



LEAFLET 24

WORKING WITH

DISPLAY SCREEN EQUIPMENT

AMENDMENT RECORD

Amd No	Date	Text Affected	Authority
01	09/11/11	New para 6.3.5 - basic frames and lenses exceeding £60 require authority to purchase from the line manager or reimbursement will be capped at £60.	DSEA-CPA-Policy
01	09/11/11	Annex D – MOD Form 1003 amended for authority to purchase when basic frames and lenses exceed £60.	DSEA-CPA-Policy
02	29/03/2012	Para 4.4.2 changed training to information to bring into line with ACOP.	DSEA-CPA-Policy
02	29/03/2012	Sub-Section 4.5 title changed from: Users (staff) to Staff (Users). This section applies to MOD staff only; contractors are responsible for their own training etc.	DSEA-CPA-Policy
02	29/03/2012	para 4.5.1 reference to Defence Academy course V397 (DSE) replaced with training appropriate to their role and the equipment used.	DSEA-CPA-Policy
02	29/03/2012	para 6.1 & 6.2.1 modified to provide additional information on the provision of bifocal or varifocal lenses.	DSEA-CPA-Policy

REVISION NOTE

This leaflet follows a similar format to the Health and Safety Executive (HSE) Approved Code of Practice (ACoP) with guidance contained in boxes separating it from policy.

HISTORICAL RECORD

Original Leaflet introduced: April 2003
Revised: August 2011 (total revision)

This policy has been equality and diversity impact assessed in accordance with Departmental policy. This resulted in a Part 1 screening only completed (no direct discrimination or adverse impact identified) This policy is due for review in August 2014

Leaflet 24

WORKING WITH DISPLAY SCREEN EQUIPMENT

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FOREWORD

This leaflet is published under the authority of the Occupational Health, Safety and Environment Board (OHSEB). This leaflet is for application across all areas of the MOD and the Armed Forces and reflects recent changes in legislation and or MOD practices.

1. SCOPE

1.1. This leaflet provides policy and guidance to TLBs, Commanding Officers/Heads of Establishment, Line Managers, and all users of Display Screen Equipment (DSE¹) to enable the assessment and mitigation of the risk of harm from use of DSE in the workplace and at all other locations (MOD premises, contractor premises, place of residence etc).

1.2. The term “Line Manager” is defined as the person with direct responsibility for the safe conduct of the work activity. For military activities this will usually lie within the Chain of Command.

¹ any alphanumeric or graphic display screen regardless of the display process involved

2. INTRODUCTION

2.1. The DSE Regulations are not limited to typical office situations or computer screens but also includes: lap-tops, CCTV control rooms; screens mainly used to display line drawings; graphs; charts or computer-generated graphics; electronic display systems; Personal Data Access (PDA) and smart-phones etc. The definition of DSE covers any work equipment having a screen that displays alphanumeric or graphical information; this information may be displayed using cathode ray tube (conventional) or flat panel (liquid crystal/plasma) screens, touch-screens, or any other emerging technologies but does not include such things as calculators or measurement displays etc.

2.2 In a normal office situation, a DSE workstation will comprise of a screen, keyboard, other parts of the computer and its accessories (mouse, or other input device), the work surface (desk), chair and other office furniture as well as the immediate work environment; however, radar operator workstations, CCTV consoles, portable DSE, etc may also be classified as DSE workstations.

2.3 The main health risks of working with DSE are:

- musculoskeletal disorders e.g. backache, upper limb disorders such as pains in neck, arms, wrists, fingers, tendons, ligaments, or nerves;
- visual fatigue e.g. eye strain, dry eyes; and
- mental disorders e.g. stress.

3. MOD POLICY

3.1 The MOD shall comply with the Health and Safety (Display Screen Equipment) Regulations in its undertakings in the UK and overseas, and extends the application of the principles of these regulations so far as is reasonably practicable to DSE fitted to means of transport (ships and aircraft etc).

3.2 The MOD defines a DSE user as anyone who uses DSE for an hour or more on a daily basis.

GUIDANCE

All staff who have access to DSE may, at the discretion of the unit/organisation, be designated as a DSE user to ensure that all Service personnel and civilian staff who use DSE are captured for the purpose of assessment.

3.3 DSE assessments are split into two parts:

- MOD Form 5013 assessing the workstation; and
- MOD Form 5016 assessing the user.

3.4 JSP 384 (Management of Defence Accommodation Stores) shall apply for the provision of DSE furniture on all MOD estate unless the establishment is subject to a service provision contract which includes furnished accommodation.

