



THE USE OF DISPLAY SCREEN EQUIPMENT POLICY AND PROCEDURE

Document Control	
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Policy Statement

NHS 24 recognises its legal and moral duty to comply with health and safety (Display Screen Equipment) Regulations, and its responsibilities to minimise risks involved with the continued use of DSE, so far as is reasonably practicable, i.e. musculoskeletal injuries, eyestrain, fatigue and stress. To assist with this the following criteria should be observed at all times:

- DSE workstations should meet minimum safety requirements
- The needs of DSE users should be regularly assessed
- DSE users should be provided with appropriate information, instruction and training

This policy is supported by an on-line training programme, downloadable resources and the following stand alone documents;

(NHS 24) DSE Guidance for Project Managers and Facilitators

(NHS 24) DSE Guidance For Laptop Users

1. Applicable Legislation

- Health and Safety at Work Act 1974
- Display Screen Equipment Regulations 2002
- The Management of Health and Safety at Work Regulations 1999

NHS 24's *Health & Safety Policy* identifies the legal framework designed to protect the health, safety and wellbeing at work of employees. Everyone is responsible for ensuring a safe workplace – the policy identifies exactly how these responsibilities are allocated.

The primary legislation against which NHS 24 will be measured in respect of DSE work is the *Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)*.

The Health and Safety Executive provide guidance on these regulations. Their guidance will provide the framework for NHS 24's DSE strategy.

The key considerations in respect of the use of display screen equipment are;

- Who and what is covered by the regulations?
- How are workstations, the working environment and equipment risk assessed in respect of suitability for the task?
- What is the impact of the workstation on a particular individual, and how can any identified risk factors be controlled?

Who and what is covered by the legislation?

Who

For the purpose of this policy a "DSE user" will be anyone who habitually uses display screen equipment (laptops, desktops) as a significant part of their job

The vast majority of staff working in NHS 24 will be classed as 'Users'.

Protection extends to staff termed 'home workers' (who use DSE). This protection includes completing relevant risk assessments (e.g. DSE and lone-worker) and the provision of suitable equipment. Any risk assessment will need to cover the need for extra or special training and provision of information to compensate for the absence of direct day-to-day employer supervision and control of their working methods.

Protection also extends to staff who may use laptop computers in a multitude of locations (***(NHS 24) DSE Guidance For Laptop Users***).

What

A DSE workstation is regarded as the whole of the work area involved in DSE work, comprising of:

- display-screen equipment (e.g. desktop computer, laptop), whether or not provided with software or keyboard, etc
- any optional accessories to the display-screen equipment
- any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other item peripheral to the display-screen equipment
- The immediate work environment around the display-screen equipment.

Generally the uses of handheld devices such as IT enabled mobile phones are not included. It must be noted that equipment fitted to any vehicles (including its location, for example dashboard mounting) will be subject to alternative Safety and Road Traffic legislation and need to be assessed separately.

2. How are workstations, the environment and equipment risk assessed in respect of suitability for the task?

i) New Projects

The nominated Project Lead responsible for designing or revising existing premises where DSE is to be used is obliged by law to ensure the chosen DSE related furniture and the environment (e.g. lighting) falls within the requirements of the regulations (Where there may be joint leads in a particular project, for example one concerned with commissioning IT equipment, the other with the general layout and furnishing of the premises – each must ascertain not only does their part of the project comply – but that their part comfortably dovetails with the other.

Separate guidance is available (***NHS 24) DSE Guidance for Project Managers and Estates***

ii) Existing premises and equipment

Line Managers are delegated the requirement to monitor compliance with DSE procedures in areas and for staff for whom they have responsibility.

They will ensure;

- Each employee completes the DSE e-Learning module and the DSE questionnaire every two years (or sooner if there are significant changes) which will be reviewed by a trained (DSE) assessor.
- Each workstation is reviewed two-yearly by a competent (DSE) Assessor.

The process as to how the above will be achieved is detailed in Appendix A.

It is important line managers recognise a completed assessment form is not necessarily an end in itself. Their purpose is to identify deficiencies in the equipment, the working environment or the way in which the equipment is used, and the appropriate action to be taken. The process is not complete until any problems identified have been rectified or appropriate control measures have been put in place.

To summarize; managers must ensure appropriate and timely action is taken to eliminate significant risks and hazards brought to their attention.

Where an employee has a health issue or a physical disability (temporary or permanent) NHS 24 Occupational Health Providers will be able to assess and assist with the process.

Employees are reminded they also have responsibility to

- take reasonable care of their own health and safety and not to take risks or endanger others
- co-operate with their employers and allow them to fulfil their statutory duties
- Ensure they complete the DSE Questionnaire every two years (or sooner if circumstances change)

Users also have an additional responsibility, under the Management of Health and Safety at Work Regulations to report any health and safety deficiencies that come to their notice. Any users experiencing difficulties with their workstations should refer them, in the first instance, to their line manager.

