics • EMTs • SAPs • ASWs • ECAs • Other operational employees
Support Services (Finance/HR/IM&T etc).	To be defined by local management	To be defined by local management
Distribution and Production	<ul style="list-style-type: none"> • All staff in HEOC • Other staff groups to be defined by local management 	To be defined by local management
Non-emergency services	All Ambulance Liaison and other office staff	Road based staff
Primary Care	To be defined by local management	To be defined by local management

This list is not exhaustive and is for guidance purposes only

APPENDIX 3

Display Screen Equipment (DSE) Assessment

Surname		Forename	
Department		Date	

Under the Health & Safety (Display Screen Equipment) Regulations 1992, the Trust is required to perform a suitable and sufficient assessment of all workstations used by regular computer users. For the purpose of regulations, “users” are those who use computers continuously for an hour or more each day.

This form is designed for self-assessment but can also be undertaken in conjunction with your designated DSE co-ordinator, Health and Safety representative who co-ordinates DSE for your team, or line manager. The purpose of the questionnaire is to identify:

- any adjustments required to your workstation to make it suitable for your use
- any health and safety issues relating to your workstation
- any requirements for additional support in setting up your workstation
- any requirements for additional equipment specifically required for you at your workstation

Your line manager has responsibility for ensuring any actions agreed are taken forward. If possible, you should try to resolve these at a local level but if further advice or support is required – the completed form should be sent.....

If the issue is specifically due to an individual’s health and their usage of DSE equipment, please keep copy and post to Occupational Health (OH).

If the issue raised on the DSE assessment form, cannot be resolved locally, please keep copy and post to Risk Department.

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For further reference – please read the Display Screen Equipment (DSE) Policy available on the staff intranet.

What should I do once the assessment form is completed, and any actions resolved?

If you are an existing employee, the assessment form should be filed by your line manager.

A	Workstation / Worksurface		
		Yes	No
1	Have you arranged your workstation to meet your specific needs		
2	Do you have sufficient legroom to allow a comfortable working position		
3	Is your workstation and surrounding area free from obstructions and hazards		
4	Is the workstation of a suitable size to allow for		
5	positioning of equipment and documents		
6	Do you require wrist, forearm or back supports		
7	Do you require a document holder		

B	Display Screen		
		Yes	No
1	Is the information displayed on your screen clear, stable, and easy to read		
2	Can the brightness and contrast be adjusted easily		
3	Does the monitor swivel and tilt adequately in each direction		
4	Is the height of the screen adjustable		
5	Is the display screen at the comfortable distance from the user (350mm-700mm). Generally, arm's length.		
6	When looking at the screen are the eyes cast down at an angle (15-20 degrees)		
7	Is the screen clean? It is your responsibility to keep it clean.		

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C	Keyboard		
		Yes	No
1	Is the keyboard separate from the screen		
2	Are the key symbols easy to read, legible and clean		
3	Does the keyboard have a matt surface to avoid reflected glare		
4	Better to say – Is it possible to find a comfortable keying position with the wrists flat		

D	Work Chair		
		Yes	No
1	Is the chair comfortable, stable and can the height and backrest be adjusted		
2	Is the chair on castors and of a 5-star base configuration		
3	Do you know how to adjust the position of the chair		
4	Can all adjustments be made easily and safely and do they work		

E	Lighting, Reflections and Glare		
		Yes	No
1	Has your equipment been situated to avoid direct glare and reflections		
2	Is the workstation surface and equipment of low reflectance		
3	Is the screen free from reflections and glare		
4	Does the lighting allow you to work comfortably		
5	Are windows fitted with blinds to prevent glare where necessary		

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F	Environment, Temperature and Noise		
		Yes	No
1	Is the temperature/humidity maintained at a level that ensures operator comfort		
2	Have all sources of noise been reduced to acceptable levels		

G	Posture		
		Yes	No
1	Can you sit comfortably and easily change your posture		
2	Can you adjust your equipment to a comfortable viewing position		
3	Can you place your feet firmly on the floor		
4	Do you need an adjustable footrest		
5	Do you have any problems concerning visual fatigue? headaches, pins and needles, cramps, pains in neck, arms, wrists, legs or back etc, which you feel are related to sitting at your desk		

H	Training and Information		
		Yes	No
1	Do you know how to adjust your workstation		
2	Have you received adequate training in how to use the software and DSE equipment		
3	Are you encouraged to take regular breaks from DSE activities		
4	Are you aware that the Trust will, in certain circumstances, provide free eye tests for DSE users (using continuously for one hour or more each day)		
5	Have you had an eye test within the last two years		
6	Do you know how to report defects with DSE equipment or your workstation		