GUIDANCE

Guidance on the supply of general office furniture is provided in chapter 5 of JSP 384 and a limited range of specialist furniture in chapter 23.

4. ROLES AND RESPONSIBILITIES

4.1 Top Level Budget Holders

4.1.1 TLB Holders shall ensure that sufficient resources and a suitable strategy for preventive and reactive controls are in place to reduce risks to health from use of DSE in the workplace.

GUIDANCE

To ensure value for money, TLBs may introduce policy and/or procedures for the use of a Corporate Eyecare Scheme (CES) (see Section 6) for eye and eyesight testing and the provision of corrective spectacles where applicable. A simple analysis suggests that the average cost per person of using a CES could be £23 compared to £107 for using the direct reimbursement process, a saving of circa 80%.

4.2 Commanding Officer / Head of Establishment (CO/HoE)

4.2.1 The CO/HoE is responsible for ensuring that the working environment is suitably maintained for the use of DSE together with the provision of suitable workstations.

4.2.2 The CO/HoE shall ensure that all DSE workstations are subject to suitable and sufficient DSE workstation assessments (Annex B) undertaken by competent persons (having any necessary training and experience appropriate to the workstation(s) being assessed); all required corrective actions implemented; and records kept.

GUIDANCE

To provide consistency of assessment, a generic workstation assessment may be produced for all workstations of a uniform configuration (desk, monitor, keyboard, mouse, software, chair etc) or workstations (including docking stations) used for "hot desking"; this will remove the need for individual workstation assessments and save staff time.

4.3 Procurement and Acquisition (Supply Chain)

4.3.1 Any procurement or acquisition of DSE, software, hardware and furniture where it will form part of a DSE workstation, shall comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations which sets out the minimum legal requirements.

4.3.2 Where DSE forms part of any new equipment, the Acquisition Team or Local Purchase Office shall consider at an early stage the implications of MOD DSE policy as well as the relevant legislation; this shall include, but is not limited to, the type of device, the length of time used, the interface with the user, the environment in which the equipment will be used e.g. vehicle/aircraft/boat/ship/office and whether mobile or static.

4.3.3 Information that may help identify, assess or assist in the safe use of DSE workstations shall be passed down the supply chain to the customer (CO/HoE, end user etc.).

4.4 Line Manager (LM)

4.4.1 LMs shall ensure that all DSE users undertake appropriate DSE training for the equipment/workstation being used.

GUIDANCE

For general office DSE this is provided by Defence Academy (V397 Display Screen Equipment) and can be accessed on line through the Defence Learning Portal. DSE refresher training should be undertaken at least every two years or when there is a significant change to the DSE, workstation or software.

4.4.2 If a workstation is provided by the MOD for staff who are not directly employed by MOD but are undertaking MOD business (e.g. agency workers, placement students), the LM shall ensure that they receive/have received adequate information (Annex A – DSE User Guide, should suffice) and that the appropriate DSE assessments are completed.

4.4.3 Once training has been completed, LMs shall ensure that the work activities of each DSE user (including remote workers - see JSP 375 Vol 2 Leaflet 41) are assessed using the DSE User Assessment form (Annex C); these assessments shall be signed to confirm acceptance of the assessment findings and the recommended actions.

4.4.4 LMs shall ensure that all DSE workstations (routinely used by staff under their control) that are not already subject to a generic workstation assessment (including remote workers - see JSP 375 Vol 2 Leaflet 41) are individually assessed using the DSE Workstation Assessment (Annex B) and signed by the LM to confirm acceptance of the assessment findings and the recommended actions.

4.4.5 It is the responsibility of the LM to ensure that the recommended actions identified in the DSE assessments are implemented in a timely manner and that the assessments are reviewed when required; if sufficient resources are not readily available to fully resolve an issue, the LM shall pass the requirement up their chain of command.

GUIDANCE

If the assessment cannot be completed locally (e.g. it is complex or the user has a DSE related disorder) the LM should initially seek advice from the local safety advisor, and if further advice is needed, the TLB Chief Environment and Safety Officer (CESO), the local Service Medical Centre (for Service personnel) or DBS CHR (for civilian staff) for the provision of specialist occupational health advice.

GUIDANCE

Short term temporary or occasional use workstations assessments may not need to be formally recorded unless risks are significant, e.g. an assessment for occasional work from home using suitable DSE may not need to be recorded. Where a DSE assessment is recorded the Line Manager must ensure that the assessment is available at the workstation, this can be either a soft or hard copy.

