



# Display Screen Equipment Policy

|   |   |                   |
|---|---|-------------------|
| Policy number and category                        | RS08  | Health and Safety |
| Version number and date                           | 5   | February 2021     |
| Ratifying committee or executive director         | Clinical Governance Committee   |                   |
| Date ratified                                     | September 2021  |                   |
| Next anticipated review                           | September 2024  |                   |
| Executive director                                | Interim Executive Director of Quality and Safety (Chief Nurse)                      |                   |
| Policy lead                                       | Head of Health and Safety   |                   |
| Policy author <i>(if different from above)</i>    | Health and Safety Officer   |                   |
| Exec Sign off Signature (electronic)              |  |                   |
| Disclosable under Freedom of Information Act 2000 | Yes   |                   |

## Policy context

To support the Trust Health and Safety policy it is necessary to clearly set out how the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 will be met.

## Policy requirement (see Section 2)

The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 requires the Trust to have clear processes in place to ensure the safety of DSE Users in the workplace by conducting regular assessments and providing the necessary equipment as identified by the assessment.

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## 1. INTRODUCTION

### 1.1 Rationale (Why)

The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 requires the Trust to have clear processes in place to ensure the safety of Display Screen Equipment (DSE) Users in the workplace by conducting regular assessments and providing the necessary equipment as identified by the assessment.

The regulations require the Trust via its managers, trained DSE Assessors and the Health and Safety team to:

- Identify 'users'
- Provide appropriate training for using DSE
- Conduct suitable and sufficient analysis of risks associated with working with DSE
- Eliminate or reduce the identified risks
- Make provision/ have appropriate arrangements in place for employees to have their eyes tested where they have been identified as 'users'
- Review risk assessments as required

### 1.2 Scope (Where, When, Who)

The policy applies to all users/ operators of display screen equipment as defined by the above regulations. This is all BSMHFT staff based in Trust premises, those working from home and staff based at other sites including staff in Prison Healthcare Services and other contracted services.

It will generally be appropriate to classify the person concerned as a user or operator if they:

- (a) Normally use DSE for **continuous or near-continuous spells of an hour or more** at a time; and
- (b) Use DSE in this way **daily**; and/or
- (c) Have to **transfer information quickly** to or from the DSE.

**and** need to apply high levels of **attention and concentration**; or are **highly dependent** on DSE or have **little choice** about using it; or need **special training or skills** to use the DSE.

### 1.3 Principles (Beliefs)

The Health and Safety at Work etc Act 1974, places a duty on employers to "ensure, so far as is reasonably practicable, the health, safety and welfare of all employees".

Employers have a similar duty under the Health and Safety (Display Screen Equipment) Regulations 1992 which places a duty on an employer to avoid or reduce the risk of injury involved in the use of Display Screen Equipment by taking whatever action is "reasonably practicable".

It is recognised that Display Screen Equipment design and working arrangements impact upon the health of the Operator. As part of its general Health and Safety Policy, the Trust will take all reasonable steps to reduce and eliminate any ill health effects upon its DSE users.

All employees have a duty to take reasonable care of the Health and Safety of themselves and that of other persons who may be affected by their acts of omissions at work.

Employees therefore have a duty to comply with training, and instructions provided by the employer for the use of workstations, equipment, software, and other safety devices for use with Display Screen Equipment. They shall also inform the employer of any hazard, risk or danger to Health and Safety.

## **2. POLICY (What)**

All staff who use display screen equipment must complete DSE training which is currently provided as part of the Manual Handling E-Learning package and use the information to ensure their workstation is set up safely.

Risk assessments for workstations must be conducted by trained DSE Assessors, where specific risks/ concerns have been raised by staff. The recommendations from such assessments must also be implemented by the line manager (using Trust resources and procedures) to prevent injury and ill-health to the individual.

Workstation equipment must comply with specific minimum requirements laid down in the DSE Regulations and associated guidance.

Staff who work remotely must be given the appropriate equipment to enable them to do so safely.

## **3. PROCEDURE**

The Trust has identified the following measures in order to reduce the incidence of ill health to its staff as a result of habitual usage of Display Screen Equipment:

- To improve the standards and quality of the working environment for Display Screen Equipment users.
- To increase Managers' and Users' awareness of the risks of Display Screen Equipment and to ensure compliance with Display Screen Equipment Regulations.
- To develop and implement safe systems of work, including Risk Assessments to manage the associated risks.
- To ensure arrangements are in place for DSE Users to take regular breaks from DSE activities.