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I	Other Areas		
		Yes	No
1	Has the workstation’s electrical equipment been tested forelectrical safety		
2	Are the workstation electrical leads secured safely toprevent trip hazards		
3	Are there any other issues you wish to raise about yourworkstation (If yes, please give further details below)		
Additional Comments:			

ACTION REQUIRED: (to be completed by Line Manager)			
Required Action	Responsible Department	Proposed Close Out Date	Actual Close OutDate
No action required			

Signed by DSE user:	
Print Name:	
Date:	

Signed by Line Manager:	
Print Name:	
Date:	

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Follow up Required	Yes	No	
Follow up comments:			
Signed by DSE user:			
Print Name:			
Date:			

Signed by Line Manager:	
Print Name:	
Date:	

Risk Management only need to be aware of if a specific issue is identified that it is unable to be resolved by line manager. Please send copy to Risk Management

Signed by Risk Management:	
Print Name:	
Date:	
Action required or advice given:	

Occupational Health (OH) only need to be sent a copy if there is a **specific health issue** with individual DSE User completing the form, that cannot be resolved locally.

Signed by Occupational Health:	
Print Name:	
Date:	
Action required or advice given:	

APPENDIX 4 - Equality Impact Assessment

EIA Cover Sheet																	
Name of process/policy	DSE Policy																
Is the process new or existing? If existing, state policy reference number	Existing																
Person responsible for process/policy	Health and Safety Lead																
Directorate and department/section	Clinical Quality and Improvement																
Name of assessment lead or EIA assessment team members	Health and Safety Lead																
Has consultation taken place? Was consultation internal or external? (please state below):	No																
The assessment is being made on: Please tick whether the area being assessed is new or existing.	<table border="1"> <tr> <td>Guidelines</td> <td></td> </tr> <tr> <td>Written policy involving staff and patients</td> <td style="text-align: center;">X</td> </tr> <tr> <td>Strategy</td> <td></td> </tr> <tr> <td>Changes in practice</td> <td></td> </tr> <tr> <td>Department changes</td> <td></td> </tr> <tr> <td>Project plan</td> <td></td> </tr> <tr> <td>Action plan</td> <td></td> </tr> <tr> <td>Other (please state)</td> <td></td> </tr> </table>	Guidelines		Written policy involving staff and patients	X	Strategy		Changes in practice		Department changes		Project plan		Action plan		Other (please state)	
	Guidelines																
	Written policy involving staff and patients	X															
	Strategy																
	Changes in practice																
	Department changes																
	Project plan																
	Action plan																
Other (please state)																	

Equality Analysis					
What is the aim of the policy/procedure/practice/event?					
To document the Trust’s process for managing First Aid within the Trust.					
Who does the policy/procedure/practice/event impact on?					
Race	£	Religion/belief	£	Marriage/Civil Partnership	£
Gender	£	Disability	£	Sexual orientation	£
Age	£	Gender re-assignment	£	Pregnancy/maternity	£
Who is responsible for monitoring the policy/procedure/practice/event?					
Health and Safety Lead					
What information is currently available on the impact of this policy/procedure/practice/event?					
No impact – every person affected by an incident or its investigation is treated equally.					
Do you need more guidance before you can make an assessment about this policy/procedure/ practice/event?					
No					
Do you have any examples that show that this policy/procedure/practice/event is having a positive impact on any of the following protected characteristics? No					
Race	£	Religion/belief	£	Marriage/Civil Partnership	£
Gender	£	Disability	£	Sexual orientation	£
Age	£	Gender re-assignment	£	Pregnancy/maternity	£

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Please provide evidence:					
Are there any concerns that this policy/procedure/practice/event could have a negative impact on any of the following characteristics? No					
Race	£	Religion/belief	£	Marriage/Civil Partnership	£
Gender	£	Disability	£	Sexual orientation	£
Age	£	Gender re-assignment	£	Pregnancy/maternity	£
Please provide evidence:					
Action Plan/Plans - SMART					
N/A					
Evaluation Monitoring Plan/how will this be monitored?					
N/A					

APPENDIX 5 - Monitoring Table

What	Who	How	Frequency	Evidence	Reporting arrangements	Acting on recommendations	Change in practice and lessons to be shared
To ensure departments are completing DSE Assessments in line with the policy	Health and Safety Group	Analysis of requests for DSE Assessments to the H&S Team	6 Monthly	From completed DSE Assessments	Through regular updates to the Health and Safety Committee	Health and Safety Committee	Through the Health and Safety Committee and any changes as a result of this will be led by the Health and Safety Lead in conjunction with Training