4.4.6 LMs shall ensure that the demands of the workload on DSE users allow them to take regular and frequent breaks from using a screen; ideally breaks should allow the user the chance to move or change their posture. Where the nature of the DSE work prevents user's discretion about when to take a break, the LM shall ensure that the task is designed to incorporate regular breaks; this can be a change of work activity where the use of a screen is not required. If a DSE user is not taking regular breaks then the LM must explain the need for regular breaks and ensure that they are taken. In safety critical or emergency situations the operational need shall take primacy over the need for strict adherence to taking breaks.

GUIDANCE

A break of 5-10 minute duration should be taken every hour; breaks should NOT be accumulated into one larger break (e.g. 30 minutes after 4 hours).

4.5 Staff (Users)

4.5.1 All staff who are users of DSE shall undertake DSE training appropriate to their role and the equipment used, and inform their LM when they have successfully completed it.

GUIDANCE

For general office DSE work, Defence Academy course V397 (DSE) can be accessed on line through the Defence Learning Portal; this should be repeated at least every two years and recorded appropriately.

4.5.2 Staff shall complete a User DSE assessment (using MOD Form 5016) and should take into consideration any DSE related conditions they may have and activities undertaken outside of the workplace (e.g. hobbies, domestic activities) that may exacerbate any such condition.

GUIDANCE

Staff should set up their own workstation to be comfortable for them and take the necessary breaks from using DSE, see further guidance at Annex A.

GUIDANCE

If staff know or suspect that they are suffering from a DSE related disorder, even after their workstation has been assessed and any corrective action taken, they should inform their LM.

4.5.3 The DSE User assessment shall be signed by the user and the LM to confirm acceptance of the assessment findings and the recommended actions. It is the responsibility of the user to comply with control measures put in place and make any necessary user adjustments to the workstation, taking regular breaks where practicable.

4.5.4 Staff may request a regular eyesight test (recommended at two yearly intervals) or if they suspect that they may require spectacles specifically for use with DSE. This shall be actioned in accordance with MOD policy set out in Section 6 of this leaflet.

5. ASSESSING THE RISK

5.1 Workstation Assessment

5.1.1 For units/establishments with a uniform workstation configuration (desk, monitor, keyboard, mouse, software, chair etc) or workstations (including docking stations) used for “hot desking” a single generic workstation assessment (Annex B) defining the platform/building that it relates to should be sufficient. However, unique DSE workstations (e.g. with orthopaedic furniture), workstations with unique software, or laptops (used for an hour or more per day) shall require an individual assessment.

5.1.2 The completed workstation assessment shall be brought to the attention of all users and shall be readily available to staff in either hard or soft copy, and any information in support of control measures shall be made available e.g. chair adjustment.

5.1.3 DSE workstation assessments shall be reviewed no less than once every two years or when there is a significant change to the workstation (desk, software, lighting etc).

5.2 User DSE Assessment

5.2.1 All DSE users shall complete the assessment using the DSE User Assessment form (Annex C) (taking into consideration the findings in the workstation assessment). The signed assessment confirms acceptance of the findings and the recommended actions. The user and the LM shall ensure that the recommended actions are implemented.

GUIDANCE

If during the assessment complex issues are identified either with the equipment being used or due to personal circumstances of the user and specialist knowledge is required to complete the assessment, advice should initially be sought from the local safety advisor, and if further advice is needed, the TLB Chief Environment and Safety Officer (CESO); the local Service Medical Centre (for Service personnel) or DBS CHR (for civilian staff) for the provision of specialist occupational health advice.

5.2.2 User DSE assessments (Annex C) shall be reviewed at least once every two years, or when a significant change occurs to: staff (e.g. diagnosed with a DSE related disorder), hardware; working patterns; the workplace environment (e.g. office moves); or complexity of software.

6. EYESIGHT TESTING/PROVISION OF SPECTACLES

6.1 There is no reliable evidence that work with DSE causes deterioration and/or damage to eyes or eyesight. In the majority of cases DSE Users will not need spectacles specifically to work with DSE; however the DSE regulations require MOD to have in place provision for eye and eyesight testing and provide spectacles if required (basic frame and lenses specifically for use with DSE work). The MOD will only pay for bifocal or varifocal lenses if there is a specific business need for them e.g. where there is a need for a high frequency of change of focal length between DSE screen and other text/media and it would be impractical for the individual to keep changing their spectacles.

6.2 Corporate Eyecare Scheme(s) (CES)

6.2.1 Where a TLB/business unit has introduced policy/procedures for the use of a CES for staff wishing to take advantage of the MOD's legal obligation to provide a free DSE eyesight test and the provision of spectacles; the policy shall also make provision for staff to use the direct reimbursement process (sub-section 6.3) where the CES is unable to provide the level of service required (e.g. if they have a known pre-existing condition requiring specialist ophthalmic care). If staff choose not to use a CES where it has been introduced as TLB/business unit policy, they will not be eligible to reclaim any costs for the eyesight test or spectacles.

