

Display Screen Equipment Policy

Ref:	ELCCG_HS06
Version:	Version 3
Supersedes:	Version 2
Author (inc Job Title):	Mark Jump - NHS Midlands and Lancashire Commissioning Support Unit Health & Safety(Fire) and Security Manager
Ratified by: (Name of responsible Committee)	Pennine Lancashire Quality Committee
Date ratified:	23/05/2018
Review date:	01/04/2020
Target audience:	Governing Body and all staff working for, or on behalf of, the CCG

This policy can only be considered valid when viewed via the East Lancashire CCG website. If this document is printed into hard copy or saved to another location, you must check that the version number on your copy matches that of the one online.

CONTENTS

1.0	Introduction	3
2.0	Purpose	3
3.0	Scope	3
4.0	Definitions	3
5.0	Responsibilities	4
6.0	Workstation Assessment	5
7.0	Breaks	6
8.0	Eye & Eye Tests	6
9.0	Information and Training	7
10.0	Dealing with Safety Issues	7
11.0	Use of Laptops	7
12.0	iPads & Tablets etc.	8
13.0	Addition Monitors / Screens	8
14.0	Homeworking	8
15.0	Shared Workstations	8
16.0	Radiation and Pregnancy	8
17.0	Equality Analysis Assessment	8
18.0	References	8

Appendixes

Appendix A	Health and Safety Guidance for Working with Display Screen Equipment	9
Appendix B	Laptop Computers, Portable Devices – Health and Safety Guidelines	15
Appendix C	Notes to Optometrist	18
Appendix D	Eye test/Lenses claim form	19
Appendix E	Equality Analysis Checklist	20

1. Introduction

The main risks that may arise from working with Display Screen Equipment (DSE) are musculoskeletal disorders such as back pain or upper limb disorders (sometimes known as repetitive strain injury or RSI), visual fatigue, and mental stress. While the risks to individual users are often low, they can still be significant if good practice is not followed. DSE workers are also so numerous that the amount of ill health associated with work such is significant and tackling it is important.

The Health and Safety (Display Screen Equipment) Regulations 1992 requires an analysis of workstations for the purpose of assessing risks. In particular, the risks of musculoskeletal discomfort, visual disturbance and mental stress should be assessed. Any risks highlighted must be rectified as far as is reasonably practicable at the earliest opportunity.

Many employees use Display Screen Equipment (DSE) as part of their work. In order to comply with current Health and Safety law, NHS East Lancashire Clinical Commissioning Group (CCG) have compiled a policy to ensure that staff are not subjected to unacceptable levels of risk to their health or safety when using DSE.

2. Purpose

Staff who use DSE may be at risk of developing adverse health effects if their workstation is not set up correctly, and if they are unaware of how adverse health effects are caused. The Health and Safety (Display Screen Equipment) Regulations 1992 place duties on employers to ensure that risks to health and safety from DSE use are controlled and that employees are aware of the potential risks to their health and safety from DSE use, together with the actions they can take to reduce these risks.

All employees have the right not to be harmed by their work activities. This extends to the use of DSE. The CCG will therefore take action to prevent adverse health risks to any employee using DSE as part of their work, and to inform and train them as appropriate.

3. Scope

This policy applies to all employees who use DSE as part of their work, and employees of partner agencies whose employees use the CCGs' DSE.

4. Definitions

Under the Health and Safety (Display Screen Equipment) Regulations 1992

Display Screen Equipment – DSE; DSE means any alphanumeric or graphic display screen, regardless of the display process involved.

User; A 'User' is an employee who habitually uses display screen equipment as a significant part of normal work.

An employee will generally be classified as a 'User' if:

- He/she depends on the use of display screen equipment to do their job as alternative means are not readily available for achieving the same results;
- He/she has no discretion as to whether they use display screen equipment;
- He/she needs significant training and/or particular skills in the use of display screen equipment to do the job;

- He/she more or less uses display screen equipment daily for continuous spells of an hour or more at a time. (Continuous spells should include short breaks of 5 to 10 minutes away from the screen every hour);
- The fast transfer of information between the 'User' and the 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.