A copy of the Self Assessment questionnaire is available in Appendix C.

4 What are the possible impacts on a particular individual of working at an NHS 24 workstation– and how can risk factors be controlled?

Job Design

Wherever possible, jobs should be designed to:

- offer users variety, opportunities to exercise discretion, opportunities for learning and appropriate feedback, in preference to simple repetitive tasks
- match staffing levels to the volume of work,

A well designed task will also protect staff from work related physical disorders due to circulatory issues from extended sitting, visual fatigue, or highly repetitive work. Apart from informing staff how to interpret discomfort and take corrective actions it is important take preventive measures. One of the most important is continuing to allow staff to take frequent 'Micro breaks' (aka 'walk- away').

Their purpose is to:

- allow users to vary their posture
- Prevent the onset of fatigue; not in order to recuperate. The timing of the break is more important than the length. Breaks should be taken frequently as several shorter breaks are more satisfactory than occasional longer breaks.

Early Identification of Possible problems (Risk Assessment Process)

Identifying whether a workstation is suitable or not will depend on two fundamental criteria;

A) *Does the workstation meet the criteria set down by legislation?*

Information on design requirements is available in **(NHS 24) DSE Guidance for Project Managers and Estates** (Please note this document is available online as a reference document for all staff). Recognised DSE Assessors have a greater understanding of these requirements and any recommendations to staff or their managers will be evidence based.

B) *Is the workstation suitable for the particular user(s)?*

Protracted use of DSE equipment can place undue strains and stresses on otherwise healthy individuals.

NHS 24 employs a significant number of staff who have suffered previous injuries, illnesses or disability which will affect how they can work at a DSE workstation for periods of up to eight hours.

It is for these reasons all submitted answers on the DSE questionnaire are reviewed by a competent person. In the first instance this will be a recognised DSE Assessor, who in certain cases will refer onwards the findings to an Occupational Health Professional.

Training

Reference has been made to the importance of training and education of staff in the correct use of equipment, and the early identification of untoward symptoms or signs.

All staff must receive training that is both suitable and sufficient for the tasks they undertake.

It is the responsibility of the line manager to ensure a member of staff is familiar with any software used in connection with the work – and sufficient protected time is allocated to allow for this training.

All staff new to the organisation will attend corporate induction. Part of this process is the completion of DSE e-Learning package. This mandatory training must be re-visited every two years by staff that regularly use computers. The purpose of this training programme is to underpin the process of identifying potential challenges – and how to address the majority of them without recourse to specialist advice. This is particularly important as most staff work to a 'hot desk' configuration and will therefore need to set up their workstation from scratch at the beginning of each shift.

DSE users supplied with headsets must, as part of their training, be advised on the correct use of the headset. This will include how to wear it, the position of the microphone to limit vocal feedback, the day-to-day maintenance of the headset and action to be taken in the event of difficulties (guidance is available in Appendix B).

Eye and Eyesight Tests

Medical evidence identifies using display screen equipment is not associated with damage to eyes or eyesight; nor does it make existing defects worse. However, some DSE users may experience temporary visual fatigue, leading to a range of symptoms such as impaired visual performance, red or sore eyes and headaches, or the adoption of awkward postures that can cause further discomfort in the limbs.

These may be caused by:

- staying in the same position and concentrating for a long time
- poor positioning of the display screen equipment
- poor legibility of the screen or source documents
- poor lighting, including glare and reflections
- a drifting, flickering or jittering image on the screen

Employees who are experiencing eyesight problems related to DSE use should in the first instance seek advice from an Optician.

If the test identifies special corrective appliances (spectacles) are required for DSE work, then NHS 24 will contribute up to £50 towards the cost of a pair of basic, single-vision lens spectacles via e-expenses and the line manager will check receipts and authorise the claim. Anyone requiring designer frames or other extras will have to bear the additional cost themselves.

Please refer to the NHS 24 Intranet for further information.

Epilepsy

Display screen equipment has not been known to induce epileptic seizures. People suffering from the very rare (1 in 10,000 population) photosensitive epilepsy who react adversely to flickering lights and patterns also find they can work safely with display screens. People with epilepsy who are concerned about DSE work should seek further advice from their GP or Occupational Health.

Pregnancy

Pregnant women do not need to stop work with DSE. However, to avoid problems caused by stress and anxiety, women who are pregnant or planning children and who have worries about working with DSE should be encouraged to discuss their concerns with Occupational Health. In practice staff who declare they are pregnant will be offered monitoring throughout the gestation period, with additional measures introduced as and when to accommodate their changing needs.