GUIDANCE

The MOD, as a public body, is duty bound to ensure the best value for money for the tax payer. The use of CES for the provision of DSE eyesight tests and spectacles offer value for money without the need for staff to purchase services/spectacles and submit a claim for reimbursement.

GUIDANCE

There are a variety of CES (some cover eyesight tests only and others also include the provision of spectacles); these are available from high street opticians and start from £10 (for eyesight tests only) and £17 (for eyesight tests and the provision of spectacles).

An internet search for “corporate eyecare” should provide details on CES providers (including locations, terms and conditions).

(costs quoted @ 2011 prices)

6.2.2 If a CES is used that includes the provision of spectacles, the scheme must provide the user with a reasonable choice of styles and the ability to contribute to the cost if they wish to upgrade to designer frames etc.

GUIDANCE

Example of prepay voucher CES (voucher cost: circa £17 each):

- a full DSE eye examination, not including any additional procedures (e.g. optomap, full field examination, tear assessment); and
- if needed solely and specifically for DSE use, a pair of spectacles from the £45 range, fitted with standard single vision lenses plus a scratch-resistant treatment or a £45 contribution towards other frame ranges costing less than £99; and
- a further £20 contribution where frames are selected from the £99 range or above, thus giving a combined contribution of £65 to the user.

NOTE: a book of 5 vouchers can be bought using the GPC card – each GPC transaction costs the TLB circa £18 to process.

Example of invoiced CES (invoiced for actual cost):

- a full eye test at a discounted rate of £10, this does not include any additional procedures (e.g. optomap, full field examination, tear assessment); and
- If spectacles are required for VDU work a pair of complete spectacles with scratch resistant single vision coated lenses, to the value of £49 or a £49 contribution towards other frame ranges.

For the MOD this system provides for a reduction in processing of paperwork and the associated costs. This scheme should therefore result in significant cost savings to MOD over the previous arrangements for individual reimbursement, whilst providing a wide range of styles and ability for staff to contribute if they wish to upgrade to designer frames etc.

(costs quoted @ 2011 prices)

6.3 Direct Reimbursement

6.3.1 Where a TLB does not require the use of a CES or where exceptional circumstances apply, LMs shall authorise their staff to have an eyesight test and where appropriate the purchase of spectacles, using MOD Form 1003

6.3.2 The user is entitled to the reimbursement of:

- the eyesight test fee - the full cost of a basic DSE eyesight test fee (normally £20 - £30) but not including any additional procedures (e.g. optomap, full field examination, tear assessment);
- the full cost of basic frames and lenses where they are required specifically for DSE use;
- a contribution of £60 or the cost of the basic frames and lenses whichever is the greater (where the user has enhanced by choice either the frame and/or lenses they shall be liable for the additional costs) but not exceeding the receipted cost of the spectacles.
(costs quoted @ 2011 prices)

6.3.3 The MOD will not pay for:

- additional procedures (e.g. optomap, full field examination, tear assessment);
- the cost of tinted lenses or special coatings (unless prescribed to elevate a condition – e.g. tint for dyslexics);
- designer frames;
- any fee raised by an optician for completing and signing a MOD Form 1003;
- spectacles for sight defects which are worn to correct vision other than or in addition to DSE/close work.

6.3.4 For reimbursement of the cost of the eyesight test and spectacles staff must complete Parts 1 & 4 of MOD Form 1003 and the line manager Parts 2 & 5. The completed MOD Form 1003 shall be submitted together with the original receipt and a completed MOD Form 1108 to the appropriate Finance Branch.

NOTE: MOD Form 1108 costs the TLB circa £52 to process
(costs quoted @ 2011 prices)

6.3.5 If the quoted cost of basic frames and lenses exceeds £60, authority to proceed must be gained from the line manager prior to purchase or the reimbursement will be capped at £60.

7. RECORDS

7.1 Completed DSE Assessments shall be retained locally in accordance with the requirements of JSP 375, Vol 2 Leaflet 55.

8. RELATED DOCUMENTS

JSP 375 Vol 2 Leaflets

- Leaflet 2 – Health Surveillance and Health Monitoring.
- Leaflet 17 – Office Safety.
- Leaflet 28 – Workplace Health Safety and Welfare.
- Leaflet 36 – New and Expectant Mothers.
- Leaflet 41 – Managing Staff Remotely.
- Leaflet 52 – Work Related Upper Limb Disorder.
- Leaflet 55 – Retention of Records.