Workstation means; An assembly comprising:

- display screen equipment (whether provided with software determining the interface between the equipment and its operator or user, a keyboard or any other input device);
- any optional accessories to the display screen equipment;
- any disk drive, telephone, printer, document holder, work chair, work desk; work surface or other peripheral items to the display screen equipment, and
- the immediate work environment around the display screen equipment.

Lap Top Computers; For the purposes of this policy, laptop computers fall within the scope of this policy where they are used for more than 2 hours at a time.

5. Responsibilities

The responsibility for securing the health and safety of employees rests with the CCG Governing Body who are responsible for ensuring compliance with legal standards and for monitoring progress on implementation of this policy. Employees have an obligation to comply with policies and procedures put in place for their health and safety

5.1. Line Managers

- Implement this policy throughout their areas of control;
- Identifying all employees and employees of Partner Organisations who use CCGs' DSE;
- Ensure that DSE Assessments are carried out on each workstation and are to include the display screen equipment, furniture and the working environment;
- Where health and safety issues have been highlighted in the DSE Assessment, managers are to ensure that appropriate remedial action is taken to reduce any identified risks;
- Liaising with Occupational Health, Human Resources or Health and Safety Team where there are specific issues making this necessary e.g. pre-existing relevant medical conditions, return to work;
- Maintaining records of all DSE self-assessments and risk assessments;
- Managers are to encourage 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/ill health associated with DSE use is identified, managers' are to ensure that an incident report/accident report is completed;
- DSE Assessments will be reviewed annually in conjunction with the User(s), or earlier if circumstances change, as above;

5.2. Employees' Responsibilities

As an identified User, individual employees must co –operate with management to reduce the risk of injury from the use of DSE, and:

- Co-operation with the completion of the workstation DSE assessment and all measures/training given to promote safe working practice;
- Using equipment in the intended manner, ensuring they are comfortable as possible at their workstation;
- Adopting the advice of their line manager to plan work ensuring changes in activity within the working day to prevent intensive periods of on-screen activity;
- Using any corrective glasses prescribed specifically for working with DSE;
- Employees must inform their line manager immediately if they experience any problems or ill health which could affect their capability to work with DSE;
- All Employees 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, intranet, staff meetings and professional forums.

6. Workstation Assessment

Line managers are responsible for ensuring a suitable and sufficient assessment of each workstation is carried out by all their staff taking into account all aspects of the working environment. The first stage of the risk assessment requires any employee who uses DSE as part of their work, to complete the online DSE (Level 1) self – assessment. This should be completed at induction for new employees.

Line Managers can request an online assessment account to be set up by emailing the employees name and email details to the CSU's health and safety team.

All employees will receive notification to review their online self – assessment annually, or when there are significant changes to their workstation.

Workstation DSE Assessments should be repeated/reviewed where there is:

- a change in the display screen worker population;
- a change in the individual's capabilities;
- a major change to the software used;
- a major change to the display screen equipment or furniture, including remedial work;
- a change in workstation location;
- a substantial increase in the amount of time required to be spent using display screen equipment;
- modification to the lighting;
- if requested by the user;

The findings should be recorded in written form or in some other retrievable manner. All necessary steps will be taken to remedy any risks highlighted as a result of the risk assessment. Further assistance and guidance on workstation assessments can be requested from the CSU's Health and Safety Advisor.

A workstation DSE assessment should also be undertaken for all DSE users using laptops and for agile or homeworkers.

Guidance on the minimum requirements for workstations can be found at Appendix A.

7. Breaks

The key purpose of a break from working with DSE is to prevent the onset of fatigue. To achieve the CCG will endeavour to incorporate changes of activity into the working day. There is no prescribed frequency or duration of breaks from DSE work. Where possible, users will be given discretion to decide the timing and extent of off-screen tasks. Any employee who believes that their DSE workload does not permit adequate breaks should bring this to the attention of their line manager. The work break in the context of DSE means a break in the DSE work routine; for example, sorting paperwork, going to a printer, etc.

Users of DSE are encouraged, and will be expected, to take opportunities for breaks in their work routine.

