

**PWYLLGOR IECHYD A DIOGELWCH
HEALTH & SAFETY COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	09 July 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Health and Safety Regulations – The Health and Safety (Display Screen Equipment) Regulations 1992
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Sharon Daniel, Interim Director of Nursing, Quality and Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	Adam Springthorpe, Health and Safety Manager

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Sicrwydd/For Assurance

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

This report is presented to the Health and Safety Committee (HSC) under the standing agenda item to provide assurance against a number of key Health and Safety regulations. The report concerns compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 (DSE Regulations) in Hywel Dda University Health Board (HDdUHB).

Cefndir / Background

The DSE Regulations only apply to employees that regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These employees are known as 'DSE users' (Regulation 1). These Regulations do not apply to employees who use DSE infrequently or for short periods of time.

As an employer of DSE users, HDdUHB must:

- Analyse workstations to assess and reduce risks (Regulation 2);
- Review the assessment when the user or DSE changes (Regulation 2);
- Make sure controls are in place (Regulation 3 and Schedule);
- Allow breaks or changes of activity to reduce workload at equipment (Regulation 4);
- Provide eye tests on request, and special spectacles for DSE if needed (Regulation 5);
- Provide training (Regulation 6);
- Provide information (Regulation 7).

The main risks that may arise in work with DSE are physical (musculoskeletal) disorders such as back pain or upper limb disorders (sometimes known as repetitive strain injury or RSI), visual fatigue, and mental stress. These problems often reflect bodily fatigue. Risks to typical users should be low if the DSE Regulations are complied with and ergonomic principles are taken into account in the design, selection, installation and use of the equipment; the design of the workplace and the organisation of the task.

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 such work is significant and tackling it is important.

Asesiad / Assessment

Regulations 2, 3 & Schedule – Analysing workstations

HDdUHB has a robust procedure in place called 463 - Display Screen Equipment (DSE) and Workstation Assessment Procedure. Although led by the Health, Safety and Security Department, it was created as a joint document between the Health and Safety, Manual Handling and Occupational Health teams, to ensure that all aspects were adequately covered. The procedure applies to DSE used in offices, reception areas/interview rooms, when working in the community, in other employer's workplaces and when agile or home working. It also applies to shared workstations, hot-desks and situations where people regularly use a number of different workstations.

When working with DSE, a risk assessment should be undertaken to ensure that any risks associated with the work are minimised. For the purpose of the regulations, a DSE Workstation Assessment is utilised for this risk assessment function. Procedure 463 includes the Health Board's DSE Workstation Checklist (the workstation assessment) as Appendix 1 of the document, which is closely based on the Health and Safety Executive (HSE) example checklist form (CK1) to ensure compliance with the Schedule to the Regulations.

The HDdUHB DSE Workstation Checklist leads the DSE user through a number of questions in six key categories including furniture, keyboards, mouse/trackball, display screens, software and environment. It also includes a final set of questions on discomfort / symptom reporting, eyesight testing and taking breaks.

The importance of reviewing the DSE assessment when circumstances change, such as a change is made to an existing workstation or the way it's used, is covered in the DSE e-learning package for users and also taught to managers on the Manager's Health and Safety Induction (see Regulation 6 below).

Regulation 4 – Breaks or changes in activity

The Regulations require DSE work to be periodically interrupted by breaks or changes of activity to reduce employee workload at their equipment. This requirement forms part of the DSE e-learning training for DSE users (see Regulation 6).

There is no legal guidance about how long and how often breaks should be for DSE work. It depends on the kind of work that staff are undertaking. In most jobs it is possible to stop DSE work to do other tasks, such as printing, filing, joining a meeting, making a phone call, or simply standing up and moving around temporarily. If there are no natural changes of activity in a job, there is a requirement for managers to plan rest breaks. An example in the Health Board where breaks in DSE work need to be scheduled would be the call centre.

Breaks or changes of activity should allow users to get up from their workstations and move around, or at least stretch and change posture. The Health Board has advice on simple stretches that can be undertaken at or by the workstation throughout the working day (See Regulation 7).

Regulation 5 – Providing eye tests and special spectacles

HDdUHB has established a Corporate Eyewear Scheme with a national provider which ensures that HDdUHB meets its legal requirements, whilst offering a benefit that many employees will hopefully value highly as part of the employee benefits scheme.

For those employees that meet the criteria of a 'DSE User' as defined by the Regulations, the provider will provide the following benefits:

- A full eye examination;
- £20 discount off glasses from the £99 range and above;
- In addition to the above, when the prescription in the spectacles is required specifically and solely for intermediate use (i.e. for DSE use), the employee will receive a pair of single vision glasses from the £49 range or a £49 contribution towards another pair.

Should employees wish to use an alternative optometric practice to the corporate scheme provider, then they are able to follow a different application process and reclaim the sum of £17 via their e-expenses.

The process for the above is detailed in the DSE Procedure and on its own dedicated intranet page as part of the Health Board's 'Working for Us' pages.

Regulations 6 – Providing training

HDdUHB has a DSE E-Learning course which is a mandatory training module for all employees in administrative and/or clerical roles, as per their Electronic Staff Records (ESR) classification. The aim of the module is to provide DSE users with an awareness of the DSE Regulations, how to correctly set up their workstation and provides guidance on safe working practice when using DSE. The module also assists with identifying issues and gives information on what can be done to provide a more comfortable and productive way of working with DSE. The table below shows the current compliance among those staff for which the course is mandatory.