Other MOD Guidance

- JSP 384 – The Management of Defence Accommodation Stores.

Legislation and Guidance

- HSE L26: Work with Display Screen Equipment
- HSE INDG36: Working with VDUs.
- HSE HSG90: The Law On VDUs: An easy Guide.
- HSE L24: Workplace Health, Safety and Welfare.
- Direct.gov.uk: Access to Work

DSE USER GUIDE

This guide has been prepared for all staff who are DSE Users. It has been adapted from the Health and Safety Executive's guide "Working with Display Screens".

Why should I read this guide?

Display Screen Equipment (DSE) has become one of the most common kinds of work equipment, yet working with DSE can lead to physical (musculoskeletal) problems, visual fatigue and mental stress. These problems are not generally caused by the DSE itself but by how the DSE is used. It is important that you are aware of the risks, what you can do to avoid the risks and what the MOD is doing to reduce them.

Do I need training to use DSE?

All DSE Users need some type of training prior to using DSE so that they can avoid DSE related health problems. For general office DSE work the MOD requires that DSE Users undertake the Defence Academy module V397 "Display Screen Equipment" as soon as practicable; you may also be required to undertake other training e.g. touch typing skills, software training.

What should I do if I have any problems associated with DSE work?

If you think there is a problem with your DSE workstation or you have health problems e.g. back problems (information about the specifics of your health condition can be kept confidential) connected with DSE work, then you must tell your line manager. They can then make the necessary arrangements through PPPA/Local Medical Centre for further advice or a specialist assessment.

If your Line Manager cannot assist you, you can ask your Representative of Employee Safety (Safety Rep) or Trade Union Representative for assistance.

How can I avoid DSE related health problems?

You should know how to adjust the workstation to avoid potential health problems by:

Getting comfortable

- Adjust your chair and display screen to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the display screen.
- The chair should allow you freedom of movement. The seat should be adjustable in height (relative to the ground), the back adjustable for tilt and provide adequate lumbar support.

- Leave a gap between the edge of your seat and the backs of your legs to avoid excess pressure on your legs and knees. A footrest may be helpful.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Make sure you have enough work space to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. Frequently used items e.g. telephone or mouse should be close at hand to avoid over-stretch.
- Arrange your desk and display screen to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights.
- If fitted, adjust curtains or blinds to prevent unwanted light falling on the screen.
- You should avoid the tendency to lean in towards the screen as this can cause stress on the spine. If you notice yourself adopting this position you should either increase the text size on the monitor or move the monitor closer to you.

Keyboard

- Adjust your keyboard to get a comfortable keying position. A space in front of the keyboard is helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying; not bent up or down at the wrists. Don't overstretch your fingers. Good keyboard technique is important.

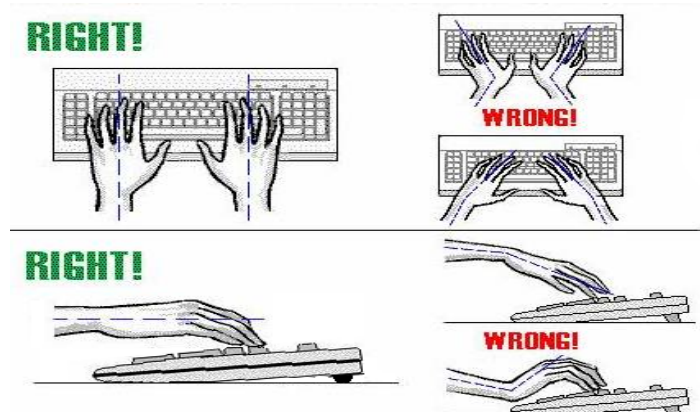


Fig 1. Using a Keyboard

Using a mouse:

- Position the mouse within easy reach, so you don't have to work with your mouse arm stretched.
- Sit upright and close to the desk, so that the mouse can be used with the wrist straight.
- Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk (Use of a mouse mat with a wrist support may be more comfortable), rest your hand on the mouse.
- Apply gentle pressure to operate the mouse buttons.

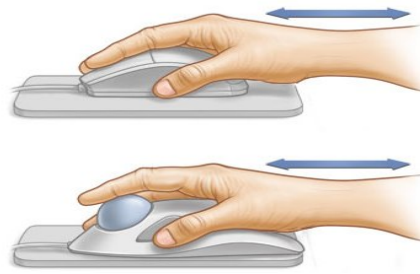


Fig 2. Using a Mouse

Monitor/Screen:

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, where possible choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position.
- Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa). Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the display screen may need servicing or adjustment.