Suggested further reading:

HSE: Working With VDUs. <http://www.hse.gov.uk/pubns/indg36.pdf>

HSE Guidance Display Screen equipment Regulations (L26)
<http://www.hse.gov.uk/pubns/priced/l26.pdf>

Appendix A

DSE GUIDANCE FOR LINE MANAGERS

Defining who is a DSE User.

You will need to identify who is a 'DSE User'. The definition in the Regulation is anyone who habitually uses DSE as a significant part of their normal work.

Criteria include:

- Normally use DSE for continuous or near-continuous spells of an hour or more at a time.
- use DSE in this way on most days
- have to transfer information quickly to or from the DSE
- need to apply high levels of attention and concentration
- are highly dependent on DSE to do the job
- have little choice about using DSE
- Need special training or skills to use the equipment.

The Audit Process

The work areas for which you have responsibility require to be assessed two – yearly (or sooner if there are changes to equipment, the environment). You will need to contact a nominated DSE assessor to complete this. They will provide you with a report which you must action. If the findings are relatively complex then they may call in an expert (e.g. ergonomist) for further advice. If you are unable to action recommendations because of organisational constraints you must record these reasons.

Independently of assessing the environment you must also ensure your staff complete a self- assessment questionnaire. The purpose of this is to ensure that an individual does not experience untoward discomfort working in the environment nor operating particular equipment. The completed questionnaires must be forwarded to a nominated DSE Assessor for review.

They will intervene to resolve the problem, and inform you what additional measures might need to be taken. If the findings are relatively complex then they may call in an expert (e.g. ergonomist) for further advice. If you are unable to action recommendations because of organisational constraints you must record these reasons.

The reason for the two separate audit streams are to a) ensure the environment and equipment complies with regulations, and b) individuals are safe from harm (or risks reasonably controlled) in this place of work. This separation of assessments is particularly important given the very high usage of 'hot desks'.

Staff requiring additional support. (See Appendix D – Flowchart)

Short Term

If staff sustain an injury, or develop discomfort they should be referred to Occupational health in the first instance.

Long Term

NHS 24 is fully committed to its role as an equal opportunities employer. Staff with impaired physical ability may require additional support. The nature of this support is liable to require specialist intervention.

The same applies to staff who may sustain an injury or suffer long term illness.

In some cases, in particular if the disability falls within the definitions of the Disability Discrimination Act, then outside financial assistance may be available to undertake progressive adaptations to the workstation (including access etc).

In such cases please make direct contact with Occupational Health.

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Appendix B Headsets

C1 Issue of headsets

For reason of personal hygiene, headsets should be issued to individuals for the sole use of that individual. Headsets should not be shared for any reason.

Individuals issued with a headset should be responsible for its day-to-day upkeep and carry out regular hygiene checks; i.e. all non-porous parts should be cleaned with a damp cloth or antiseptic wipe, and all detachable foam parts should be replaced at regular intervals. Managers/SST should make wipes and replacement foams available as necessary.

When an employee leaves NHS 24 their headset should be returned, fully cleaned and all replaceable parts changed before reissue.

Users whose headsets become faulty should inform their manager at once. Line Managers should have available a stock of spare headsets to allow for such contingencies.

C2. Headset noise - Acoustic Shock Incidents

An acoustic shock incident is defined as a sudden increase in high frequency noise transmitted through a headset. It is usually caused by interference on the telephone line. Although employees may be shocked or startled by the noise, exposure to these unexpected acoustic events should not cause hearing damage as assessed by conventional methods. **Reference to the Control of Noise Procedure Acoustic Shock.**

NHS 24 DSE users should report all incidents of noise interference to their line manager, and managers should record these reported events.

NHS 24 supplied headsets, in line with Department of Trade specifications, are fitted with noise limiters that ensure that any type of noise above 118dB(A) is not transmitted through the headset.

In order to limit user's daily exposure to noise, headsets, amplifiers and/or turrets should be fitted with a volume control and the user s training should include the use of this.

C3. Use of the headset

DSE users supplied with headsets should, as part of their training, be advised on the correct use of the headset. This will include how to wear it, the position of the microphone to limit vocal feedback, the day-to-day maintenance of the headset (as described above) and action to be taken in the event of difficulties.


DSE Assessment Form and Problem Solver

User name	
NHS 24 Base/Site	
Desk Number at time of assessment	
Date assessment completed by user	
Have you completed the DSE E-Learning Module	YES <input type="checkbox"/> NO <input type="checkbox"/> - If No Please complete prior to completing this form
Have there been any physical changes to you since you last completed an Assessment	YES <input type="checkbox"/> NO <input type="checkbox"/> - If Yes please note these at end of form.
Safe Weight Limit (SWL) on a standard issue chair is normally 23st if you require a non standard chair please tick box <input type="checkbox"/>	
Desks and chairs are set for average height if under 5ft or over 6ft and experience any discomfort please tick box <input type="checkbox"/> and state height	

Responsibilities:

- The User should complete the E-Learning Module and then the relevant sections on this assessment and return to DSE Assessor/H&S Lead
- DSE Assessor/H&S Lead should then review the assessment and confirm what actions if any, are required.
- You/The User should attempt to resolve any problems using the guidance contained in the DSE problem solver – found on this DSE Assessment form.

