

**HEALTH & SAFETY POLICY: SECTION 1**

**DISPLAY SCREEN EQUIPMENT**

**Date: 1 October 2017**

**Review date:1 October 2018**

Omega Care Group aims to minimise any Health and Safety hazards arising from the use of Display Screen Equipment in the delivery of its services, and to support and maintain the health and wellbeing of all staff members.

The relevant legislation is the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

Under this, an individual is defined as a ‘User’ of DSE, if they:

* operate DSE continuously, or near continuously, for an hour or more throughout the day, this may be cumulative.
* use DSE whenever at work
* require a high level of concentration when using DSE.

Managers, with support from the Health and Safety Officer, will undertake an annual assessment of individual staff members’ use of DSE, record and report findings and undertake any identified actions.

As per the Regulations, all staff will be informed of their right to a free, full eyesight test and that if the optician advises the use of corrective equipment specifically for DSE, that Omega Care Group will pay for a **basic** frame and lenses. This will be funded at current high street prices.

All staff are encouraged to take breaks from using DSE (around 10 minutes in every hour) and to shift their focus.

**DSE Assessment**:

**Display Screen:**

**Comments**

1. Are characters clear/legible?
2. Is text size comfortable to read?
3. Is image stable-free of flicker?
4. Is brightness and/or contrast adjustable?
5. Does screen swivel and tilt?
6. Is screen free from glare/reflection?
7. Is screen glare free from natural light?

**Keyboards:**

**Comments/Actions**

1. Is keyboard separate from mouse?
2. Does the keyboard tilt?
3. Can user find a comfortable position?
4. Does user have good keyboard technique?
5. Are the characters easily legible?
6. Do laptop users have access to external keyboard in office?

**Mouse/similar**

**Comments/Action**

1. Is device suitable for task?
2. Is device placed close to user?
3. Is there support for user’s arm/wrist?
4. Is the device effective?

**Furniture**

**Comments/Action**

1. Is work surface of adequate size?
2. Can all equipment be comfortably reached?
3. Are all surfaces free of glare/reflection?
4. Is chair suitable for use?
5. Is chair stable?
6. Does it have back height and tilt adjustment?
7. Does it have a swivel mechanism?
8. Does it have castors (or =)
9. Is the chair adjusted properly?
10. Is the small of the back supported?
11. Are user’s eyes level with top of VDU?
12. Can feet be placed flat on floor?

**Environment**

**Comments/Action**

1. Is there room for positional change?
2. Is lighting suitable?
3. Is ventilation adequate?
4. Does user take regular breaks from DSE?
5. Does user suffer discomfort when using DSE?
6. Is user aware of right re: free eyesight testing?
7. Has user received appropriate training?