Display Screen Equipment (DSE)

SITUATION

DSE is used increasingly in both non-clinical and clinical settings across the Health Board, in the form of computers, tablets, smart phones and laptops.

Since Covid-19, working practices have changed. There is an ongoing need for monitoring and development of policies and procedures around DSE, which reflect the evolution of agile work, home work and digitalisation of nursing records.
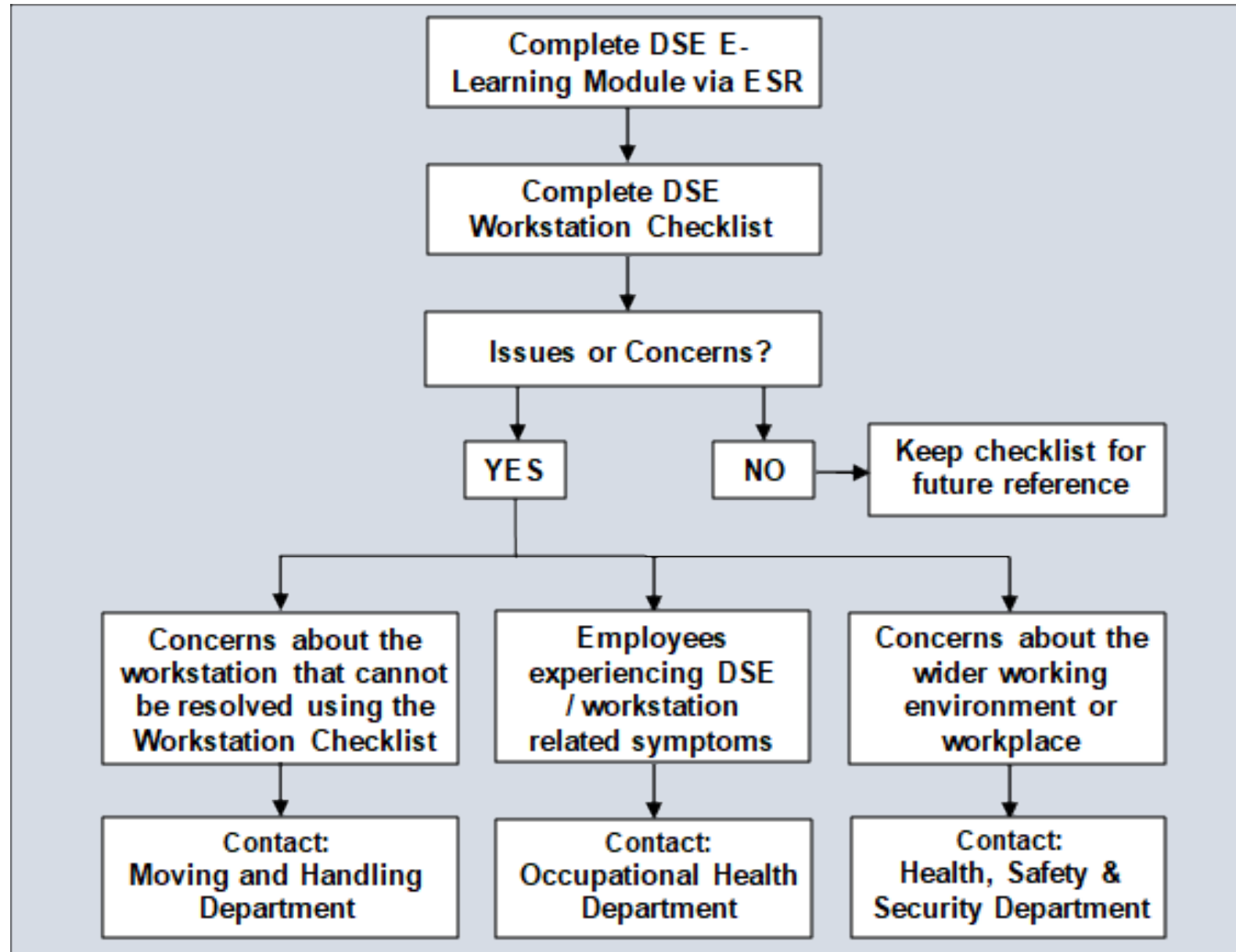
RISK

Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain.

