



Family Nursing
& Home Care

Display Screen Equipment Policy and Procedures

January 2021

Document Profile

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Version control / changes made

Date	Version	Summary of changes made	Author
February 2022	2.1	Process for referral for further assessment and support added along with information for adjusting an office chair and sitting/working at a desk. Appendices added	Justine Bell, Elspeth Snowie and DSE Assessors
November 2020	2	Updated to new policy format	Claire White
November 2016			Judy Foglia

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1. INTRODUCTION

1.1 Rationale

The Health and Safety at Work (Jersey) Law 1989 requires, so far as is reasonably practicable, the provision, by the employer, of a working environment that is safe and without risk to health. This includes the provision of safe systems of work, equipment that is safe to use and appropriate training, instruction and supervision. Under Article 10 of the Law an [Approved Code of Practice](#) provides guidance to ensure reasonably practicable standards of health and safety associated with the use of Display Screen Equipment (DSE) which will be adopted by Family Nursing and Home Care (FNHC).

1.2 Scope

This policy and procedures applies to all employees or volunteers who habitually use display screen equipment as a significant part of their normal work, either office based, at home or remotely.

1.3 Role and Responsibilities

All employees have duties under the Health and Safety at Work (Jersey) Law 1989, in that they must do nothing in the course of their work, by act or omission that puts at risk their health and safety or that of any other person. They are also required to co-operate with their employer to enable him to fulfil his duties under the law.

1.3.1 Committee Members

Committee members have overall responsibility for health and safety at FNHC. They will ensure that there are adequate resources to meet health and safety requirements as far as reasonably practicable. They will continually review the effectiveness of FNHC's policies and procedures and of the personnel under their control to whom the responsibilities for the various aspects of health and safety have been assigned.

1.3.2 Chief Executive Officer

The Chief Executive Officer is responsible to the Committee for ensuring that FNHC works in an efficient, safe and healthy manner and will ensure that health and safety policies and procedures are kept up to date and meet required legislative requirements and standards.

1.3.3 Director of Governance, Care and Regulation

The Director of Governance, Care and Regulation is responsible to the Chief Executive Officer for ensuring that FNHC works in an efficient, safe and healthy manner and will lead the development of internal procedures for safe working practices

1.3.4 Quality and Governance Team

The Quality and Governance Team are responsible to the Director of Governance, Care and Regulation for the development and review of DSE policy and procedures, including arrangements for training and cascading of information.

1.3.5 Line Managers

In consultation with employees, line managers will be responsible for:

- Implementing this policy throughout their areas of control.
- Identifying employees who require DSE assessments.
- Ensuring that DSE assessments are carried out where required.
- Ensuring that appropriate remedial action to reduce risk is taken where identified through assessment.
- Liaising with Occupational Health and Human Resources where there are specific issues making this necessary: e.g. pre-existing relevant medical conditions, return to work.
- Encouraging the early reporting by user/s of any symptoms which may be related to display screen work: e.g. with posture or vision.
- In circumstances where an injury or ill-health associated with DSE use is identified, managers are to ensure that an incident report is completed.

1.3.6 Employees/volunteers

As an identified user, individual employees must follow the procedures and guidance to reduce the risk of injury from the use of DSE and:

- Co-operate with the completion of the workstation DSE assessment and all measures / training given to promote safe working practice.
- Use equipment in the intended manner, ensuring they are comfortable as possible at their workstation.
- Adopt the advice and guidance, ensuring changes in activity within the working day to prevent intensive periods of on-screen activity
- Use any corrective glasses prescribed specifically for working with DSE;
- Inform their Line Manager immediately if they experience any problems or ill health which could affect their capability to work with DSE.

1.3.7 DSE Assessors

DSE Assessors are responsible for:

- reviewing employee's (who are 'users') DSE Self-Assessment
- providing additional support where required for assessment

- identifying where reasonable adjustments can be made to minimise/eliminate hazards to reduce risk
- completing assessments on users where risks/issues have been identified
- referring 'users' to Occupational Health where necessary

All staff are responsible for keeping themselves informed and up to date about changes to the procedural documents, particularly policy changes. This information will be provided via e-mail, website or staff meetings etc.