General guidance on breaks

- Breaks should be taken before the onset of fatigue when performance is at a maximum and before productivity suffers. The timing of the break is more important than its length.
- Breaks or changes of activity should be included in working time. They should reduce the workload at the screen; that is, having been introduced they should not result in a higher pace or intensity of work to compensate for the time taken for the break.
- Short, frequent breaks of routine are more satisfactory than occasional, longer breaks; for example, a 5–10 minute break after 50–60 minutes continuous screen and/or keyboard work is likely to be more beneficial than a 15 minute break every 2 hours.
- If possible, work routine and rest breaks should be taken away from the screen/workstation.
- It appears, from research evidence, that informal breaks, that is time spent not viewing the screen (for example, on other tasks), are more effective in relieving visual fatigue than formal rest breaks.
- Wherever practicable, users should be allowed some discretion as to how they carry out tasks; individual control over the nature and pace of work allows optimal distribution of effort over the working day.

8. Eye and Eyesight Tests

Staff expected to use DSE as the main element of their day to day work should be encouraged to have an eye and eyesight test. This can be undertaken by an Optometrist. The cost of this test will be refunded to the user by their respective CCG. **(This cost, as of December 2016, is to a maximum of £17)**

Staff are encouraged to ensure future testing should they, with the support of their managers, determine that this is appropriate. (This will normally be over a two year period).

The CCG will contribute towards the costs involved where the change of lenses or new glasses **(or lenses & frames combined)** are required to correct vision defects at the viewing distances or distances used specifically for DSE work concerned. The CCG will ask the Optometrist to provide written confirmation of this fact and for the breakdown of the associated costs. **(This cost, as of December 2016 is to a maximum of £60. If a staff member purchase glasses or frames above £60 they must pay the difference themselves)**

The CCG will cover the costs for spectacles from a standard range only. If an employee wishes to select a pair of more expensive glasses, they will be responsible for the difference in cost.

A copy of the Optometrist form can be found at Appendix C.

Contact lenses are considered by the Association of Optometrists as being 'very suitable' for DSE users. However, contact lenses correct specific vision problems so wearers may need single lens glasses in addition to or instead of contact lenses to operate their display screens.

9. Information and Training

The CCG will provide information and training for all staff that use DSE. Currently the training is provided by an online training package which is incorporated into the assessment process. This shall include statutory requirements, the employee's role in the recognition of hazard and risks, the need to take regular breaks, employees' contribution to assessments, set up of the workstation, their ergonomic use of DSE to facilitate good posture and personal comfort, and their obligation to report any health concerns to their manager.

Further information, including guidance leaflets, and advice on the scope of training can be obtained from the HSE web site: <http://www.hse.gov.uk/msd/dse/>

10. Dealing with Health and Safety Issues

Where an issue is raised by a member of staff on the use of DSE, the Line Manager will investigate the circumstances, take any necessary corrective action and inform staff of the action taken.

Staff will be advised to inform their Line Manager where a problem arises in the use of DSE. In the case of adverse health conditions the Line Manager would normally refer the member of staff to the Occupational Health Department.

11. Use of Laptops

As in many organisations, the use of laptops is increasing, with staff working in variety of locations, including at home, few of which may have been designed and planned for display screen work. It should be recognised that laptops should not be used when there is a realistic alternative. Laptops are not designed for prolonged use. Their smaller design makes them far less comfortable to use than conventional equipment and their portable nature means they are frequently used in non-user-friendly environments, e.g. hotel rooms and trains, where it is difficult to adopt a comfortable working position. On trains etc. use should be kept to a minimum or eliminated altogether wherever possible.

If a laptop is used for long periods of time it will be classed as an item of DSE. If a laptop is used for prolonged periods, an attempt should be made to find a sensible compromise that retains the benefits of mobile working but removes the risk of causing harm to staff.

For prolonged use of a laptop in a fixed location, such as, an office where the user is constantly present and using the laptop, the provision of 'docking stations' or laptop risers should be considered because these enable full size, good quality display screens and full size keyboards and mouse to be used.

Such an arrangement allows the laptop to be used as a portable in the normal way; but, when in the office, the laptop user has access to a full size keyboard and screen, using only the laptop's processor and disc drive, and effectively turning the laptop into a fixed workstation. This will offer the user the flexibility inherent in using a laptop but remove problems that can occur such as back, shoulder, neck and wrist pains.

Also see Guidance Document on the use of Laptops Appendix B.

12. iPads, Tablet etc.