Mitigation

Mitigation type	What do we provide?
Information and instruction	• DSE e-learning is available to all and is mandatory for administrative roles • All practical manual handling training incorporates a section on DSE set up • The Managers Health & Safety Induction includes a DSE management section
Equipment provision	• Oracle lists a range of chair types and additional equipment for departmental orders • Additional equipment such as laptop raisers, footrests, additional monitors are ordered directly through IT on the intranet pages, with manager approval
Access to support and advice	• HDdUHB DSE Procedure, including DSE risk assessment document and eye test information is available on our intranet. This includes a flowchart guiding managers to correct sources for further advice/assessment (Manual Handling, Health & Safety or Occupational Health)
Prevention of harm (proactive not reactive)	• Support for managers to raise awareness of their responsibilities via Managers Health & Safety Induction programme • DSE is an included element in both the managers 6 monthly workplace inspection checklist and the 3 monthly manual handling monitoring form
Monitoring effectiveness of current strategies	• A Working group has been established, including MH, H&S, OH & procurement to ensure consistent advice provision and to further work on resources and information sharing • DATIX reviews via MH and H&S teams identify any DSE related adverse events

Routes to Advice

Complete DSE E-Learning Module via ESR
↓
Complete DSE Workstation Checklist
↓
Issues or Concerns?
- YES
- NO → Keep checklist for future reference

YES:
- Concerns about the workstation that cannot be resolved using the Workstation Checklist → Contact: Moving and Handling Department
- Employees experiencing DSE / workstation related symptoms → Contact: Occupational Health Department
- Concerns about the wider working environment or workplace → Contact: Health, Safety & Security Department

Agile and Home Working

There is an Exec-led Agile Working Group looking at developing the agile working programme, including future policy and accommodation arrangements, to which H&S are active members.

H&S team have been working with colleagues across Wales to develop an All-Wales DSE Agile / Home Working Guidance document. This is currently being tailored to HDdUHB before going for local approval. The guidance includes:

- Clarified definitions of home and agile workers.

- Routes to, and eligibility for, any additional equipment that may be deemed necessary for staff that officially work at home.

Situation

If an employee works at home, the DSE Regulations do apply and a home workstation is subject to the same requirements as that of an office employee. Therefore a workstation assessment should be carried out.

Agile Worker	Home Worker
Any member of staff who has the ability to work from multiple locations including private, health board and shared services premises. This may include some aspects of working from home, but this is not a formal arrangement	Any member of staff who has a formal arrangement to work from home. This could be fixed home working days or only working from home.

Risks and Mitigation

Display Screen Equipment Procedure	HDdUHB Approach
The aim of the DSE Procedure is to ensure that the Health Board will comply with the Display Screen Equipment Regulations 2002 requirements.	Display Screen Equipment (DSE) & Workstation Assessment Procedure in place that provides guidance to assess and control the risks associated with DSE as required by the Health and Safety (Display Screen Equipment) Regulations 2002
	The procedure aims to protect employees and others, so far as is reasonably practicable, from the risks associated with DSE.
	In doing so, it covers the DSE, the workstation, the immediate working environment, equipment, training, individual needs and eyesight tests.

Risks and Mitigation (cont'd)

Staff Communication & Policy Implementation	HDdUHB Approach
Employers must inform and consult with employees about measures that are introduced that may affect health and safety in the workplace	DSE has been highlighted in the Health and Safety 7-minute briefing.
	Managers of home/agile workers have been provided with advice on requirements.
	All Wales working group have compiled guidance on home and agile working – currently being adapted for HDdUHB.
	HDdUHB Agile working group has been actively developing a strategy with dedicated agile working hubs.

Risks and Mitigation (cont'd)

DSE Training Requirement	HDdUHB Approach
All employees identified as DSE Users should receive information, instruction and training to help them identify risks and observe safe work practices, including the analysis of workstations to assess and reduce risks	An E-Learning training module is available via the ESR learning portal. The aim of the module is to provide awareness of the regulations, correct set up of workstation & safe working practice when using display screen equipment

Eye Tests	HDdUHB Approach
Employers must arrange an eye test for display screen equipment (DSE) users if they ask for one, and provide glasses if an employee needs them only for DSE use.	HDdUHB has established a Corporate Eye Care Service with Vision Express. The scheme 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.

Next Steps

- Publication and promotion of agile and home working policies.

- Development of an adequate number of agile working hubs across the health board.

- Education of employees and managers of their home working responsibilities via the utilisation of pre-home working checks and Agile/home working DSE assessments.

- The possible requirement to provide additional DSE equipment to home workers in order to comply with DSE Regulations.

- Audit the impacts of the digitalisation of nursing records in the pilot sites, to obtain staff feedback and guide any additional guidance resources needed for staff.

Recommendation

For the Health and Safety Committee to note compliance with the DSE Regulations and the updated guidance for agile and home workers.