

POL73 – Display Screen Equipment Policy and Procedure

Serendipity Healthcare Ltd
Unit 5 Millennium Way, Dunston, Chesterfield, Derbyshire
S41 8ND



1. Purpose

1.1 To comply with all legal statutes and industry best practice to promote the safe use of ergonomic equipment used within the work environment. This includes chairs, workstations, display screens, lighting as required to fulfil the task.

1.2 To ensure that all who use Display Screen Equipment (DSE) receive the correct training and that any adjustments deemed necessary are provided.

1.3 To support Serendipity Healthcare Ltd in meeting the following Key Lines of Enquiry:

Key Question	Key Lines of Enquiry
EFFECTIVE	E2: How does the service make sure that staff have the skills, knowledge, and experience to deliver effective care and support?
WELL-LED	W2: Does the governance framework ensure that responsibilities are clear, and that quality performance, risks and regulatory requirements are understood and managed?
WELL-LED	W4: How does the service continuously learn, improve, innovate, and ensure sustainability?

1.4 To meet the legal requirements of the regulated activities that Serendipity Healthcare Ltd is registered to provide:

- The Health and Safety (Display Screen Equipment) Regulations 1992
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Public Interest Disclosure Act 1998
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Health and Safety (Miscellaneous Amendments) Regulations 2002
- General Data Protection Regulation 2016
- Data Protection Act 2018
- The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012
- The Data Protection Act (NI) 1998
- The Public Interest Disclosure (Northern Ireland) Order 1998
- RIDDOR (Northern Ireland) 1997
- The Management of Health and Safety at Work Regulations (NI) 2000
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

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2. Scope

2.1 The Following roles may be affected by this policy

- All Staff

3. Objectives

- 3.1** To ensure the suitability of hardware and furniture associated with DSE workstations.
- 3.2** To ensure the suitability of DSE associated equipment, layout, and general working environment.
- 3.3** To ensure that the work routine of users and the demands placed upon them by the tasks and the software used are suitable and sufficient.
- 3.4** To ensure the protection and correction of users' eyesight associated with the use of display screens.
- 3.5** To ensure the provision of adequate information and training aligned to the operative's scope of work.

4. Policy

- 4.1** This policy will ensure that those who use DSE are protected from undue harm as a result of its associated applications.
- 4.2** Serendipity Healthcare Ltd provides measures which are in line with current legislation, industry best practice and any additional stakeholder requirements.
- 4.3** To have measures in place for employees who work for Serendipity Healthcare Ltd, field based and home workers.
- 4.4** To ensure that all identified DSE users receive full induction, instruction, training, and supervision to ensure the effective use of such equipment provided to fulfil their role requirements and protect them from undue stress and harm.
- 4.5** To ensure that the environment, heating, lighting, space, and decor are conducive to the work application.

5. Procedure

- 5.1** Managers of Serendipity Healthcare Ltd are to identify staff who will be required to use DSE as part of their normal duties and assess the associated risks to the individual from the use of DSE.
- 5.2** Managers of Serendipity Healthcare Ltd are to ensure that those with special requirements due to mobility, mental or physical ill health have an appropriate clinical assessment to ensure that their needs are met, and they are in no way disadvantaged in the workplace in fulfilling their role.

