



## SOUTH EASTERN TRUST

|                                |   |                       |                              |
|--------------------------------|---|-----------------------|------------------------------|
| <b>Title:</b>                  | <b>Arrangements relating to the use of Display Screen Equipment (DSE)</b>   |                       |                              |
| <b>Author(s)</b>               | <b>Cathy Hall. Ergonomics Team Leader<br/>Joan Sweeney. Senior Manager, Occupational Health &amp; Wellbeing Services</b>  |                       |                              |
| <b>Ownership:</b>              | <b>South Eastern Trust</b>  |                       |                              |
| <b>Approval by:</b>            | <b>Ratified by relevant Directors as per signatory list</b>   | <b>Approval date:</b> | <b>February 2015</b>         |
| <b>Operational Date:</b>       | <b>October 2016</b>   | <b>Next Review:</b>   | <b>October 2018</b>          |
| <b>Version No.</b>             | <b>2.0</b>  | <b>Supersedes</b>     | <b>SET/H&amp;S (25) 2012</b> |
| <b>Links to other policies</b> | <b>Health &amp; Safety Policy<br/>Manual Handling Policy<br/>Control of Noise at Work Policy<br/>Use of Bank and Agency Staff Policy<br/>Policy for the Protection of Employees who are New and Expectant Mothers</b> |                       |                              |

### **1. INTRODUCTION/PURPOSE OF POLICY**

#### **1.1 Purpose**

- 1.1.1 This Policy and procedural arrangement is designed to provide Managers and Staff with clear information on their legislative responsibilities to assess and manage the risks associated with staff using Display Screen Equipment (DSE).
- 1.1.2 This Policy should be read in conjunction with the South Eastern Trust Health & Safety Policy; Manual Handling Policy; Control of Noise at Work Policy; Use of Bank and Agency Staff Policy and the Policy for Protection of New and Expectant Mothers.
- 1.1.3 This Policy has been considered in the light of the Human Rights Act 1998 and the policy is considered compatible with the requirements of that legislation.

#### **1.2 Objectives**

- 1.2.1 To identify DSE users (staff using display screen equipment, as a significant part of their work).

- 1.2.2 To ensure that a sufficient number of display screen equipment facilitators (previously known as DSE Assessors) are appointed; to coordinate the completion of display screen equipment workstation self-assessments and to work in collaboration with the department / facility manager to ensure that they comply with the specified requirements.
- 1.2.3 To ensure that workstations are designed, installed and used in accordance with the requirements of the Display Screen Equipment Regulations 1992 (as amended).
- 1.2.4 To ensure that users incorporate breaks / changes to their work activity.
- 1.2.5 To provide arrangements for eye and eyesight tests for staff using display screen equipment as a significant part of their normal work (See Appendix 2)
- 1.2.6 To ensure that staff using display screen equipment are provided with information and training on workstation layout / adjustment, postures and breaks.
- 1.2.7 To provide sources of further information, guidance and advice.
- 1.2.8 To explain roles and responsibilities in relation to the use of display screen equipment.

## **2.0 DEFINITIONS / SCOPE OF THE POLICY**

- 2.1 This is a Corporate Policy applicable to all staff and contracted services.
- 2.2 The Display Screen Regulations 1992 (NI) as amended, were introduced because the use of display screen equipment has become one of the most common kinds of work equipment. Possible health problems associated with display screen equipment, such as musculoskeletal problems, temporary visual fatigue and stress are generally related to the way the equipment is used rather than the equipment itself. Problems can be avoided through good workplace and job design and by the way in which the equipment and workstation is used.

### **2.3 Visual Display Units (VDUs) and Display Screen Equipment (DSE)-**

- 2.3.1 Both of these terms mean the same thing – “display screen equipment” means any alphanumeric or graphic display screen, regardless of the display process involved.

2.3.2 This includes laptops if they are used for a significant part of the individual's normal work. Scientific and medical equipment are only included if they are used to intensively monitor for continuous periods of time.