Good posture and breaks:

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation).
- You should allow yourself short natural breaks (ten minutes in every hour) away from the DSE e.g. filing or photocopying. If you have no opportunity for natural breaks, you should speak to your line manager.
- You should not look continuously at the screen and should adopt the practice of increasing rate of blinking and looking away from the screen for a few seconds to avoid visual fatigue.
- Do not twist your back or stretch to use equipment located near you, move or rotate your chair or relocate the equipment to within easy reach.

Use of Lap-Tops

- If you frequently work away from the office and use a lap-top, you should wherever possible use a docking station.
- Use a separate keyboard and mouse where possible, this should help improve/maintain a good posture.
- Position the lap-top to minimise glare on the screen.
- Lap-tops should be placed on a firm surface at the right height for keying in.
- Always Use an appropriate bag or carry case when carrying a laptop.
- Before each use do a visual check to ensure cables etc are not causing a trip hazard and check for damage, especially to power cables.



DSE Workstation Assessment

**MOD Form 5013
Intro 08/2011**

This Assessment covers the workstation and immediate working environment. Advice on is given in JSP 375, Vol 2 Leaflet 24

Establishment/Unit

Workstation Location:

- Type of Workstation:
- Generic Fixed
 - Non-Generic Fixed
 - Portable/LapTop
 - Other (Give Details)
 - Hot-desking

How many DSE users use this workstation 1-2 3-4 5-8 9 +

Assessor Name

Assessor (signature):

Date of Assessment: Any further action needed?

Date Follow-up Action Completed:

Date Valid Until (not greater than two years):

Assessment Reference

This Assessment covers the workstation and immediate working environment. Advice on this is given in JSP 375, Vol 2 Leaflet 24.



DSE Workstation Assessment

MOD Form 5013
Intro 08/2011

Competency for carrying out DSE Workstation assessments

The DSE assessment must be carried out by a suitably competent person. Training is provided locally or by the TLB. Any training provided must ensure that the assessor has the ability to:

- identify hazards (including less obvious ones) and assess risks from the workstation and the kind of DSE work being done;
- draw upon additional sources of information on risk as appropriate;
- draw valid and reliable conclusions from assessments and identify steps to reduce risks;
- make a clear record of the assessment and communicate the findings to Line Managers, DSE Users and Specialists Advisors who need to take appropriate action;
- recognise their own limitations as to assessment so that further expertise can be called on if necessary.

The level of training can be tailored to the type of assessment being carried out. For example, home workers may only need to know about the hazards that they are likely to encounter, but may need to know more about how to get extra information and help.

The selection and training of individuals should reflect the location, complexity of the DSE workstations and novelty of the tasks being carried out, e.g.:

- Normal office environments – Nominated staff member with basic assessor training.
- Remote environments – DSE Users who have received self assessment training.
- Complex DSE, novel tasks or specific individual requirements – Specialist with advanced assessor training.

Workstation Assessment			MOD Form 5013
Risk Factor		Things to Consider	Action to Take
	Furniture		
1	Is the work surface large enough for all the necessary equipment, papers etc.?	Create more room by moving printers, reference materials etc. elsewhere.	
2	Is the workstation configured so that users can comfortably reach all the equipment and papers they need to use?	Rearrange equipment, papers etc. to bring frequently used items within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
3	Is the chair suitable? (the chair should have working: seat back height/tilt adjustment; seat height adjustment; swivel mechanism; castors or glides; and be stable)	The chair may need repairing or replacing if the user(s) find it uncomfortable, or adjustment mechanisms do not work. The chair arms should not obstruct the chair from getting close to the desk.	
4	Are surfaces free from glare and reflection?	Consider mats or blotters to reduce reflections and glare.	
	Display Screen		
5	Is the screen's specification suitable for its intended use?	For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
6	Are the <u>characters</u> clear and readable?	Make sure the screen is clean and cleaning materials are made available. Check text and background contrast.	
7	Is the text size comfortable to read and can its size be adjusted?	Software settings may need adjusting to change text size	

8	Is the image stable, i.e. free of flicker and jitter?		Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If problems still exist, get the set-up checked, e.g. by the supplier.	
9	Is the brightness and/or contrast adjustable?		Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
10	Does the screen swivel and tilt satisfactorily?		Do users have problems getting the screen into a comfortable position. Swivel and tilt need not be built in; swivel and tilt mechanisms can be added.	
11	Is the screen free from glare and reflections?		Move the screen and/or shield it from the source of reflections. Dark characters on a light background are less prone to glare and reflections. Check that blinds etc. work	
	Keyboards			
12	Is the keyboard separate from the screen?		This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable).	
13	Does the keyboard tilt?		Tilt need not be built in.	
14	Is there adequate room for a comfortable keying position?		Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	
15	Are the characters on the keys easily readable?		Keyboards should be kept clean. If characters can't be read, the keyboard may need modifying or replacing. A keyboard with a matt finish helps to reduce glare and/or reflection.	