If unsuccessful your DSE Assessor will meet with you to discuss further. If further advice is required you/The User should make a self referral appointment with NHS 24 and if your issue cannot be resolved, follow DSE process flow chart for health problems associated with DSE use. <http://intranet/human-resources/enhancing-wellbeing/referrals/>

This Assessment form can be used as an aid to risk assessment to comply with the Display Screen Equipment Regulations.

1. Furniture

Risk Factors	Answer		Problem Solver	Users comments	DSE Assessors/H&S Leads comments
	Yes	No			
Is the work surface large enough for all the necessary equipment, papers etc?	<input type="checkbox"/>	<input type="checkbox"/>	Create more room by moving materials etc elsewhere. If necessary, consider storage off site. There should be some scope for flexible arrangement of work surface		
Can you comfortably reach all the equipment and papers you need to use?	<input type="checkbox"/>	<input type="checkbox"/>	Re-arrange equipment, papers etc, to bring frequently used items within easy reach. A document holder may be required, positioned to minimize uncomfortable head and eye movements.		
CHAIR (See Fig 34)					
Are forearms horizontal (elbows level with top of workstation surface) and eyes roughly at the top of the VDU screen?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Adjust your seat height to get your arms in the correct position, and then adjust the screen height, if necessary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Is the seat stable?	<input type="checkbox"/>	<input type="checkbox"/>	Ensure seat has all its castors		
Does the seat have a working: Seat/back/height and tilt adjustments? Swivel mechanism? Castors or glides?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Seat should be fully adjusted to suit the user.		
Is your seat adjusted correctly?	<input type="checkbox"/>	<input type="checkbox"/>	You should follow the guidelines provided and adopt good posture whilst working – See NHS 24 intranet for advice Move any obstructions from under desk		
Does the chair offer adequate support to your back?	<input type="checkbox"/>	<input type="checkbox"/>	You should have a straight back, supported by the chair back, with relaxed shoulders.		
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs	<input type="checkbox"/>	<input type="checkbox"/>	If not, an adjustable footrest may be required		