## **2.4 User**

2.4.1 The Regulations apply to an employee who habitually uses display screen equipment as a significant part of his / her normal work. So, not everyone who uses DSE is covered by the Regulations – only those most likely to be at risk. Employees using DSE more or less continuously on most days will be covered by the Regulations.

2.4.2 This will include those 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 display screen equipment
- Need to apply high levels of attention and concentration
- Are highly dependent on DSE
- Have little choice about using DSE
- Need special training or skills to use DSE

## **2.5 Other staff**

2.5.1 This includes staff who may work from home

2.5.2 User employed by an Agency – The Trust is responsible for the DSE assessment, that the workstation meets minimum requirements, there are planned breaks, training is provided to agency worker users when their workstation has been modified and information provided to the agency worker about risks, risk assessment and risk reduction measures. The Agency is responsible on request to provide eye tests and special appliances, if required, as well as providing training and the provision of information on both.

2.5.3 Other staff who use display screen equipment only occasionally, are not covered by the requirements of the Display Screen Equipment Regulations however the Trust has a general duty of care to provide a safe working environment under the Health & Safety at Work (NI) Order 1978.

## 2.6 Workstations

2.6.1 Means an assembly comprising –

- DSE equipment including screen, keyboard and any other input devices.
- Any optional accessories including the disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other item peripheral to the display screen equipment.
- The immediate work environment around the display screen equipment.

### 2.6.2 Breaks

Breaks should be included in the working process. If possible, breaks should be taken away from the DSE workstation with the user undertaking different activities allowing him/her to stand up, move about and change posture. Short frequent changes in activity are more satisfactory than occasional longer breaks e.g. a 5-10 minute break after 50-60 minutes continuous screen and / or keyboard work is likely to be better than a 15-20 minute break every 2 hours

## 3.0 ROLES AND RESPONSIBILITIES

3.1 The ultimate responsibility for ensuring the health, safety and welfare of our staff and others who may be affected by the Trust's work activities rests with the Chief Executive. The Director of Human Resources and Corporate Affairs (as lead for Risk, Health & Safety and Occupational Health & Wellbeing) is responsible for co-ordinating compliance with the requirements of this Policy.

3.2 The responsibility passes on through the Line Management structure to Assistant Directors, Senior Managers and Department / Facility Managers who must ensure that this policy is brought to the attention of all relevant staff. All staff should familiarise themselves with this Policy and Procedural Arrangement and how it will impact on their work activities.

**3.3 The Responsibilities of Assistant Director, Senior Managers and Department / Facility Managers (including contracted services) are as follows:**

3.3.1 Identify which staff are DSE 'users' (including agency workers)

3.3.2 Appoint a sufficient number of senior or supervisory staff as DSE Facilitators. Ensure that they attend training for this role, and allocate them time and resources within their working hours to coordinate the risk assessment process within each department / facility. DSE Facilitators should have sufficient

authority and competence to be able to undertake this role. Completed self-assessments should be securely stored. DSE users should only be able to access their own self-assessment.

- 3.3.3 Ensure that DSE Facilitators attend training and refresher training.
- 3.3.4 Ensure that all users and agency staff participate in the DSE self-assessment process and receive adequate information about their workstation. All DSE users who share a workstation should complete their own self-assessment; they should be made aware of the need to adjust the equipment and chair to suit their individual needs.
- 3.3.5 Ensure that the users attend training as organised by the Ergonomics Team.
- 3.3.6 Ensure that staff's daily work routines are planned to incorporate breaks and changes in work activities.
- 3.3.7 Ensure that the DSE self-assessments are reviewed at least every 2 years, although annually is recommended or when changes have occurred which affect health & safety of the users.
- 3.3.8 Inform users of their entitlement to eye and eyesight tests and the procedure to be followed (See appendix 2). The Trust will be guided by the Optometrist doing the test as to the frequency of repeat testing, this will vary between individual. Agency staff should speak to their employment agency regarding this.
- 3.3.9 Refer staff with occupational health concerns relating to the use of DSE to the Occupational Health and Well-Being Service together with a copy of their self-assessment, for further investigation.
- 3.3.10 The DSE self-assessment forms (Appendix 1) can be downloaded from the Ergonomics Website on the Trust's Intranet and training can be arranged via LSO or the Ergonomics Team.