The use of these types of equipment is becoming increasingly prevalent; these appliances are designed for work of a short duration and should not be used in preference to a desk top computer set up.

Further Guidance Document on the Safe Use of Tablets and Mobile Devices at Appendix B.

13. Additional Monitors / Screens

It is becoming more common place these days for a standard desk top computer to have attached to it a primary and a secondary monitor. If this is the case in your DSE set up then the secondary monitor should be set in line with the primary one to enable ease of viewing and the same considerations i.e. re glare and flicker etc. applied.

14. Home Working

Designated home workers are subject to the DSE Regulations regardless of whether the workstation is supplied by the CCG. Home-based DSE users will require a risk assessment of their home workstation in addition to any workstations used whilst working on CCG premises.

15. Shared workstation

In some work areas a workstation may be used by more than one person. Where this occurs, a workstation risk assessment must be conducted for each person using it.

The range of adjustments must meet the needs of each member of staff e.g. the chair must have a sufficient range in height adjustment for each user. In addition a shorter user may need a footrest which may not be necessary for a taller person using the same equipment.

16. Radiation and Pregnancy

Employees using DSE are not at risk from radiation. Thus, there is no reason for an expectant mother to avoid working with such equipment.

It is recognised that, where an employee has a genuine concern, this can contribute to stress and ill health. The policy is therefore that any expectant mother may request a temporary transfer or a reduction in the volume of DSE work that she undertakes, such requests will be given full consideration and an assessment carried out, and where possible and viable, changes will be made.

17. Equality Analysis Assessment

The CCG aims to design and implement procedural documents that meet the diverse needs of our service and workforce, ensuring that no one is placed at a disadvantage over others, in accordance with the Equality Act 2010.

The results from this initial screening indicate that this policy will not require a full Equality Analysis Assessment.

18. References

- Health and Safety at Work, etc. Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- Display Screen Equipment Regulations 1992 (as amended 2002);
- Workplace Health, Safety and Welfare Regulations 1992;
- Provision and Use of Workplace Equipment Regulations 1998

Appendix A

Display Screen Equipment (DSE) can cause difficulties in several areas:

These include:

Musculoskeletal injury: damage to upper limbs, back, shoulders etc., resulting from poor equipment, poor posture, and incorrect work routines;

Visual fatigue: although there is no accepted evidence of VDU usage actually causing damage to eyesight, it can make small visual problems more noticeable and prolonged usage can cause tired or dry eyes, headaches etc. Poor lighting conditions, including siting issues, can also affect eyesight and cause visual fatigue;

Mental overload: the demanding nature of VDU work, or a lack of discretion caused by work with VDUs can place excessive pressure on workers;