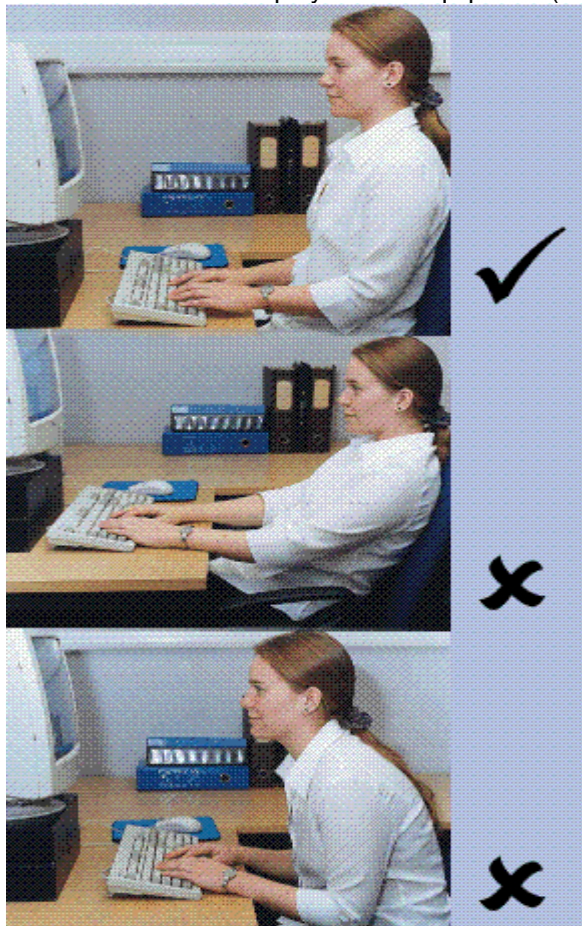


Figure 34

2. Display Screen

Risk Factors	Answer		Problem Solver	Users comments	DSE Assessors/H&S Leads comments
	Yes	No			
Are the characters clear and readable?	<input type="checkbox"/>	<input type="checkbox"/>	Make use of cleaning materials available to you. Check that text and background colours work well together. Adjust brightness of screen to suit lighting conditions.		
Is the text size comfortable to read?	<input type="checkbox"/>	<input type="checkbox"/>	Software settings may need adjusting to change text size.		
Is the image stable, i.e. free of flicker and jitter?	<input type="checkbox"/>	<input type="checkbox"/>	Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If still experiencing problems speak with IT.		
Are the brightness and/or contrast adjustable?	<input type="checkbox"/>	<input type="checkbox"/>	Separate adjustment controls are not essential, provided the user can read the screen easily at all times.		
Is it Height Adjustable?	<input type="checkbox"/>	<input type="checkbox"/>	Screen should be adjusted to just below the users eye line.		
Does the screen swivel and tilt?	<input type="checkbox"/>	<input type="checkbox"/>	Swivel and tilt screen to suit user ensuring glare and reflection are not introduced.		

Is the screen at the right distance away?	<input type="checkbox"/>	<input type="checkbox"/>	The screen should be at approximately arms length with the user sat in the correct position		
Is the screen free from glare and reflections	<input type="checkbox"/>	<input type="checkbox"/>	Turn the screen off to check where reflections are coming from. You may need to move the screen or even the desk. Screens that use dark characters on a light background are less prone to glare.		
Are adjustable window coverings provided and in adequate condition	<input type="checkbox"/>	<input type="checkbox"/>	Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider above problem solver.		

3. Software

Risk Factors	Answer		Problem Solver	Users comments	DSE Assessors/H &S Leads comments
	Yes	No			
Is the software suitable for the task?	<input type="checkbox"/>	<input type="checkbox"/>	Software should help the user carry out the task, minimize stress and be user friendly. You should have had appropriate training in using the software. Software should respond quickly to user input, with adequate feedback, such as clear help messages. If problems exist or persist contact IT.		

4. Keyboards (See Fig 31)

Risk Factors	Answer		Problem Solver	Users comments	DSE Assessors/H&S Leads comments
	Yes	No			
Is the keyboard separate from the screen?	<input type="checkbox"/>	<input type="checkbox"/>	This is a requirement, unless the task makes it impracticable (E.g. where there is a need to use a portable)		
Does the keyboard tilt?	<input type="checkbox"/>	<input type="checkbox"/>	Tilt need not be build in, and is a matter of preference.		

<p>Is it possible to find a comfortable keying position with a good keyboard technique?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Move the keyboard to allow adequate support for palm of hand on desk or space for wrist support</p> <p>Training can be used to prevent:</p> <ul style="list-style-type: none"> • Hands bent up or down at wrist • Hitting the keys too hard • Overstretching fingers 		
<p>Are the characters on the keys easily readable?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Keyboards should be kept clean. If characters still cannot be read the keyboard may need replacing or modifying.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>		

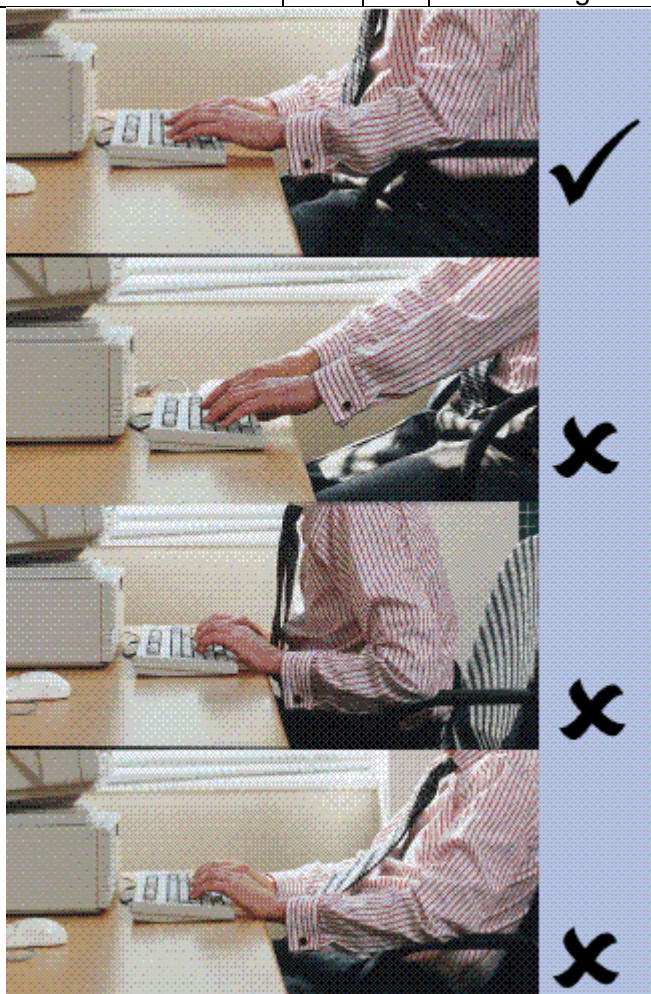


Figure 31

5. Mouse (See Fig 32)

Risk Factors	Answer		Problem Solver	Users comments	DSE Assessors/H&S Leads comments
	Yes	No			
<p>Is the device suitable for the tasks it is being used for?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Alternative devices are available after review by the physiotherapist/ Ergonomics Advisor</p>		