#### **3.4 The Responsibilities of the DSE Facilitator are to:**

- 3.4.1 Identify staff who require a DSE self-assessment form
- 3.4.2 Distribute self-assessment form to staff for completion
- 3.4.3 Review the completed self-assessments and meet with the relevant staff to discuss particular concerns / recommendations

- 3.4.4 Develop an action plan based on the findings of the DSE assessments including any required adjustments to workstations, specific adjustments for specific individuals, timescales and to ensure that the implementation of such is monitored in line with the minimum standards for workstations.
- 3.4.5 Obtain further advice and guidance on workstation design and set-up, particularly the design and function of chairs and desks from the Trust's Ergonomics Advisors.
- 3.4.6 Forward recommendations to Line Manager for approval
- 3.4.7 Co-ordinate the review of assessments at least 2 yearly or if changes have occurred.
- 3.4.8 Assist the Line Manager in the implementation of the other points detailed in section 3.1.

**3.5 The Responsibilities of the Occupational Health & Well-Being Service are as follows:**

- 3.3.1 Investigate staff with occupational health concerns relating to the use of DSE, referring where necessary to the Ergonomics Team for further advice / investigation.
- 3.3.2 Advise the relevant Manager, with the person's consent of any occupational related condition associated with the DSE workstation, as a result of an occupational health referral.
- 3.3.3 Report incidents of ill health diagnosed by a Doctor, due to the workstation or use of DSE, to the Risk Management Department for referral if appropriate to the relevant enforcing authority and entry onto DATIX (using the Trust's Incident report form IR1).

**3.6 The Responsibilities of the ICT Department and Estates Department:**

To consider the ergonomic design and layout of the workstations and the requirements of the DSE Regulations during the installation, replacement and relocation of DSE workstations. Further advice or guidance can be obtained from the Ergonomics Team or the Health & Safety Advisor.

**3.7 The Responsibilities of the Ergonomics Team:**

- 3.7.1 To provide advice, guidance and training to Managers, Facilitators and staff, on the prevention of musculoskeletal problems through risk assessment processes, the correct seating, posture and correct use of DSE.

3.7.2 To take referrals from the Occupational Health & Well-Being Service and to report back on findings, in relation to staff working with DSE.

### **3.8 The Responsibilities of DSE Users:**

3.8.1 To complete training provided by the Trust

3.8.2 To complete a self-assessment on their workstation and return it to the designated DSE Facilitator (where a DSE user works at a number of different workstations it would be necessary to consider suitability of each one. This information may be captured on the initial completion of the self-assessment form or an additional self-assessment form may need to be completed for each workstation used.)

3.8.3 If necessary to request an eye and eyesight test and follow the procedure provided by the Trust.

3.8.4 To use the workstation safely and as directed by the self-assessment process.

3.8.5 To report any concerns associated with the workstation.

3.8.6 To cooperate with the Department / Facility Manager in achieving compliance with this Policy.

## **4.0 KEY POLICY PRINCIPLES**

### **Key Policy Statement**

The Trust recognises its duty to protect the health of staff using display screen equipment by reducing the possible risks through assessment, good workstation set-up and job design.

### **4.1 Policy Principles**

4.1.1 Staff appointed to coordinate the self-assessment process will be provided with training, guidance and further support to ensure that that this process is implemented throughout the organisation.

4.1.2 Staff will be provided with information and training to assess and use their workstation to prevent discomfort or other symptoms attributable to their job and to inform their line manager of any problems associated with their workstation.

