

Appendix 2 - Procedure for the Assessment and Use of Display Screen Equipment (DSE)

Executive Sponsor & Function:

Director of Workforce and Organisational Design

Document Author:

Ben Baker, Facilities & Compliance Manager

Approved by:

HEIW Executive Team

Review Date:

Health and Safety procedures will now be reviewed in line with the Health and Safety Policy on an annual basis. Next review April 2024

1. Purpose and Scope

- 1.1 The purpose of this procedure is to ensure that all staff are provided, where necessary, with a well-designed and safe workstation
- 1.2 It applies to all employees including agency and fixed term appointments, who use a computer workstation (or similar) for two hours or more per day.

2. Aims and Objectives

- 2.1 This procedure aims to protect employees and others from the risks associated with display screen equipment and demonstrates a commitment to identify and control the risks associated with its use.

3. Implementation

- 3.1 New employees must cooperate with their manager/supervisor once their workstation is allocated to them so that an assessment can be undertaken.
- 3.2 Assessments will be carried out by competent person using the '*HSE - DSE Assessment Form*' or an equivalent with details of the assessment filed for future reference.

- 3.3 Where assessments show improvements are required these should be completed within three months of the assessment or to the timescale recommended by the assessor.
- 3.4 All DSE users are entitled to an eye tests/examination by a designated optician. Employees should inform their line manager in advance of attending an eye test/examination and should make their own arrangements to visit their local optician. Reimbursement for the test will be given to those who submit a valid receipt and are within the scope of this procedure.
- 3.5 It is recommended that all staff members who are designated users have their eyes tested on a regular basis.
- 3.6 HEIW will reimburse the member of staff for the actual cost of a standard NHS Eye test and will contribute up to £50 for corrective spectacles or contact lenses when prescribed by an optician where they are for the use of display screen equipment. This must be completed through the online e-expenses system and will involve completion of form under appendix 1.
- 3.7 DSE users will be expected to wear their prescription glasses whenever they use their workstations.
- 3.8 Existing employees must inform their manager/supervisor of any change in their health, their working location/conditions or change in equipment so that re-assessment can be carried out.
- 3.9 HEIW will appoint DSE assessors in each of the working areas to undertake assessments and to monitor compliance with this procedure.
- 3.10 Remote workers can use an online DSE assessment tool to self-assess their needs away from the office environment.

4. Training

- 4.1 Information will be made available to all staff on an annual basis on the safe way of setting up and using their DSE workstations.
- 4.2 DSE assessors will attend a suitable DSE assessor's course and be familiar with the company procedure for DSE assessments. Assessor training should include the following:
- how to tackle problems the user is unable to solve;
 - deciding when additional equipment, information and help is needed, and where to go for it;
 - how to record significant findings.

5. Monitoring

- 5.1 DSE assessments will be reviewed annually and/or when:
- major changes are made to the equipment, furniture, work environment or software;
 - users change workstations;
 - the nature of work tasks changes considerably;
 - it is thought that the controls in place may be causing other problems.
- 5.2 HEIW will put arrangements in place to ensure that regular audits are undertaken to monitor compliance with this policy. This will include analysing:
- The number of display screen equipment users;
 - The percentage of assessments completed or reviewed;

- The number of identified concerns in relation to display screen equipment use which were resolved/not resolved or otherwise addressed within the required timeframe.

Appendix 1: Display Screen User Eyesight Test Request Form

DISPLAY SCREEN USER EYESIGHT TEST REQUEST FORM

*** Receipt must be attached before authorisation and submission to expenses ***

Completed by Employee:-

Name:

Address:

Payroll number:

Job Title:

Directorate:

Typical working distances from eyes to:

Screen:

Keyboard:

Documents:

Completed by the Optician: -

The above Health Improvement and Education Wales (HEIW) employee has requested an eye test in connection with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002). To assist with this process, it would be appreciated if you could complete the Declaration below. Once completed, this form should be returned to the employee on the day of the eyesight test. If possible, please attach a copy receipt.

OPTICIAN DECLARATION

I have tested the sight of the above named in accordance with the statement of good practice of the British College of Optometrists and make the following recommendation:

Spectacles are not required for DSE use

Spectacles are required, but there is no change in current prescription

Spectacles are required for general use

Spectacles are required solely for DSE use
Spectacles are required for general use, incorporating corrective lenses for DSE use

DATE OF TEST:.....

NAME OF OPTICIAN:.....

SIGNED:

Official Practice Stamp:

**FEE SUMMARY: To be completed by employee and authorised by Line Manager.
Staff must scan and copy this form and receipts into the sel-expenses system.
Reimbursement via standard expenses process.**

FEE SUMMARY

*** Receipt must be attached ***

Eye Examination £ _____ - _____

Glasses £ _____ - _____

Total Cost £ _____ - _____

Total Amount for reimbursement £ _____ - _____
(Actual cost of eye examination plus up to £50 for glasses)

AUTHORISATION

To be completed by Line Manager

Name:

Signature:

Receipt attached: Yes / No

Date:

Budget code: F004

Once completed submit using online staff expenses system.

Please email form to ben.baker@wales.nhs.uk (Planning) and HEIW.People@wales.nhs.uk (People) for record keeping.