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- 5.3** All staff who are assessed to be DSE Users (being those who regularly use DSE as a significant part of their normal work) will be entitled to request and be provided with free eye and eyesight tests from Serendipity Healthcare Ltd.
- 5.4** All identified staff of Serendipity Healthcare Ltd who fulfil a DSE role as part of their function requirements must receive full DSE awareness training and regular refresher training to meet changes in legislation, best practice, or changes in use of such equipment which must include any associated risks and safe operating procedures. All training must be fully documented including dates with individual staff who received the training.
- 5.5** New staff of Serendipity Healthcare Ltd who have any concern about conditions placed on them in respect of DSE applications, those with pre-employment medical considerations, current staff who develop medical conditions as a result of such applications should report this to the Registered Manager so that any reasonable adjustments can be made to ensure that no person is at a disadvantage in their job role.
- 5.6** Female staff who may be pregnant must notify the Registered Manager as soon as they have been issued with a MAT B1 certificate with a valid NMC professionals stamp included. The Registered Manager will ensure that an individual risk assessment is completed to put reasonable adjustments and control measures to protect the employee and baby they carry from any undue harm. During the pregnancy, this assessment, which will include DSE applications, must be periodically reviewed to protect the employee and baby from harm, which may limit the amount of time on DSE applications.
- 5.7** Staff of Serendipity Healthcare Ltd must take breaks from DSE applications every 50 to 60 minutes to reduce strain to eyes and body muscles. Light exercise to stretch muscles and aid circulation can help this. The Registered Manager or line manager will ensure that where the role allows job rotation, this is implemented through cross-training staff or other duties which break up the intensity of DSE applications.
- 5.8** Workstation assessments must ensure that the equipment used is suitable for the task required.
- Chairs should be fully adjustable in height and back support, supported by a five-leg frame on casters with wheel locks, and the fabric should be of suitable comfort for the duration of its use
 - Display screens must be fully adjustable and an appropriate size for the software applications required, i.e., text is not too small, and the brightness can be adjusted
 - Support aids must be provided where the risk assessment identifies it is needed. This will be at the expense of Serendipity Healthcare Ltd for the sole purpose of DSE applications
 - Staff are to adjust their equipment in line with training given to ensure that they are positioned correctly to complete their work applications.
- 5.9** Any DSE facilities used which are ineffective, damaged, or not fit for purpose must be reported immediately to line management for repair or replacement. Where hot-desking is common, frequent adjustments are likely and thus equipment will need more frequent attention
- 5.10** All DSE and associated equipment must be regularly maintained:
- Filters unblocked
 - Surfaces kept clean
 - Electric cables and wires checked

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- PAT completed
- Extension leads must be avoided - consider fixed sockets if more equipment is needed
- Sensitive equipment must be surge protected

5.11 Laptops, netbooks, and tablets must be maintained and checked for damage. Cables are prone to frequent damage and any cuts must not be taped up and instead should be replaced. Equipment should be on a riser to lift equipment slightly off the work surface and aid ventilation to the equipment internal fan. Modern hot desks have docking stations which avoid the need for cables and should be used if provided. Equipment not in use must be switched off and unplugged to prevent over heating which could cause a fire.

5.12 All equipment must be glare free, surfaces of matte colour, walls, and furniture of natural colour scheme, clean and well maintained.

5.13 Risers, document holders and associated equipment must be of suitable construction and fit for purpose.

5.14 Workstations must have sufficient room to stretch legs, surfaces above and below must be free of clutter allowing the user to fulfil their work applications.

5.15 Where several workstations form part of an open plan office, workstation etc., acoustic boarding between desks can reduce noise and other distractions.

5.16 Ventilation in the form of windows which open or air conditioning units which are fully maintained reduce the likelihood of excessive heat generated from electric equipment.

5.17 Software used for DSE applications must be designed, commissioned and adoptable for their work application and user friendly within the scope of the user's technical skill set.

6. Definitions

6.1 User

- An employee of Serendipity Healthcare Ltd who uses display screen devices frequently, i.e., more than 1 hour per day as part of their job requirement and thus is at some risk

6.2 Display Screen Equipment (DSE)

- Equipment such as laptops, netbooks, and flat screen computer monitors - both fixed and portable

6.3 Workstation

- Usually, a desk or any assembly which comprises DSE and includes a chair, desk, printer, document holder, telephone, and anything within the immediate work environment

6.4 DSE Risk Assessment

- This is an assessment that each DSE user is required to have completed prior to the use of equipment and periodically
- The risk assessment identifies any special needs or individual requirements as defined within the Equality Act 2010. These could be health problems and mobility considerations with a recommendation for a further clinical assessment

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6.5 Portable Appliance Testing (PAT)

- The process by which electrical appliances are routinely checked for safety
- Testing involves a visual inspection of the equipment and any flexible cables for good condition, and where required, verification of grounding (earthing) continuity, and a test of the soundness of insulation between the current carrying parts, and any exposed metal that may be touched

Reviewed – 31.01.2022

HR Manager – Lisa Ward