

HSP 02 Workstation DSE Assessment

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Briefings

Having read this procedure all key points must be communicated to staff using display screen equipment.

If you require any further assistance in the development of the team talk please contact your Safety, Health, Environment & Quality Manager.

1. Introduction

This procedure explains what managers need to do for all employees who use display screen equipment (DSE).

2. Definition of a DSE 'user'

A 'user' is defined as an employee (or volunteer) who uses display screen equipment, for continuous spells for an hour or more at a time and who uses this equipment, in this way, more or less daily.

3. What the Regulations require?

The Display Screen Equipment (DSE) Regulations require employers to carry out, and keep a record of, assessments of all workstations that incorporate display screen equipment, to identify any risks to the health and safety of users.

A workstation, is the work area that includes the screen, keyboard, other parts of the computer and its accessories (such as the mouse or other input device), the desk, chair and the immediate work environment.

In addition staff identified as users are entitled to free eye tests on request at their employer's expense.

4. Assessing the risk

To adequately manage the risk to employee's workstation assessments shall be completed. This will be achieved by:

- Identifying DSE 'users'.
- Completing display screen risk assessments for workstations (EFH Workstation Assessment on Access Care Compliance).
- Repeat the process every 3 years or if there have been any changes to the workstation or individuals.

For workstations that are shared (eg Nurse stations) a pragmatic approach should be followed and the assessment should be completed on the workstation initially for one user. It is likely that a well-designed workstation is comfortable and suitable for the majority of users. The other users of the workstation should be asked whether they have any concerns or issues with the workstation.

Any issues relating to the users of the workstation should be captured (eg very tall or short worker) may have additional requirements

If a DSE user uses equipment at home the DSE Regulations still apply and an assessment should still be completed. It is possible that multiple locations will be used and the best approach is for the user to mentally run through the checklist to ensure they are comfortable and have minimised the risks.

5. General advice on controls

The possible risks associated with using display screen equipment is mainly leading to musculoskeletal problems, visual fatigue and stress. The likelihood of experiencing these is related mainly to the frequency, duration, intensity and pace of spells of continuous use of DSE.

Postural problems may be overcome by simple adjustments to the workstation such as repositioning equipment or adjusting the chair. Postural problems can also indicate a need

to correct hand position, posture. New equipment such as a footrest or document holder may be required in some cases.

Visual problems may also be tackled by straightforward means such as repositioning the screen or using blinds to avoid glare, placing the screen at a more comfortable viewing distance from the user, or by ensuring the screen is kept clean. In some cases, new equipment such as window blinds or more appropriate lighting may be needed.

There is no reliable evidence that work with display screen equipment causes any permanent damage to eyes or eyesight, but it may make users with pre-existing vision defects more aware of them. This may give some users some temporary visual fatigue or headaches.

Fatigue and stress may be alleviated by correcting obvious defects in the workstation. In addition, as in other kinds of work, good design of the task will be important. Wherever possible, the task should provide users with a degree of personal control over the pace and nature of their tasks.

6. Eye tests

General Managers and Line Managers will offer those members of staff who are defined as DSE 'users' with an:

- An eyesight test on request.
- Repeat eyesight tests at regular intervals set by their optician.
- Additional eyesight tests on request, where the users concerned are experiencing visual difficulties which might reasonably be considered to be caused by work on display screen equipment.

Information relating to eye tests and the process to follow is contained in Appendix HSP 02 B.

7. Associated documents

- RAG 01 Office working
- HSP 02B Eyesight test information

8. A Summary of the main points

Check that:

- All workstations have a risk assessment completed within last 3 years.
- All workstations comply with minimum standards.
- Provide information to DSE users re: eye-tests.
- Escalate any DSE related health issues to Health & Safety Manager.

9. Document history

Author	Steve Andrews (Health & Safety Manager)
Date of Implementation	22/03/2016
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Issue	Date	Author	Reason
1.0	22/03/2016	Steve Andrews	New format – supersedes previous version HSP10
2.0	03/01/2018	Steve Andrews	Full review – no changes
3.0	06/01/2021	Steve Andrews	Full document review. Additional information on home working assessments.
4.0	20/01/2024	Steve Andrews	Full review – withdrawn HSP 02A to be replaced by online assessment on Care Compliance. Added additional section 7 (Associated documents).
4.0	27/02/2024	Steve Andrews	Banner updated, no other changes, issue number kept same.
4.1	04/12/2024	Steve Andrews	Updated HSP 02B to detail Specsavers information.