	Mouse, trackball etc			
16	Is the device suitable for the tasks it is used for?		If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touchscreens may be better for some tasks (but can be worse for others).	
17	Can the device be positioned close to the user?		Most devices are best placed as close together as possible, e.g. right beside the keyboard.	
18	Is there support for the device user's wrist and forearm?		Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.	
19	Does the device work smoothly and at a speed that suits users?		See if cleaning is required (e.g. of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.	
20	Can users easily adjust software settings for speed and accuracy of pointer?		Users may need training in how to adjust device settings.	
	Software			
21	Is the software suitable for the task?		Software should help the user carry out the task, minimise stress and be user-friendly. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages. Check if appropriate training in using the software is provided.	

Environment			
22	Is there enough room to change position and vary movement?		Space is needed to move and stretch. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.
23	Is the lighting suitable, e.g. not too bright or too dim to work comfortably?		Users should be able to control light levels, e.g. by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).
24	Does the air feel comfortable?		Display screens and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.
25	Are levels of heat comfortable?		Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?
26	Are levels of noise comfortable?		Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.
Additional Comments			

Risk Assessment				
The DSE Assessor should agree with the Responsible Manager what actions are required and record them below. The DSE Assessor should check later that the actions taken have resolved the problem.				
What action has been identified				
Serial No	Action Required	Actionee	Date Completed	
Is a specialist DSE Assessment required?				
Have the actions required been completed?				
DSE Assessor's Name and Signature				
Responsible Manager's Name and Signature				
Reviewed (Date)	Reason for review	DSE Assessor's Signature	Line Managers Signature	Is any Action Required? If YES complete a new form



DSE USER ASSESSMENT

MOD Form 5016
Intro 08/2011

Workstation Location:

User Name:

User (signature):.....

Relevant DSE Workstation Assessment Reference:

Average Time Workstation is Used per Working Day

Less than 4 hrs <input type="checkbox"/>	4 to 7 hrs <input type="checkbox"/>	More than 7 hrs <input type="checkbox"/>
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Average Time Domestic DSE is Used per Working Day

Less than 1 hr <input type="checkbox"/>	1 to 2 hrs <input type="checkbox"/>	More than 2 hrs <input type="checkbox"/>
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Total Average Time DSE is Used per Working Day

Less than 4 hr <input type="checkbox"/>	4 to 7 hrs <input type="checkbox"/>	More than 7 hrs <input type="checkbox"/>
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DSE User Assessment Type

Office <input type="checkbox"/>	Home/Remote <input type="checkbox"/>	Portable <input type="checkbox"/>
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Line Manager Name

Line Manager (signature):.....

Date of Assessment:

Any further action needed?

Follow-up action completed on:

Valid Until Date (not greater than two years):

Display screen Equipment (DSE) is a term to describe anything that displays text, numbers or graphics and can be include visual display terminals. Health and Safety (Display Screen Equipment) Regulations 1992 require that the MOD provides protection for users of such equipment, who the MOD defines as staff who use DSE for more than one hour per day.



DSE User Assessment

MOD Form 5016
Intro 08/2011

Competency for carrying out DSE User assessments

The User DSE assessment will normally be carried out by the user with help from their line manager or DSE assessor as required. Training is provided via the Defence Academy course V397 (DSE). The person undertaking the assessment must have the ability to:

- identify hazards and assess risks from the workstation and the kind of DSE work being done;
- draw upon additional sources of advice as appropriate;
- make a clear record of the assessment and communicate the findings to Line Managers and DSE Users who need to take appropriate action;
- recognise their own limitations as to assessment so that further expertise can be called on if necessary.

The level of training can be tailored to the type of assessment being carried out. For example, home workers may only need to know about the hazards that they are likely to encounter, but may need to know more about how to get support.

The selection and training of individuals should reflect the location, complexity of the DSE workstations and novelty of the tasks being carried out, e.g.:

- Normal/remote office environments – user with basic DSE training.
- Complex DSE, novel tasks or specific individual requirements – Specialist with advanced assessor training.