2. POLICY

This policy sets out the requirements and procedures to help reduce risk of injury from DSE usage by defining who requires assessment and how that assessment will be carried out and reviewed.

2.1 Code of Practice

The guidance provided in the Approved Code of Practice covers the following:

An appropriate working environment, taking into account:

- lighting
- reflections and glare
- noise
- heat

Properly installed and adjusted display screens and associated equipment, taking into account the:

- the screen
- the keyboard

Furniture of the correct type, properly adjusted to suit the person using it, including the:

- chair
- desk
- provision (where necessary) of footrests and document holders

Computer software with an acceptable level of performance.

Appropriate job design.

Appropriate training to ensure Display Screen Equipment users are aware of the hazards associated with the use of Display Screen Equipment and the correct means of removing/minimising the risk of injury.

2.2 Definition of Display Screen Equipment Users

Guidance on the definition of 'users' is given in the Approved Code of Practice. The Code applies to employees who are required to work:

- At their own employer's workstation
- At a work station at home
- At another employer's work station

The Code states that it will generally be appropriate to classify the employee as a user if most or all of the following criteria apply:

- the individual depends on the use of DSE to do the job, as alternative means are not readily available for achieving the same results;
- the individual has no discretion as to use or non-use of the DSE;
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- The individual normally uses DSE for continuous spells of an hour or more at a time
- The individual uses DSE in this way more or less daily
- Fast transfer of information between the user and screen is an important requirement of the job
- The performance requirements of the system demand high levels of attention and concentration by the user, for example where the consequences of error may be critical.

3. PROCEDURE

3.1 DSE Assessment

All employees will receive training regarding DSE and self-assessment upon induction and during mandatory updates. All employees who are classed as 'users' are required to complete a self-assessment and review it as required. Once completed, the self-assessment document should be sent to the Education and Development Secretary. Self-assessments will be reviewed by trained DSE Assessors who will complete further DSE assessments where necessary and/or refer to Occupational Health where more complex assessment is required. See flow chart in [Appendix 1](#).

Employees who are based in different locations (which may include working from home) who meet the criteria as a 'user' at each location may require a separate assessment for each work station.

Assessment documentation and links will be available to all staff through Central Filing (central filing/health and safety/DSE assessments).

3.2 Work Routines

Whenever possible, work using DSE should be designed to consist of a mix of screen based and non-screen based work to prevent fatigue and to vary visual and mental demands. It is not appropriate to lay down requirements for breaks but they should be taken before the onset of fatigue. The timing of the break is more important than its length.

Employees who use hot-desking will need to check their work station and adjust it to their requirements. Information and guidance is available in Central Filing (central filing/health and safety/DSE assessments) to support this requirement (see [Appendix 2](#)).

All work stations will meet the minimum requirements set out within the Approved Code of Practice.

3.3 Training

All employees who use display screen equipment during the course of their work will receive training. This training will identify the hazards associated with the use of display screen equipment, the purpose and procedure of making assessments and the means by which any hazards associated with their use of display screen equipment can be minimised or eliminated.

DSE Assessors must complete appropriate training and maintain their level of competence through update training and continuing professional development.

3.4 Eye tests

Current medical evidence shows that using Display Screen Equipment is not associated with permanent damage to eyes or eyesight; nor does it make existing defects worse. However, some users may experience temporary visual fatigue leading to a range of symptoms such as blurred vision, sore eyes and headaches. Users with pre-existing vision defects may become more aware of them when working with DSE and if left uncorrected, can make their work more tiring or stressful.

The Display Screen Equipment at Work Approved Code of Practice (HSI: DSE ACoP 04) requires employers to provide employees, who have been identified as 'users' with an appropriate eye and eyesight test when requested. This includes a test of vision and an examination of the eye and must be carried out by a registered ophthalmic optician or a suitably qualified doctor.

3.4.1 Purpose of the test

The purpose of the test is to determine whether the user has any defect of sight which requires correction when working with display screen equipment (not including eye sight correction for general use). During the eye test, users will need to be able to describe their display screen and working environment, particularly the distance at which they view the screen.