- To provide appropriate risk awareness training, and specific software training for users and managers as required and keep a record of this.
- To create a working environment based on ergonomic concepts and principles i.e., the job is designed to fit the worker.
- To provide suitable equipment and computer software appropriate to the task and the user.
- To provide and record all relevant information, instruction, supervision, and training given to personnel defined as Display Screen Equipment Users (as defined above). Including initial training and updating or when changes occur in the workstation.
- To report, record and investigate any incidents or problems, associated with the use of Display Screen Equipment.
- To regularly monitor and evaluate Display Screen Equipment practices and modify systems of work to reduce risks of harm or injury to a minimum.
- To provide financial reimbursement towards the cost of Eye and Eyesight tests when requested by “Users” and corrective appliances as appropriate where it is deemed necessary for safe Display Screen Equipment work.
- To develop a programme within each Service Area or department to identify the resources necessary to implement this policy and to produce an action plan to comply with it.

### **3.1 Training**

All users will be provided with information to raise awareness of the potential hazards and risks associated with DSE work, how to work safely and on the measures the Trust has put in place to comply with the DSE Regulations. To achieve this, all staff will be asked to complete the online awareness training included in the Manual Handling package. Inclusion of DSE awareness information in Service Area/ Departmental induction or similar training is also recommended.

Staff who support with the completion of DSE assessments will be provided with specific training to enable them to do so competently.

### **3.2 DSE Assessments**

DSE Workstation assessments need to be completed for all employees. The procedure includes an awareness in the e-learning package and the individual should adjust their workstation in line with these requirements. Where concerns have been identified and are not easily rectified, the user should notify their line manager so that an assessment can be completed by a DSE Assessor.

With increasing numbers of staff working at home during COVID-19 a self-assessment has been made available for all staff to complete and discuss the outcome with their line manager. This is also available as an e-learning module.

The Assessment shall be repeated or reviewed if major changes are made to equipment or furniture; if workstations are relocated; if the nature of the work changes; if the health of the user changes or the DSE Assessor has any reason to believe the Assessment is invalid. The outcome of the self-assessment should be discussed with the line manager.

If the staff member is working from a Trust building a more formal one-to-one assessment may be carried out by the assessor if required e.g., if the assessor has specific concerns about the individual or workstation. Home workers will require the assistance of a specialist external assessor.

### **3.3 Special Considerations – Medical Conditions and Return to Work Assessments**

Where an individual has been identified as requiring additional alterations to the workstation due to mobility, visual requirements or other health issues then it may be necessary to contact Occupational Health or specialist external assessors (using the Trust process) to support with an ergonomic assessment for that individual.

Other areas of consideration may include staff that are pregnant, as workstations may need to be routinely re-assessed over the pregnancy period to make working arrangements more comfortable. Repetitive twisting movements should be avoided to prevent back and shoulder ache and an increase in breaks may be required.

For young workers, the DSE Assessment should be carried out once the new person has begun work, in addition to a Risk Assessment being done prior to them starting work (including work experience and training schemes). The DSE Assessment must be done under the supervision of the local DSE Assessor on a one-to-one basis.

Agency workers undertaking DSE work as part of the role will need to be informed of the risks associated with DSE and ensure that the workstations comply with the minimum requirements. A record of this assessment should be made.

Where hot-desking is undertaken it would be expected that the area meets the minimum workstation requirements, this information can be found in the DSE Assessment template (Appendix 4).

### **3.4 Minimum Requirements for Workstations**

Workstation equipment must comply with specific minimum requirements laid down in the DSE Regulations and associated guidance. (See Appendix 2)

If items such as a footrests or document holders are provided these should comply with the appropriate standard.

Equipment which does not meet a specific standard may be provided if it is proven necessary for health and safety reasons – E.g., some users may benefit from using a specialist chair.

Equipment must be provided by the Trust and not brought in from home.

Laptop computers should not be used solely and in their entirety as permanent workstations and must comply with the minimum standard if they are for prolonged use.

As the DSE Regulations state that the keyboard and screen must be separate, modifications will be required to laptops that are in prolonged use. Options include:

- Place the laptop on a specially made platform and use a separate keyboard and mouse
- Use the laptop with a separate monitor

- Use the laptop with a docking station

### **3.5 Breaks**

For every hour of continuous DSE work it is recommended to have a break for 5-10 minutes to alternate tasks away from the DSE. A break may also provide an opportunity to undertake simple exercises to promote general wellbeing. For more information visit the Health and Safety DSE page on Connect.

### **3.6 Eye and Eyesight Tests**

Under Health and Safety legislation, the Trust is required to provide members of staff who are “users” of display screen equipment (DSE) with an eye examination. Users of DSE should also receive on-going regular re-testing every 2 years or sooner when recommended by an Optometrist.