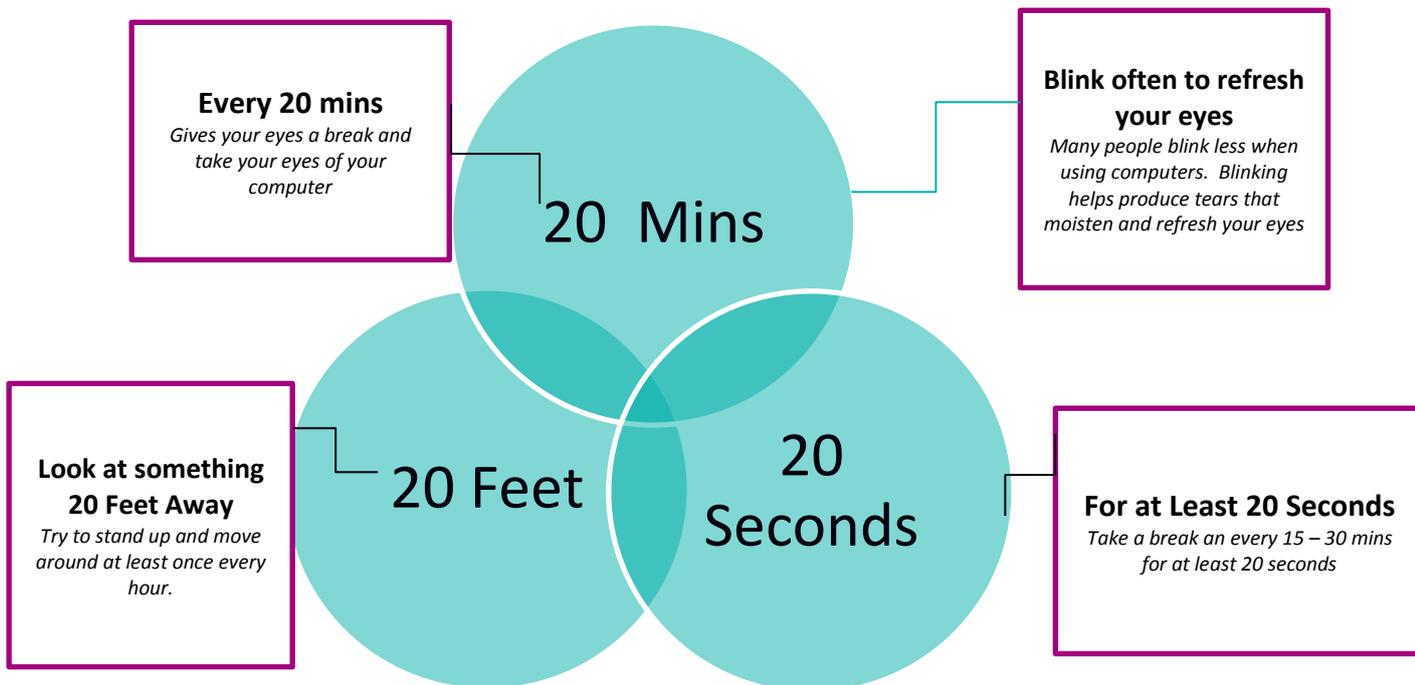
Some of these risks can be managed effectively with ease by the user by applying the following advice to their workstation set up below:

Display Screen

- The display screen should preferably be in front of the user;
- The characters on the screen shall be well-defined and clearly formed, of adequate size and with adequate spacing between the characters and lines;
- The image on the screen should be stable, with no flickering or other forms of instability;
- The brightness and the contrast between the characters and the background shall be easily adjustable, and also be easily adjustable to ambient conditions;
- The screen must swivel and tilt easily and freely to suit the needs of the person;
- It shall be possible to use a separate base for the screen or an adjustable table;
- The screen shall be free of reflective glare and reflections liable to cause discomfort;

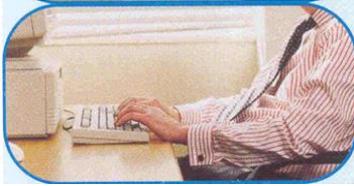


The 20 – 20 – 20 Rule – Preventing Eye Strain



Keyboard

- The keyboard shall be in front of the user, and separate from the screen to allow a comfortable working position, avoiding fatigue in the arms or hands;
- The higher the keyboard, the greater the angle on the wrist, the lower the keyboard the lesser the angle of the wrist;
- The space in front of the keyboard shall be sufficient to provide support for the hands and arms; the keyboard should be placed so that the forearms are comfortable; too close and the shoulders are pushed back, too far and the shoulders are pulled forward;
- The keyboard should have a matt surface to avoid reflective glare;
- The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the comfortable use of the keyboard;
- The symbols on the keys shall be adequately contrasted and legible from the working position;



Too Far Back



Too Far Forward



Ideal

Using a Mouse

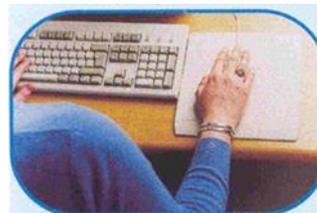
- The mouse should be positioned within easy reach, with the forearm supported on the desk;
- It should be used with the wrist straight, and without gripping the mouse too tightly;
- A mouse mat of soft foam material should be used and, if needed, with an integral wrist rest;
- The mouse and roller ball should be regularly cleaned;
- The sensitivity of the mouse should be adjusted to reduce the amount of movement required;

Tip

To avoid using the mouse try and learn the keyboard shortcuts (go to help and type keyboard shortcuts)



Too Far Away



Ideal

Work Chair

- The work chair shall comprise five castors, be in good repair, be stable and allow easy freedom of movement and a comfortable position;
- The seat shall be adjustable in height and angle;
- The seat back shall be adjustable in both height and tilt;
- Armrests (if required) for reading, writing and general desk work;
- A footrest shall be made available to any person where a need is demonstrated;
- Adjust the contoured backrest to fit and support the small of your back and the lumbar spine area;

The upper body weight should be supported by the backrest; if not the lower back will have to support the torso.