3.4.2 Arrangements for testing

Employees who are DSE users should:

- contact an optician to arrange a DSE eye test
- request confirmation from the optician following testing that vision correction is needed solely when using DSE
- obtain a receipt for the eye test and any corrective eyewear
- make an expenses claim towards the cost of the test and any corrective eye wear

FNHC will not reimburse costs for designer eye frames, or general use lenses, etc. FNHC is ONLY required to pay for tests which are performed with the specific purpose of determining whether correction is required for use of display screen equipment. Any upgrade to glasses is at the expense of the employee.

Where users require spectacles for a number of purposes which includes the use of display screen equipment, FNHC will only contribute the costs attributable to the requirements of the display screen equipment involved.

FNHC will reimburse employees in line with the Government of Jersey advice found at: <https://soj/Employees/HealthSafety/WorkAssess/Pages/DSEWork.aspx>

As of November 2020 reimbursements will be made:

- up to a maximum of £25 for the eyesight test
- up to a maximum of £65 towards glasses with lenses to correct intermediate vision only at computer screen distance

Employees must provide a copy of the pro forma invoice and the receipts. The receipts must clearly state the purpose of the eye test and confirm that the employee requires corrective lenses for intermediate vision only.

3.4.3 Repeat eye tests

The frequency of repeat testing varies between individuals and is dependent on factors such as age. The qualified person carrying out the test should determine how often testing is required. Any examination or correction of vision defects required within this period, which are not related to display screen work, are the responsibility of the individual and not FNHC.

3.5 Office Developments

When new offices are being planned, or when changes are being considered for existing offices, those involved must take due consideration of the Display Screen Equipment Approved Code of Practice.

Similarly, when new or replacement Display Screen Equipment is being installed due consideration must be given to the Approved Code of Practice.

3.6 Damage/Breakdown

Any damage, breakdown or malfunction of Display Screen Equipment or other associated equipment must be immediately reported to the line manager. All adjustments or repairs may only be undertaken by a competent person. Any damaged item, where its use may result in injury, must be appropriately labelled and taken out of use.

3.7 Reviews

Reviews of workstations must be carried out when:

- there has been a significant change to the workstation
- there has been a substantial change in the task(s)
- there has been a significant increase in DSE use

There will also be a periodic review of each workstation, the maximum period between each review being two years. Note that, in this instance, review does not necessarily

mean a repeat assessment as, during the review the assessor may decide that no changes have occurred or no additional risk exists as a result changes made. Whatever the outcome of any review, the results must be recorded.

Assessments and reviews will be held by DSE assessors and recorded centrally by the Education Department.

4. CONSULTATION PROCESS

Identify who has been involved and when including service users and partner agencies

Name	Title	Date
Elspeth Snowie	Clinical Effectiveness Facilitator	30/10/20
Justine Bell	Education Lead and Practice Development Nurse	30/10/20
Laura Baker	Facilities Administration Officer	30/10/20
Tia Hall	Operational Lead, Adult Services	December 2020
Michelle Cumming	Operational Lead, Child and Family Services	December 2020
Clare Stewart	Operational Lead, Out of Hospital Services	December 2020
Claire Whelan	Head of Information Governance and Systems	December 2020
Jane Salt	Finance Manager	December 2020

5. IMPLEMENTATION PLAN

A summary of how the document will be implemented with time frame

Action	Responsible Person	Planned timeline
Email to all staff	Secretary/Administration Assistant (Quality and Governance Team)	Within 2 weeks following ratification
Policy to be placed on organisation's Procedural Document Library	Secretary/Administration Assistant (Quality and Governance Team)	Within 2 weeks following ratification
Forms/templates to be uploaded to Central Filing	Head of Information Governance and Systems	Within 1 month following ratification

6. MONITORING COMPLIANCE

Compliance will be monitored through regular reporting and audit.