- 4.1.3 Display screen equipment user's workstations will be assessed using a self-assessment process to identify, prioritise, implement and monitor required actions
- 4.1.4 The Trust will provide arrangements for eye and eyesight testing.(See Appendix 2)

## **5.0 IMPLEMENTATION OF POLICY**

### **5.1 Dissemination**

This Policy is required to be implemented by all Directorates. All staff using display screen equipment and departments with specific responsibilities are required to comply with this Policy as detailed.

### **5.2 Resources**

- 5.2.1 DSE Facilitators will be trained by the Ergonomics Team.
- 5.2.2 Face to face training will be provided to office workers on appointment i.e. Back Care for Office Workers Training. Staff will complete the manual handling awareness programme via e-portal 2 yearly thereafter. Contact Ergonomics Team for advice regarding DSE arrangements and training 02891872574.
- 5.2.3 Referrals for an Ergonomics Workplace Assessment will be made only through the Line Manager or DSE Facilitator.
- 5.2.5 Each Directorate will be responsible for the provision of eye and eyesight testing (See appendix 2 for guidance)

## **6.0 MONITORING**

The self-assessment process will be audited yearly by the Ergonomics Team and results used to provide evidence for Controls Assurance.

## **7.0 EVIDENCE BASE / REFERENCES**

The Health & Safety at Work (NI) Order 1978, as amended, set out duties on the Trust to ensure the Health Safety and Welfare of their staff whilst they are work.

The Health & Safety (Display Screen Equipment Regulations (NI) 1992, as amended, require the Trust to protect the health of staff by reducing risks from working with display screen equipment.



Health & Safety Executive (GB) Publications:

The LAW on VDUs: An easy guide – making sure your office complies with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002).

HSG 90, HSE Books, 2<sup>nd</sup> Edition published 2003. Reprinted 2009.

Work with Display Screen Equipment, Health & Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. Guidance on the

Regulations. L26, HSE Books, 2<sup>nd</sup> Edition published 2003. Reprinted 2008.

## **8.0 CONSULTATION PROCESS**

The following have been consulted in the development of this policy:

Senior Manager for Occupational Health & Wellbeing Services

Ergonomics Team

Assistant Director of Risk & Governance

Health & Safety Advisor

Health & Safety Committee

Trust Policy Consultation Group

## **9.0 APPENDICES / ATTACHMENTS**

Appendix 1, DSE Self-Assessment Form

Appendix 2, Guidance on Provision of Eye and Eyesight testing

## 10.0 EQUALITY STATEMENT

In line with duties under the equality legislation (Section 75 of the Northern Ireland Act 1998), Targeting Social Need Initiative, Disability discrimination and the Human Rights Act 1998, an initial screening exercise to ascertain if this policy should be subject to a full impact assessment has been carried out.

The outcome of the Equality screening for this policy is:

**No impact.**

## SIGNATORIES

| <input type="checkbox"/> Form Status | Policy Name  | Author Endorsement | Modified            | <input type="checkbox"/> Modified By            |
|--------------------------------------|--|--------------------|---------------------|---|
| Directorate                          | Arrangements relating to the use of Display Screen Equipment (DSE) | Yes                | 25/03/2015 04:59 PM | <input checked="" type="checkbox"/> Hall, Cathy |

| <input type="checkbox"/> Form Status | Policy Name  | Approval | Modified            | <input type="checkbox"/> Modified By |
|--------------------------------------|--|----------|---------------------|--------------------------------------|
| Read Only                            | Arrangements relating to the use of Display Screen Equipment (DSE) | Endorsed | 11/10/2016 06:58 PM | <input type="checkbox"/> Weir, Myra  |