- Adjust the height so that your legs are comfortable and your forearms are horizontal when your fingers are on the keyboard;
- Set the seat angle so that your thigh angle is tilted from the pelvis to the knee by 10 degrees.
- Move close to desk (remove arm rests if necessary).

Before pushing the chair back check under the desk;

- Underside bars;
- Trailing wires;
- Don't leave bags, shoes etc under the desk;
- Junction boxes located under the chair base;
- Boxes or files preventing user sitting properly;
- Computer bases under the desk.



Too far Back



Too far Forward



Ideal

Work Desk or Work Surface

- The work desk or work surface shall have a sufficiently large, low reflective surface and allow a flexible arrangement of the screen, keyboard, mouse, documents and related equipment;
- Any document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movements;
- There shall be adequate space to arrange a comfortable position;
- Consider where the user sits on the Desk or Work surface and the Desk shape;
 - **Rectangle desk:** User can sit symmetrical to monitor layout and equipment correctly;
 - **Radial Curved:** Most users sit asymmetrical and cause strain to their lower back or rotate shoulders inwards. User needs to move to straight part to sit straight;
 - **Waved:** Sitting on a wave desk will result in the user rotating inwards as they will be unable to get support and also puts additional pressure on their wrists

Space Requirements

- The workstation shall be dimensioned and designed so as to provide sufficient space for persons to change position and vary movements;

Lighting

- Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements of the person;
- Possible disturbing glare and reflections on the screen or other equipment shall be prevented by co-ordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources;
- Reflection and Glare;
- Workstations shall be so designed that sources of light, such as windows and other openings, transparent or translucent walls, and brightly coloured fixtures or walls cause no direct glare and no distracting reflections on the screen;
- Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation;
- Anti-glare screens may be appropriate as a last resort;

Noise

- Noise emitted by workstation equipment shall be taken into account at the design stage to ensure that attention is not distracted and speech is not disturbed.
- It is recommended that noise at workstations should not exceed 55 db (A)

Heat

- Workstation equipment shall not produce excessive heat which could cause discomfort.

Temperature /Humidity

- An adequate level of temperature & humidity shall be established and maintained (between 16°C ~ 30°C).

Software

In designing, selecting, commissioning and modifying software, and in designing tasks using display screen equipment, the following principles shall be taken into account:

- software must be suitable for the task;
- software must be easy to use and, where appropriate, adaptable to the level of knowledge or experience of the person, with no quantitative or qualitative checking facility used without the knowledge of the person;

- systems must provide feedback on the performance of the software;
- systems must display information in a format and at a pace appropriate to the person's ability, and;
- the principles of software ergonomics must be applied, in particular to data processing.

Use of a Telephone

- Position your phone on the opposite side of your desk to the mouse;
- Regularly clean the phone mouthpiece and keys;
- Avoid holding the phone between your ear and neck as this can lead to “phone-neck” a very painful condition;
- Use a phone headset if data is routinely entered whilst using the phone.



Other Good practice with Computers

- Take Use movement to reduce fatigue (stand up and walk around);
- If you are having difficulties with your vision over the computer screen distance speak to your line manager regarding an eye test;
- Persistent aches, pains, tingling or numbness are early warning signs and should be reported to your line managers.

Office Exercises

- Exercise will move joints and stretch muscles and nerves;
- Movement stimulates the circulation and lubricates the joints;
- Will help to relieve muscle and nerve tightness;
- Just one to two stretches every 20 minutes to relieve fatigue;
- Aim to keep yourself generally fit, active and hydrate

Appendix B - Using Laptops, Portable and Mobile Devices Safely

Laptops are useful for employees who regularly work away from their office base, but they shouldn't be considered as a permanent alternative to a properly set up PC. Due to the compact design of laptop computers and the smaller size of the screen and keyboard, users may experience discomfort if certain precautions are not taken for usage. The following advice is to be considered by users and adopted as working practice. Note that in this context a laptop computer is defined as a portable computer having a screen size, as specified by the manufacturer, of not less than 350mm (14 inches).