7. EQUALITY IMPACT STATEMENT

A statement to show that the document does not discriminate against disadvantaged or vulnerable people

Family Nursing & Home Care is committed to ensuring that, as far as is reasonably practicable, the way services are provided to the public and the way staff are treated reflects their individual needs and does not discriminate against individuals or groups on any grounds.

This policy document forms part of a commitment to create a positive culture of respect for all individuals including staff, patients, their families and carers as well as community partners. The intention is to identify, remove or minimise discriminatory practice in the areas of race, disability, gender, sexual orientation, age and 'religion, belief, faith and spirituality' as well as to promote positive practice and value the diversity of all individuals and communities.

The Family Nursing & Home Care values underpin everything done in the name of the organisation. They are manifest in the behaviours employees display. The organisation is committed to promoting a culture founded on these values.

Always:

- ✓ Putting patients first
- ✓ Keeping people safe
- ✓ Have courage and commitment to do the right thing
- ✓ Be accountable, take responsibility and own your actions
- ✓ Listen actively
- ✓ Check for understanding when you communicate
- ✓ Be respectful and treat people with dignity
- ✓ Work as a team

This policy should be read and implemented with the Organisational Values in mind at all times. The Equality Impact Assessment for this policy is in [Appendix 3](#).

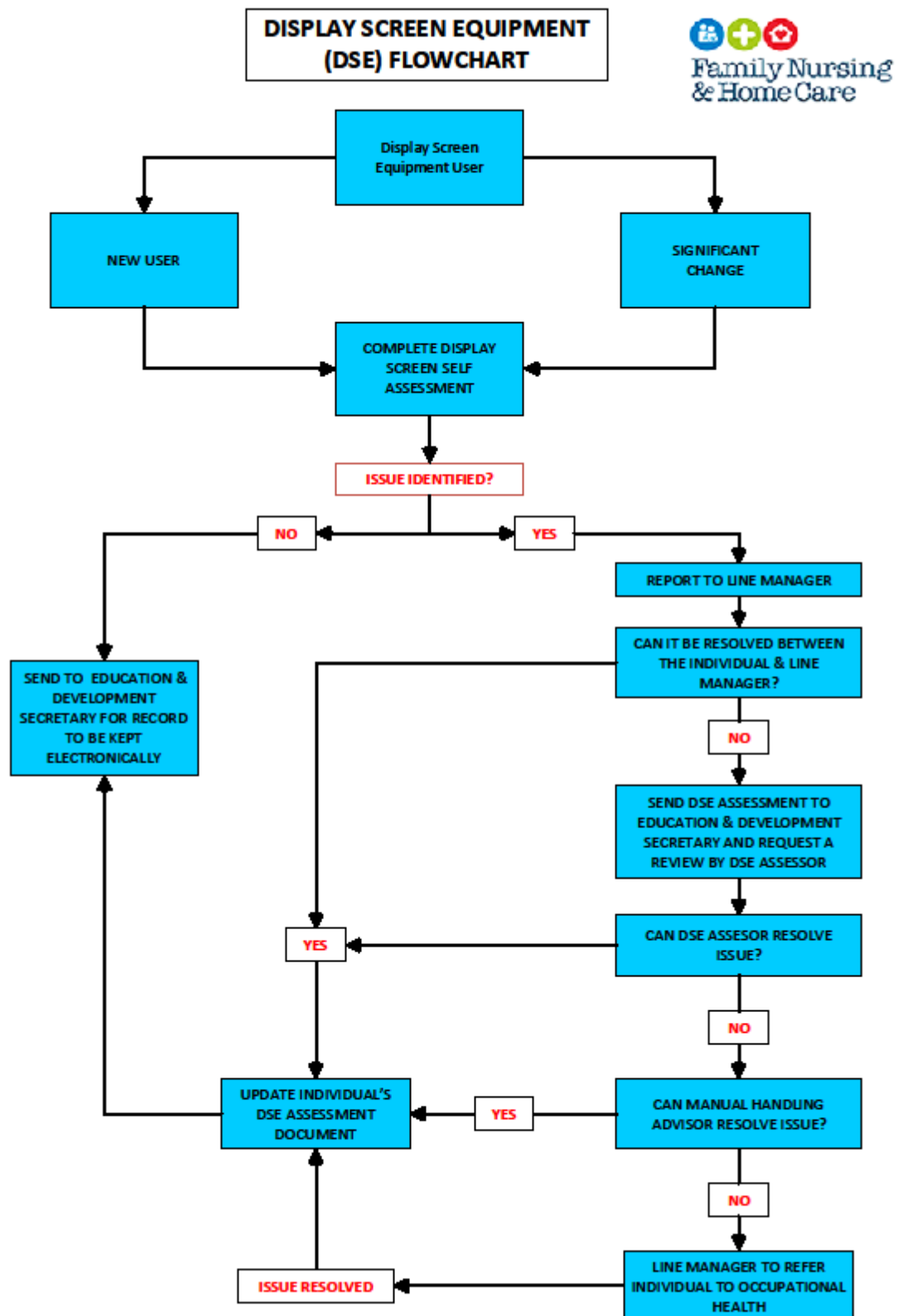
8. REFERENCES

Health and Safety at Work (Jersey) Law 1989, [Display Screen at Work Approved Code of Practice](#)

Government of [Jersey Display Screen Equipment](#)

9. APPENDIX

9.2 Appendix 1 - Display Screen Equipment (DSE) Flowchart



9.2 Appendix 2 – How to Adjust Your Chair

How to adjust your chair and workstation



There are many different types of office chairs and they will have similar adjustments to these. If not look for the name the manufacturer or the chair style, it may be written somewhere on the base of the chair. When you have this information, you can then look for the specific 'User Guide' online.

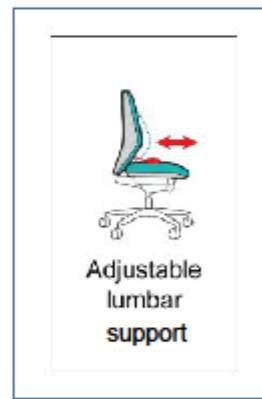
The basic adjustments on an office chair are

- chair height
- lumbar support and the angle of the back
- seat depth and angle
- arm height, width and angle (if available)

Below explains the basic adjustments.



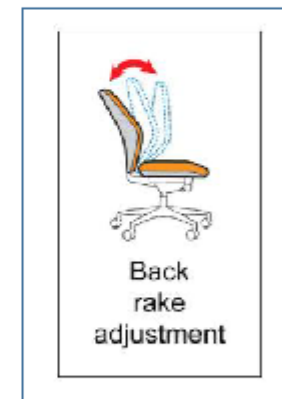
Seat height to raise the chair, lift your weight off it & pull the lever on the underside of the chair up firmly. To lower it sit on the chair & repeat the process