**DSE (display screen equipment) Self-Assessment Form**

Review yearly unless there is a change of circumstances / equipment/ location

|                        |            |                    |  |
|------------------------|------------|--------------------|--|
| User Name:             |            | Location:          |  |
| Job Title:             |            | Date of Assessment |  |
| Department / Facility: |            | Manager:           |  |
| Date of review:        | Signature: | Outcome:           |  |
| Date of review:        | Signature: | Outcome:           |  |
| Date of review:        | Signature: | Outcome:           |  |

| RISK FACTORS  | THINGS TO CONSIDER  | Tick answer ✓ |    | COMMENTS / ACTION TAKEN |
|---|---|---------------|----|-------------------------|
|   |   | YES           | NO |                         |
| <b>1. Furniture</b>   |   |               |    |                         |
| Is the work surface large enough for all the necessary equipment, papers etc?   | <p>Create more room by moving printers, reference materials etc. elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p>  |               |    |                         |
| Are surfaces free from glare and reflection?  | Consider mats or blotters to reduce reflections and glare.  |               |    |                         |
| Can you comfortably reach all the equipment and papers you need to use?   | <p>Rearrange equipment, papers etc to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>  |               |    |                         |
| <p>Is your chair suitable?</p> <p>Does it have a working:<br/>-seat back height and tilt adjustment?<br/>-seat height adjustment?<br/>-swivel mechanism?<br/>-castors or glides?</p> <p>Is your chair stable?</p> | <p>The safe working load of a standard office chair is usually around 16 stone. Is this adequate for your needs?</p> <p>Do you know how to adjust your chair to achieve a comfortable sitting position?</p>   |               |    |                         |
| Is your chair adjusted correctly?   | <p>You should be able to carry out your work sitting comfortably.</p> <p>Adjust the height of the chair so that forearms are horizontal while keying and shoulders relaxed (elbows level with or just above height of desk).</p> <p>Chairs arms can prevent you getting close enough to the desk to sit comfortably.</p> <p>Consider removing arms of chair</p> |               |    |                         |

|   |  |            |           |                                |
|---|--|------------|-----------|--------------------------------|
|   | Adjust the backrest to support back  |            |           |                                |
| With the chair adjusted to the correct height are your feet resting comfortably on the floor?   | If not, a footrest may be needed   |            |           |                                |
| <b>2. Keyboard</b>  | <b>THINGS TO CONSIDER</b>  | <b>YES</b> | <b>NO</b> | <b>COMMENTS / ACTION TAKEN</b> |
| Is the keyboard separate from the screen?   | This is a requirement when using a PC  |            |           |                                |
| Does the keyboard tilt?   | Adjust to a comfortable position   |            |           |                                |
| Are the characters on the keys easily readable?   | Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.<br><br>Use a keyboard with a matt finish to reduce glare and/or reflection.       |            |           |                                |
| Is it possible to find a comfortable keying position?   | Allow adequate space between the keyboard and front edge of desk to rest your arms during pauses in typing<br><br>Training in typing skills could be beneficial                                    |            |           |                                |
| <b>3. Mouse, trackball etc.</b>   | <b>THINGS TO CONSIDER</b>  | <b>YES</b> | <b>NO</b> | <b>COMMENTS / ACTION TAKEN</b> |
| Is the mouse suitable for the required tasks?<br><br>Does the mouse move smoothly at a speed that suits the user?<br><br>Can you easily adjust software settings for speed and accuracy of pointer? | See if cleaning is required (eg of mouse ball and rollers)<br>Check the work surface is suitable.<br>A mouse mat may be needed<br><br>You may need training or to contact IT for further advice    |            |           |                                |
| Is the mouse located in a comfortable position?   | It is usually best placed beside the keyboard<br><br>Avoid arm overreaching<br>Do not leave your hand on the mouse when it is not being used<br>Keep arm relaxed arm and wrist in neutral position |            |           |                                |
| Is your wrist and forearm adequately supported when using mouse?  | Allow adequate space between the mouse and edge of desk to support your arm  |            |           |                                |
| <b>4. Software</b>  | <b>THINGS TO CONSIDER</b>  | <b>YES</b> | <b>NO</b> | <b>COMMENTS / ACTION TAKEN</b> |
| Is the software suitable for the task?<br><br>Have you had appropriate training in using the software?  | Software should help you carry out the task, minimise stress and be user-friendly.   |            |           |                                |