If you're using a laptop for more than half an hour at a time, you **must**:

- place the laptop on a firm surface at the right height for typing;
- make sure the screen is placed correctly to prevent glare and eye strain;
- use a docking station or laptop riser;
- use a separate mouse and keyboard;
- use a suitable chair to allow a good sitting position;
- take regular breaks away from the laptop.

Here are some guidelines to help you use your laptop safely

Sitting Properly

Do:

- make sure you're directly in front of your screen and your back is supported;
- use a five-caster, adjustable chair, if one's available. Make sure you adjust it to suit you;
- make sure you have a suitable surface to work on. Check that you have enough space for your laptop and other equipment. Make sure it's at the right height for you to work comfortably - aim to get your forearms as near to horizontal as possible.

Don't:

- slouch, twist or lean to one side while working. Your sofa and coffee table aren't likely to make a suitable workstation;
- sit forward or crouch over the laptop;
- bend or strain your wrists;
- work with the laptop on your lap, in your car, or when lying in bed.

Reading the Screen

Do:

- avoid glare. Adjust your screen to avoid reflections and glare. Make sure you don't sit with your back to, or face a window;
- adjust the brightness and contrast to suit you and surrounding light levels. If you don't know how, ask;
- keep your screen clean;
- make sure the screen is placed at a comfortable viewing distance and at right angles to your line of sight;
- use a laptop riser to make sure the top of the screen is at eye-level. Looking up or

downwards for long periods can cause neck and back problems.

Using your Keyboard and Mouse

- Use a separate keyboard and mouse whenever possible. Make sure you have a suitable work surface and enough space to use them comfortably. Keep both close to you to avoid over-stretching;
- Check that the mouse can be used by both left and right-handed people and is large enough for your hand. Mice provided for use with laptops often aren't big enough, so check that your fingers can comfortably on the click buttons and that the curve fits into your palm. If the mouse you have doesn't suit you, get a replacement;
- When using the mouse, make sure your hand is flat and as relaxed as possible. Don't clench your fingers or raise them in the air.

Personal safety

Think about personal safety whenever you use or carry your laptop:

- Don't carry your laptop in a bag that has a computer manufacturer's logo on it;
- Think about lone working - try to avoid working alone in public places where there may be an increased risk of theft;
- Never leave your laptop on view, or leave it overnight in an unattended vehicle

Manual handling

- Heavy laptops can be a manual handling hazard. Your manager should select laptop that is as low a weight as possible, preferably under three kilos. If you're concerned about the weight of your laptop, tell your manager;
- Make sure you use a suitable case for carrying your laptop. The best options are a light-weight:
backpack / rucksack with padded shoulder straps. These distribute the loads evenly across the body and cuts down the strain on the arms, wheeled trolley case with a height-adjustable handle;
- Always carry as little as possible in your laptop case. Don't carry extra papers or equipment unless they're really necessary.

General guidelines

Remember

- Think about electrical safety. Do a visual check of leads and plugs to make sure they're not damaged. Make sure PAT tests are done and up-to-date. Don't use the equipment if there are any doubts about electrical safety;
- Take regular breaks away from your laptop. Plan your work to include a mix of tasks and activities;
- If you have **any** health concerns when using your laptop, such as eye discomfort, headaches or neck or back pain, report them **immediately** to your line manager;
- Make sure you back up the information on your laptop regularly;

Be aware of the sensitivity of the information you may have on your laptop. Don't work on confidential documents in public places. Make sure your laptop is password protected / encrypted so the data on it can't be used if it's stolen.

Guidelines For Using Tablets and Portable Devices Safely:

Tablets

- When reading, use a stand or tilt the tablet to reduce the need for you to bend your head forward to read;
- Whenever possible try to place the tablet on a surface rather than holding it. If you are using the on-screen keyboard for extended periods consider using a blue tooth external keyboard;
- Use a light touch when using the screen it will be more efficient as well as preventing problems;
- When typing or touching the screen regularly have the tablet flat or only slightly angled to ensure your wrists are not in awkward positions;
- If you find you are leaning forwards to view the tablet, enlarge the image or text;
- Keep your screen clean for good visibility and hygiene reasons;
- Remember movement is really important, if you find yourself using a tablet intensively for more than 10-20 mins take a short break, stretch your hands, shoulders and neck and look into the distance to relax your eyes;
- Due to the screen and keyboard being in the same place on a tablet – either your head is angled down or your arms are being held up – if extended periods of time are spent typing or inputting information, you will increase the risk of developing neck and upper limb conditions.