Is the device positioned close to the user?	<input type="checkbox"/>	<input type="checkbox"/>	Most devices are best placed as close as possible to the keyboard. <ul style="list-style-type: none"> • Arm should not overreach • Users should not leave their hand on the device when not in use (hovering) • User should have a relaxed arm and straight wrist. 		
Is there support for the device users wrist/forearm?	<input type="checkbox"/>	<input type="checkbox"/>	There are mouse mats with built in wrist supports available to you, please make use of one.		
Does the device work smoothly at a speed that suits the user?	<input type="checkbox"/>	<input type="checkbox"/>	A roller ball mouse collects desk debris and needs regular cleaning. A light operated mouse collects dust on the feet and in the light recess; they may also react differently on polished /matt surfaces. A mouse mat is always recommended.		

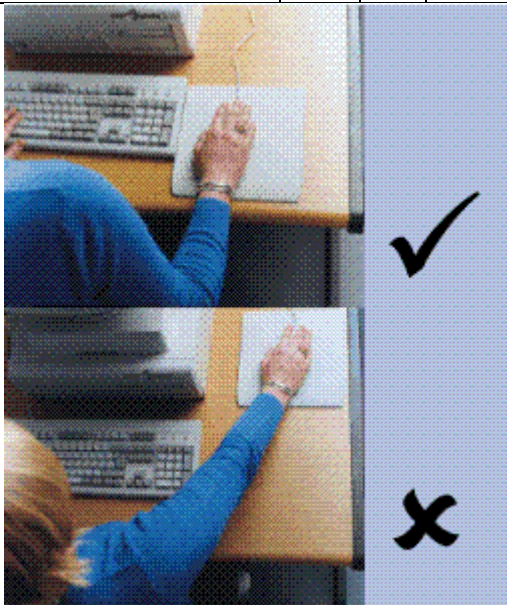


Figure 32



Figure 35

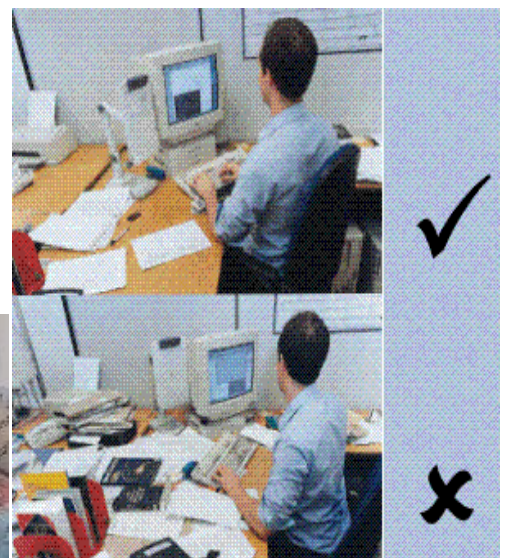


Figure 33

6. Environment

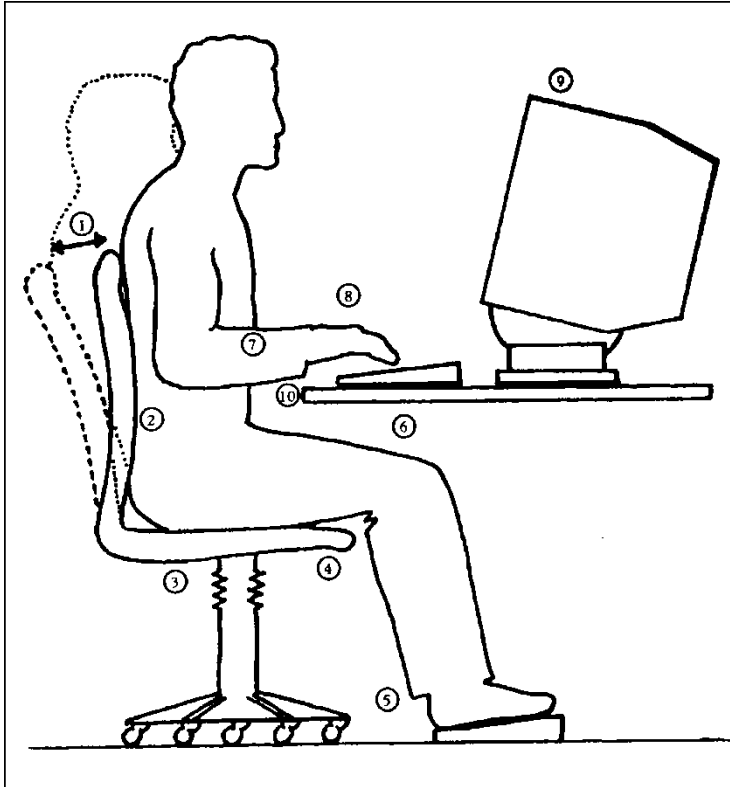
Risk Factors	Answer		Problem Solver	Users comments	DSE Assessors/H&S Leads comments
	Yes	No			
Is there enough room to change position and vary movement?	<input type="checkbox"/>	<input type="checkbox"/>	Space is required to move, stretch and fidget. Consider re-organising the office layout and check for obstructions. Cables should be tidy and should not create a trip or snag hazard.		