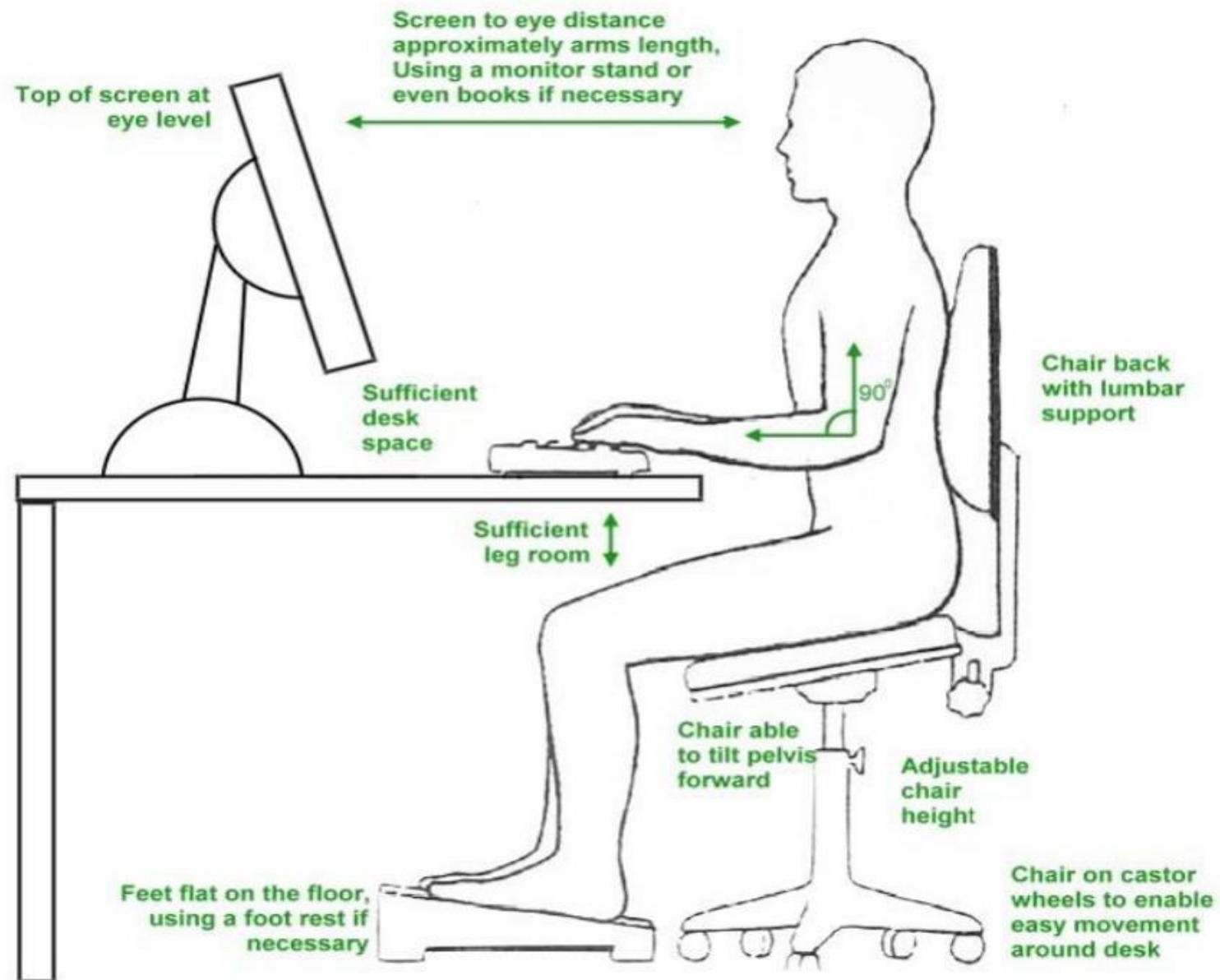
Adjustable lumbar support grasp both sides of the lumbar support and slide up or down to a comfortable position



Seat depth while sitting on the seat pull the relevant handle on the underside of the chair and hold, push your weight forward or back, release the handle to lock it into position



Back tension and back angle this adjustment is done by a weight activated mechanism. Turn the dial or adjust the handle to one of the settings.



9.3 Appendix 3 - Equality Impact Screening Tool

To be completed and attached to any publication document when submitted for approval and ratification.

Stage 1 - Screening			
Title of Procedural Document: Display Screen Equipment			
Date of Assessment	January 2021	Responsible Department	Governance
Name of person completing assessment	Claire White	Job Title	Head of Quality, Governance and Care
Does the policy/function affect one group less or more favourably than another on the basis of :			
	Yes/No	Comments	
• Age	No		
• Disability Learning disability; physical disability; sensory impairment and/or mental health problems e.g. dementia	No		
• Ethnic Origin (including hard to reach groups)	No		
• Gender reassignment	No		
• Pregnancy or Maternity	No		
• Race	No		
• Sex	No		
• Religion and Belief	No		
• Sexual Orientation	No		
If the answer to all of the above questions is NO, the EIA is complete. If YES, a full impact assessment is required: go on to stage 2, page 2			
Stage 2 – Full Impact Assessment			
What is the impact	Level of Impact	Mitigating Actions (what needs to be done to minimise / remove the impact)	Responsible Officer
Monitoring of Actions			
The monitoring of actions to mitigate any impact will be undertaken at the appropriate level			