Portable devices:

- Avoid using mobile devices for long periods of time for activities such as using the internet, emailing or typing (using mobile devices for making standard voice calls is excluded for the purposes of this guidance). Instead use a correctly set up and risk assessed computer;
- Look away from the screen regularly when using portable devices to relax the eyes. Consider increasing font size;
- Vary the fingers that you use and stop frequently to stop;
- Consider using an external keyboard for portable devices. To reduce typing, consider calling instead;
- Hold up the device to reduce bending of the neck.

Appendix C

NOTES TO OPTOMETRIST

Under the Display Screen Equipment Regulations 1992 (as amended 2002); staff can claim towards the cost of lenses where their 'normal corrective appliances' (glasses or contact lenses) cannot be used. **(Maximum employer Contribution of £17 for eye test and £60 for glasses and frames**

1.0

Does (name):	Yes	No
Usually wear glasses or contact lenses?		

Comments:

2.0 I certify that the spectacles detailed in the attached prescription are required specifically for VDU use only.

Name of Optometrist: _____

Optometrist Signature: _____

Date: _____

Company Name/Stamp, Address & Telephone Number

--

Please return the form to Finance Department, NHS East Lancashire Clinical Commissioning Group, Walshaw House, Regent Street, Nelson, Lancashire, BB9 8AS

Eye Test/ Lenses Claim form

Employee Section

Name:

Function (Dept):

Job Title:

Base:

Documentation Attached:	1. Eye Test Receipt:	YES/NO
	2. Lenses/Glasses Receipt	YES/NO
	3. Prescription	YES/NO

Employees Signature:

Managers Section

The above employee is a display
Screen user YES/NO

Line manager name:

Signed(authorised signatory):

Date:

Cost code:

HR Approval:

Finance Approval:

Please return the form to Finance Department, NHS East Lancashire Clinical Commissioning Group, Walshaw House, Regent Street, Nelson, Lancashire, BB9 8AS

Maximum claim for eye test is £17 and maximum claim for lenses/glasses is £60 provided they are required for day to day display screen use only

Appendix D

Equality Analysis Checklist

Equality Analysis Checklist	Yes	NO
<p>Does the 'Activity' being considered for equality analysis affect service users, employees or the wider community and therefore potentially be highly significant in terms of equality?</p> <p><i>(Relevance will depend not only on the number of those affected but also by the significance of the effect on them)</i></p>		X
<p>Is it a major 'Activity' with significant implications for equality?</p> <p><i>E.g. a strategy, commissioning large scale programmes, care pathway re-design, building development etc.</i></p>		X
<p>Has previous engagement highlighted important inequalities for protected groups?</p>		X
<p>Does or could the 'Activity' affect different protected groups differently?</p>		X
<p>Does the 'Activity' relate to a known area of inequalities?</p> <p><i>E.g. access issues for disabled people, services for vulnerable people.</i></p>		X
<p>If you have answered yes to any of the questions above you need to complete an Equality Analysis.</p> <p>Focus attention on those aspects most relevant to equality. Which protected groups is it most relevant to?</p>		
<p>If you answered no to all of the questions above then you don't need to undertake an Equality Analysis.</p> <p><i>*When you decide an 'Activity' is not relevant to equality and therefore does not require an Equality Analysis it is important to document the decision and reason for the decision. This ensures that you have not overlooked potential issues relevant to equality which could leave you vulnerable to legal challenge.</i></p>		
<p>Decision: No requirement for a full Equality Analysis Assessment</p>	<p>Reason: The degree of relevance to individual equality strands will <u>not</u> require a full Equality Analysis Assessment.</p>	
<p>Name: Michael Moir (M&LCSU Health and Safety Manager)</p>	<p>Date: 19/12/16</p>	