Competence Name	Required	Achieved	Compliance %
NHS MAND Display Screen Equipment - No Renewal	2531	2418	95.54%

The DSE e-learning module is available via the ESR learning portal for anyone to undertake, regardless of whether or not it has been assigned to them as a mandatory module and all managers are encouraged to promote the utilisation of the course. It should be noted though that there are some sectors of the workforce, such as patient care providers, who regularly use DSE but who may not strictly fit within the regulatory definition as DSE users. This does not mean however that they would not benefit from the course.

Patient care providers are required to attend mandatory patient manual handling training, and this also incorporates a section on the use of DSE.

DSE and workstation assessment also have a dedicated section on the Manager's Health and Safety Induction course (a 4 x 0.5-day health and safety management course). In the section, managers are taken in detail through the requirements of the Regulations, health issues associated with DSE, manager and employee responsibilities, training, DSE workstation assessments, routes for advice, symptom reporting and eye tests for DSE users. To date, over 600 managers within HDdUHB have successfully completed the course.

Regulations 7 – Providing information

As outlined for Regulations 2, 3 & Schedule above, HDdUHB has a robust approved Procedure in place for DSE. This document holds a wealth of information for managers and DSE users on the requirements of the DSE Regulations, including roles and responsibilities, internal arrangements and where to go for help or advice.

In 2022, prior to the most recent update to the Procedure, a working group was established including members from Health and Safety, Manual Handling, Occupational Health, IT, and Procurement, tasked with ensuring that the Health Board were providing clear and consistent procedures, advice and guidance around DSE and workstation use. The working group achieved the following outcomes:

- Updated and improved Procedure (463), approved September 2022;
- New and improved IT procurement pages for DSE related equipment;
- A new dedicated DSE intranet page as a sub-page to the H&S Homepage;
- New guidance documents available through the new intranet site including:
 - An Employee DSE Guide
 - This guidance document provides practical advice for all employees to help them get comfortable at their workstation and includes sections on work zones, seating positions, input devices, telephone work and common issues etc. It also includes a page on simple stretches that can be undertaken at or by the workstation throughout the working day.
 - A Manager's DSE Guide
 - This guide gives managers the tools they need to choose the correct DSE equipment to allow their staff to be safe and comfortable in the workplace. The guide has 4 sections: assessing for DSE, choosing DSE equipment, an equipment pictorial guide, and manager's responsibilities.
 - An Oracle Common Equipment Guide
 - This Procurement document looks at the common equipment currently available via the Oracle catalogue and helps managers choose the correct equipment for their staff, such as the most suitable chair specification, without the need for external assistance.
 - All-Wales Guidance on Working with DSE Whilst Agile Working and/or Working from Private Premises
 - This document was created to ensure those staff that are adopting agile/hybrid working or who are working from private premises (i.e. home working) have adequate facilities. It includes a pre-agile working assessment for home or private premises and a DSE risk assessment form specific for these agile workers.

Argymhelliad / Recommendation

The Health and Safety Committee is requested to:

- **TAKE ASSURANCE** that the Health Board is compliant with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference:

Cyfeirnod Cylch Gorchwyl y Pwyllgor:

2.1 Provide assurance around the UHB arrangements for ensuring the health, safety, welfare and security of all employees and of those who may be affected by

	work-related activities, such as patients, members of the public, volunteers, contractors etc.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	1. Safe
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. All Apply
Amcanion Strategol y BIP: UHB Strategic Objectives:	1. Putting people at the heart of everything we do 4. The best health and wellbeing for our individuals, families and communities 6. Sustainable use of resources
Amcanion Cynllunio Planning Objectives	1 Workforce Stabilisation
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	2. Develop a skilled and flexible workforce to meet the changing needs of the modern NHS

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	<ul style="list-style-type: none"> • L26 (2nd Ed), Work with Display Screen Equipment: Health and Safety (Display Screen Equipment) Regulations 1992, Guidance on Regulations, HSE, 2003. • INDG36 (rev4), Working with Display Screen Equipment (DSE), A brief guide, HSE Guidance, 2013. • CK1, Display Screen Equipment (DSE) Workstation Checklist, HSE, 2013. • Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.
Rhestr Termiau: Glossary of Terms:	Contained within the body of the report.

Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	Health and Safety Advisory Group
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Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	There are ongoing costs associated with the provision of suitable and sufficient equipment / control measures to ensure compliance with the Regulations.
Ansawdd / Gofal Claf: Quality / Patient Care:	There is a positive impact on staff safety, health and wellbeing through compliance with the DSE Regulations.
Gweithlu: Workforce:	Potential for adverse future staffing impacts if this legislation is not complied with as it relates to employee safety.
Risg: Risk:	Risk to health and safety management.
Cyfreithiol: Legal:	Potential for enforcement action including Improvement Notices/Prosecutions and claims due to breaches in legislation.
Enw Da: Reputational:	Potential for enforcement action including Improvement Notices/Prosecutions and claims due to breaches in legislation.
Gyfrinachedd: Privacy:	Not applicable
Cydraddoldeb: Equality:	<p>No evidence gathered at this stage to indicate a negative impact on any protected group(s).</p> <p>Proactive compliance with the DSE regulations will enhance human rights aspects in so far as the Health Board will ensure that, where individuals are required use DSE in the course of their work, their workstation is suitable assessed.</p> <p>It is particularly important for staff to report any health concerns that may be associated with DSE or any adjustment which may need to be considered due to a disability (e.g. Dyslexia, upper limb disorder) that may affect their use of DSE.</p> <p>It may be beneficial for anyone that is pregnant to have a reassessment of their workstation, including use of DSE, during pregnancy.</p> <p>Anecdotally, it may be beneficial for older employees to have regular DSE assessments to identify any issues and to safeguard their health and wellbeing during their continuing employment.</p>