| 5. Display Screen  | THINGS TO CONSIDER   | YES | NO | COMMENTS / ACTION TAKEN |
|--|--|-----|----|-------------------------|
| <p>Are the characters clear and readable?</p> <p>Is the text size comfortable to read?</p>     | <p>Make sure the screen is clean and cleaning materials are made available.</p> <p>Check that text and background colours work well together.</p> <p>Software setting may need adjusting to change text size.</p>  |     |    |                         |
| <p>Is the image stable, ie free of flicker and jitter?</p>                                     | <p>Try using different screen colours to reduce flicker, eg darker background and lighter text.</p> <p>If problems still exist, get the set-up checked by IT</p>   |     |    |                         |
| <p>Is the screen's specification suitable for its intended use?</p>                            | <p>For example intensive graphic work or work requiring fine attention to small details may require large display screens.</p>   |     |    |                         |
| <p>Are the brightness and / or contrast adjustable?</p> <p>Do you know how to adjust them?</p> | <p>Usually found at the bottom of your screen. Ask for advice from IT if required</p>  |     |    |                         |
| <p>Is the screen free from glare and reflections?</p>  | <p>You might need to move the screen or even the desk and/or shield the screen from the source of reflections. (Or if unsuccessful consider providing suitable window coverings eg. vertical blinds)</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections</p> |     |    |                         |
| <p>Does the screen swivel and tilt?</p>  | <p><b>You may need to replace the screen if you cannot get the screen to a comfortable position</b></p>  |     |    |                         |
| <p>Is the screen at a height that is comfortable for you?</p>                                  | <p>Should allow comfortable neck posture and minimise need for excessive nodding</p> <p>Touch typists normally have top of screen at eye level</p>   |     |    |                         |
| <p>Is the screen at a comfortable viewing distance?</p>  | <p>Usually around arm's length away</p>  |     |    |                         |
| 6. Environment   | THINGS TO CONSIDER   | YES | NO | COMMENTS / ACTION TAKEN |
| <p>Is there enough room for you to change position and vary movement?</p>                      | <p>Space is needed to move and stretch.</p> <p>Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p>   |     |    |                         |
| <p>Is the lighting suitable, eg not too bright or too dim to work comfortably?</p>             | <p>You should be able to control light levels, eg by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, eg desk lamps (but make</p>  |     |    |                         |

|   |  |            |           |                                |
|---|--|------------|-----------|--------------------------------|
|   | sure lights don't cause glare by reflecting off walls or other surfaces)   |            |           |                                |
| Is the room temperature and ventilation comfortable for the purposes of work?   | Circulate fresh air if possible. Plants may help.<br><br>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 levels of noise comfortable?  | Consider moving or reducing sources of noise   |            |           |                                |
| Do you have access to and from the workstation area?  | Keep passageways clear   |            |           |                                |
| <b>7. Job design / Work patterns</b>  | <b>THINGS TO CONSIDER</b>  | <b>YES</b> | <b>NO</b> | <b>COMMENTS / ACTION TAKEN</b> |
| Do you vary your tasks throughout the day?  | Vary your tasks  |            |           |                                |
| Do you take short frequent breaks away from your computer?  | Taking short frequent breaks is more beneficial than one long break  |            |           |                                |
| If your job involves using a telephone and keyboard simultaneously, do you use a headset?   | Hold phone in one hand whilst typing with the other  |            |           |                                |
| <b>8. Laptop User</b>   | <b>THINGS TO CONSIDER</b>  | <b>YES</b> | <b>NO</b> | <b>COMMENTS / ACTION TAKEN</b> |
| <b>(Complete this section only if you are a Laptop user as a significant part of your job)</b>  |  |            |           |                                |
| Do you use a separate keyboard when using a laptop for long periods?  | Try to avoid using a laptop for prolonged periods, change to your PC on return to office.<br>Use a separate keyboard for prolonged use.  |            |           |                                |
| Do you use a separate mouse when using a laptop for prolonged periods?  | Use a separate mouse for prolonged use   |            |           |                                |
| Do you use a laptop stand / riser?  | Use a laptop stand or change to your PC on return to office.   |            |           |                                |
| Do you have a carry case?   | Consider safe transport of equipment   |            |           |                                |
| <b>9. If you have answered 'No' to any questions in this risk assessment are you able to take corrective action yourself? If so, please specify below</b> |  |            |           |                                |
|   |  |            |           |                                |
| <b>10. General Health</b>   |  |            |           |                                |
| Do you have any health problems that you feel are related to your work station? If so, please specify below.  |  |            |           |                                |