Is the lighting suitable, e.g. not too bright or too dim to work comfortably?	<input type="checkbox"/>	<input type="checkbox"/>	Light levels are set to suitable Lux Level standards and are reviewed regularly. However, if a problem is localized consider shading, re-positioning light sources or providing desk lamps – ensuring they don't cause glare by reflecting off walls or other surfaces.		
Does the air feel comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	Air temperature and flow are regulated to be within set HSE standards. Plants may help. If problems persist report to H&S Lead for investigation.		
Are levels of heat comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	Temperatures are set within HSE standards, however everyone's own body temperature can be affected differently. If too hot consider if you can be moved away from the heat source? If too cold consider localized heating or put on extra layers of clothing.		
Are levels of noise comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	Noise levels are tested regularly to ensure they are within HSE standards. Consider moving sources of noise, e.g. printers, away from the user, if not consider soundproofing.		

7. General

Risk Factors	Answers		Problem Solver	Users comments	DSE Assessors/H&S Leads comments
	Yes	No			
Are you aware of your entitlement to an eyesight test?	<input type="checkbox"/>	<input type="checkbox"/>	Details are available on the NHS 24 Intranet – http://intranet.nhs24.net/index.php?id=glasses-reimbursement		
Do you take regular breaks working away from the DSE?	<input type="checkbox"/>	<input type="checkbox"/>	Be aware of micro breaks i.e. 1-2 minutes doing other activity and approx 5 minutes away from workstation every hour or similar i.e. 10 minutes every 2 hours		
Have there been any physical changes to you since you last completed an Assessment – Please give details:					
If you have experienced problems or other discomfort whilst using DSE please give details and complete section 2 of Form as you may require a referral for expert advise:					

Diagram 1 – Posture & Equipment



1. Ensure chair supporting the users back adequately
2. Ensure lumbar area is adjusted correctly
3. Ensure seat height is adjusted correctly
4. Ensure adequate support for thigh and bottom on seat base
5. Ensure feet are flat on the floor either with or without the footrest
6. Ensure adequate space under desk
7. Ensure arms are horizontal
8. Ensure wrists are positioned to allow a good keying technique
9. Ensure screen is positioned approximately an arms length away and top of screen is at eye level
10. Ensure desk is tidy and equipment is positioned to suit right or left handed people.

Section 2

Additional Information if Issues have not been resolved using problem solver.

Please tick only those relevant to your issue.

Own Musculoskeletal Health			
I suffer from aches or pains in my: (Which may be DSE/Workstation related)	Yes	No	Describe symptoms and how you consider this could be improved/resolved
1. hands or arms	<input type="checkbox"/>	<input type="checkbox"/>	
2. shoulders or neck	<input type="checkbox"/>	<input type="checkbox"/>	
3. mid or lower back	<input type="checkbox"/>	<input type="checkbox"/>	
4. legs or feet	<input type="checkbox"/>	<input type="checkbox"/>	
5. headaches or eyestrain (If answer is YES please complete Q6)	<input type="checkbox"/>	<input type="checkbox"/>	
6. I wear bifocals or varifocals	<input type="checkbox"/>	<input type="checkbox"/>	
Have your aches/pains been medically diagnosed	<input type="checkbox"/>	<input type="checkbox"/>	Please give brief details of diagnosis:
I feel I may benefit from a telephone headset to avoid poor posture	<input type="checkbox"/>	<input type="checkbox"/>	

Chair			
	Yes	No	
My chair cannot be adjusted fully	<input type="checkbox"/>	<input type="checkbox"/>	If answering yes please provide chair number (noted on the back of chair).
My chair is either damaged or the foam is now so worn as to give me little protection from the frame	<input type="checkbox"/>	<input type="checkbox"/>	If answering yes please provide chair number (noted on the back of chair).