User Assessment		MOD Form 5016	
Risk Factor		Things to Consider	Action to Take
Training			
1	Have you undertaken the mandatory DSE user training (Course V397)?	Course V397 should be completed every 2 years.	
2	Do you know how to use keyboard shortcuts for the software you use?	These can reduce wrist problems by minimising the need to use a mouse.	
Working Patterns			
3	Is it possible to vary your work routine?	Break the working pattern up with short breaks rather than one long break.	
4	Are there intensive periods of data manipulation or mouse work?	Combine the use of shortcut key strokes and the mouse; take regular breaks from the DSE.	
Individual Factors			
5	Do you have an existing condition that need to be taken into consideration?	Existing conditions can be made worse by DSE work and special furniture or a unique assessment may be needed.	
6	Can your workstation be adjusted appropriate to your needs?	Can the desk, chair, monitor etc. be set at an appropriate height.	
7	Have you had any eyesight test within the past two years?	It is recommended that eyesight tests are carried out at least every 2 years.	
When Using DSE			
8	Are you free from aches and pains in your neck, back shoulder or upper limbs?	Take regular breaks. Check posture, workstation setup and furniture adjustments etc.	
9	Are you free of pain when typing?	Check posture; is there adequate space in front of the keyboard and are wrists properly supported.	
10	Do you suffer from headaches; sore, tired or dry eyes?	Check humidity & lighting; have eyesight tested.	
11	Do you have difficulties in focussing on the screen or difficulty in re-focussing when looking away from the screen?	Consider having an eyesight test.	
12	Is the chair suitable & the seating position comfortable? (most chairs have time/weight limitations e.g. 16Hrs / 120Kg)	Replace/Adjust the chair to provide adequate support (including lumbar) and a good posture.	
13	Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?	Consider using a foot rest or getting the desk height adjusted.	

14	Are forearms horizontal and eyes at roughly the same height as the top of the screen?		Adjust the chair and screen.	
15	Does the user have good keyboard technique?		Provide/seek advice on good keyboard technique.	
16	Is the software suitable for the task?		Software should be user-friendly and minimise stress. Software should respond quickly and clearly to input, with adequate feedback, e.g. clear help messages.	
Additional Comments				

Flexible workers: If you work away from the main office regularly, work in more than one location or work from home you will need demonstrate to your line managers satisfaction that you know how to set up and assess your own work station and complete the user assessment.

Portable DSE users: lap tops and other portable appliances present different risks, as a portable DSE user you need to be aware of the risks associated with this type of equipment and make use of items provided for your wellbeing. You may also be required to demonstrate to your line manager that you know how to set up and assess your own work station and complete the user assessment.

The DSE User and Line Manager shall agree what actions are required and record them below. The line manager should check later that the actions taken have resolved the problem.

What action has been identified

Serial No	Action Required	Actionee	Date Completed

Is a specialist DSE Assessment required?	Have actions required been completed?
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Reviewed (Date)	Reason for review	Line Managers Signature	Is any Action Required? If YES complete a new form

DISPLAY SCREEN EQUIPMENT (DSE) AUTHORISATION FOR REIMBURSEMENT OF DSE EYESIGHT TEST AND PROVISION OF SPECTACLES

Note: The MOD will not reimburse any costs or fees for the completion of this form.

Part 1. Individuals Details

I have read and understood the guidance in JSP 375 Vol 2 Leaflet 24 and I have discussed with my Line Manager why the use of a Corporate Eyecare Scheme is not appropriate in this case because:

Surname	<input style="width: 95%;" type="text"/>	First Name	<input style="width: 95%;" type="text"/>	Staff Number	<input style="width: 95%;" type="text"/>
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Post	<input style="width: 95%;" type="text"/>	UIN	<input style="width: 95%;" type="text"/>
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Distance of User to screen

My approximate working distance to Screen (approx 50-60cms) is cms

NOTE: If spectacles are prescribed and the quoted cost of basic frames and lenses exceeds £60, you will need authority to proceed from your line manager at part 2b.

Part 2. Line Managers Statement – Authority to Proceed

2a. I am satisfied that the above named requires a DSE eyesight test to be conducted.

If the above named requires spectacles for work with DSE and the lenses prescribed are not to correct an existing nearsighted condition; the nature of their work should require:

single vision lenses bifocal or varifocal lenses

Line Manager Name	<input style="width: 95%;" type="text"/>	Signature	<input style="width: 95%;" type="text"/>
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Grade	<input style="width: 95%;" type="text"/>	Branch	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
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2b. I have reviewed the quote for the prescribed spectacles and made enquiries to ensure that the same prescription lenses with basic frames cannot be procured

locally for less and that the quote represents value for money to the MOD.

Line Manager Signature	<input type="text"/>	Date	<input type="text"/>
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Send this completed form and the original receipt with a completed MOD Form 1108 to the appropriate Finance Branch for reimbursement.