Do you have any special requirements that need to be considered?  
If so, please specify below

### 11. Eye Care

Are you aware of your entitlement to eyesight testing and the procedures? Yes  No   
Refer to DSE Policy or contact Amanda Armour in the Ergonomics Team 02891872574 for further information

### 12. Completion of Assessment

Is further action required? Yes  No

If no further action is required, please sign and forward this risk assessment to your DSE Facilitator or Line Manager for filing.

User's signature..... Date assessment  
completed.....

If further action is required the DSE Action Sheet will need to be completed by your DSE Facilitator or Line Manager

**To be completed by DSE Assessor / Facilitator / Line Manager (if further action is required)**

|   |                                |  |
|---|--------------------------------|--|
| Name of User:<br><br>Name of Facilitator: | Date Self Assessment received: | Is follow up required: Yes <input type="checkbox"/> No <input type="checkbox"/><br>If yes, when? |
|---|--------------------------------|--|

|                      |                  |
|----------------------|------------------|
| Summary of Findings: | Recommendations: |
|----------------------|------------------|

**It is the Line Managers responsibility to ensure that the following section is completed and any actions required are completed**

| Number | Action required | Person responsible | Target Date | Date Completed | Outcome |
|--------|-----------------|--------------------|-------------|----------------|---------|
|        |                 |                    |             |                |         |
|        |                 |                    |             |                |         |
|        |                 |                    |             |                |         |
|        |                 |                    |             |                |         |

**If necessary, refer to Ergonomic Advisors, Health & Safety Manager, IT Dept, Estates Dept or Occupational Health & Wellbeing Service for further advice**

**All necessary actions from this DSE risk assessment have been completed**

|   |  |
|---|--|
| <b>User's Signature:</b> ..... <b>Date:</b> ..... | <b>Manager's Signature:</b> ..... <b>Date:</b> ..... |
|---|--|



## **Arrangements for the Provision of Eye and Eyesight Testing and Glasses Specifically for DSE Work**

DSE users can request provision of eye & eyesight test from their Manager.

If the test shows that the user needs glasses specifically for DSE work, a basic pair of frames and lenses will be provided.

Users are entitled to further tests if DSE work is considered to cause them visual fatigue and at regular intervals after the first test. This is usually on a 2 yearly basis unless otherwise specified in writing by a qualified Optician.

Users should make their own arrangements to have their eye & eyesight test completed. Staff can claim up to a maximum of £22.00 for the eye & eyesight test. The original receipt provided by a qualified Optician must be forwarded to the Manager.

Staff can claim up to a maximum of £25.00 for a basic pair of frames and lenses only if required specifically for DSE work.

The Optician must provide written information stating that glasses are required specifically for DSE work and say when the member of staff should be retested. The original receipt provided by a qualified Optician must be forwarded to the Manager.

All expense claims should be processed via ESS on HRPTS and approved by the Manager.

**If the user's normal glasses are suitable for DSE work, the Trust in accordance with the DSE Regulations would not be required to pay for them.**

Estates staff requiring eye protection with prescription lenses can request an eye & eyesight test and provision of eye protection appliances if required for the purpose of their work. The same process detailed above should be followed

For further information contact [amanda.armour@setrust.hscni.net](mailto:amanda.armour@setrust.hscni.net) or [caroline.taggart@setrust.hscni.net](mailto:caroline.taggart@setrust.hscni.net)