Staff Members Additional Information

DSE Assessor/H&S Lead Additional Comments
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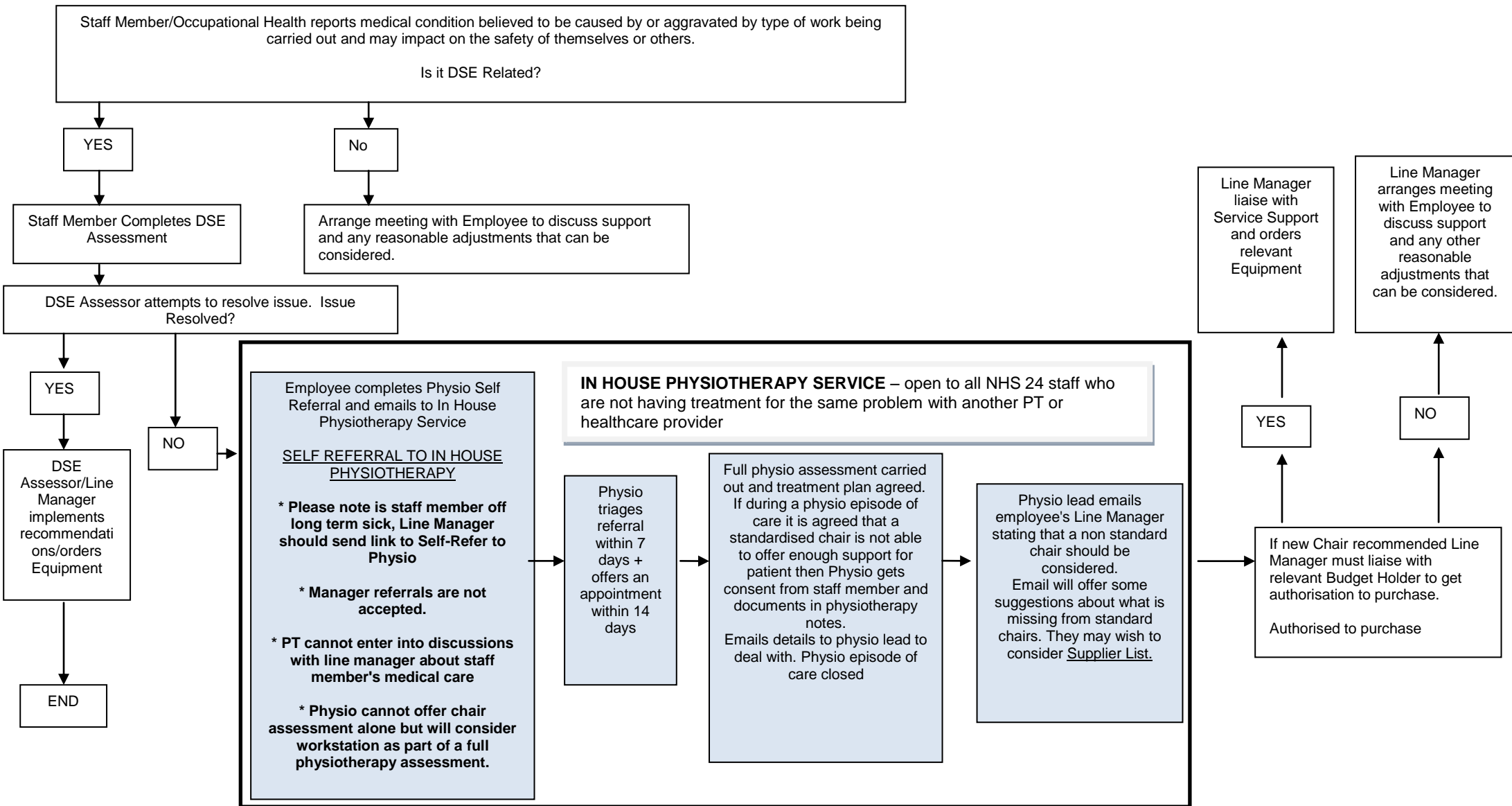
NHS 24 Physiotherapist Additional Comments

Ergonomics Advisor Additional Comments

DSE assessor/H&S Leads name	
Date assessment checked by Assessor/Lead	
Physiotherapist name	
Date assessment reviewed by Physiotherapist	
Ergonomics Advisor Name	
Date assessment reviewed by Ergonomics Advisor	

No Action Required (User Advised)	
Actions Required (comments)	
Actions to be Addressed (by whom, date)	

Appendix D



Revision History

Version	Date	Status	Author	Remarks
6	Oct 2015	Final	F McNicol	Updated to include reference to the agreed OH Referral process for reported medical condition and the furniture ordering process as a result of the referral.
7	Sept 2016	Final	F McNicol	New DSE form added
8	June 2017	Final	F McNicol	Updated appendix D
8	Feb 2019	DRAFT	T.Wigram	Reviewed no changes, version number remains