Users are entitled to re-imbusement of an eye test plus a contribution towards the cost of any corrective spectacles required specifically for work using display screen equipment.

#### ***What am I entitled to?***

The maximum tax-free re-imburements (as agreed with the Inland Revenue) are:

- The cost of the eye test
- £ 32.00 towards the cost of the prescription if required for DSE purposes

#### ***How do I claim?***

You will need to complete the Trust expenses form and submit in line with Trust policy.

You will need to state what you are claiming for and the amount of the re-imbusement due. A copy of your receipt will need to be included with the claim. The re-imbusement will then be reflected in your pay once the claim has been processed, this will be clear on your payslip.

### **3.7 Hot Desking**

The Trust has provided a number of facilities available to any staff member across the Trust to enable them to work away from their primary workstation.

To ensure health and safety, it is important for staff to be able to adjust the workstation to suit the requirements before every use. Therefore, the chair and equipment provided must be adjustable and meet the minimum requirements of the DSE regulations.

Equipment must be owned by the area it is in, ICT will continue to be responsible for PCs and monitors however furniture, chairs and cleaning equipment must be maintained and purchased by local areas.

In the interest of hygiene and infection control it is also recommended that cleaning wipes are provided in these areas to allow cleaning of keyboard, screens and mice before and after use.

See Appendix 3 – Hot desking protocol for more details

### **3.8 Home Working**

The Trust has a duty to make sure that the display screen equipment used by homeworkers is safe and does not affect the user's health.

When working with DSEs it is important for homeworkers to adjust their workstation to a comfortable position and take breaks from work. This will help prevent undue tiredness. Remembering to stretch and change position regularly can help to reduce tiredness and prevent pains in the hands, wrists, arms, neck, shoulders or back. DSEs need to be placed in a position where lighting will not cause reflections or glare on the screen. It is also important for homeworkers to view the screen comfortably. They may need different spectacles for this. Homeworkers should consult their GP or an optician if in doubt. DSE users can request an eye examination and be reimbursed through their expenses.

The same checklist used for DSE assessments at work should also be applied to home working with DSE (Appendix 4).

As a minimum standard homeworkers using a laptop require a laptop stand (to make screen height adjustable), mouse and keyboard. This should be identified via the DSE self-assessment.

### 3.9 Agile/ Remote Working

To support staff to work more flexibly and remove the need to return to a specific team base after every appointment, agile/ remote working has been introduced across the Trust. Staff can work remotely from different locations as they have access to Trust laptops. To ensure staff safety and prevent the development of any musculoskeletal related ill-health by working in this way, staff must be provided with adequate equipment to ensure this. Where monitors are being used, they should be height adjustable, chairs need to be adjustable based on the DSE regulations requirements and staff should be able to adjust the workstation that they are using to allow for their needs. Staff should also be aware of and comply with the requirements of the Remote Working and Remote Access policy.

## 4. RESPONSIBILITIES

| Post(s)                                  | Responsibilities   | Ref |
|--|--|-----|
| All Staff                                | <ul style="list-style-type: none"> <li>• Complete any training as provided by the Trust</li> <li>• Report any concerns in relation to their workstation/ DSE activities to their manager as soon as possible</li> <li>• Follow the advice given to improve their workstation and their welfare following assessment</li> <li>• Notify the DSE Assessor of any significant changes associated with the DSE</li> </ul> |     |
| Service, Clinical and Corporate Managers | <ul style="list-style-type: none"> <li>• Make provisions (financial or otherwise) to ensure the recommendations or suitable alternatives are implemented for their staff following an assessment by Occupational Health or DSE Assessor</li> </ul>   |     |

|                     |  |  |
|---------------------|--|--|
|                     | <ul style="list-style-type: none"> <li>Managers/ Supervisors are aware of their responsibility in ensuring that DSE Assessments are undertaken for all staff in their control</li> <li>Identify nominated staff for training to act as assessors for their service area</li> </ul>   |  |
| Policy Lead         | <ul style="list-style-type: none"> <li>Ensure the policy is kept up to date and reflects up to date legislation and best practice</li> </ul>   |  |
| Executive Director  | <ul style="list-style-type: none"> <li>Ensure that resources are made available to enable compliance with the requirements of the policy</li> </ul>  |  |
| Occupational Health | <ul style="list-style-type: none"> <li>On receipt of referral, complete medical assessment of the individual with health issues or additional requirements such as mobility, visual impairment etc</li> <li>Make recommendations based on the individual's capabilities or limitations to enable the line manager to make reasonable adjustments</li> </ul>  |  |
| DSE Assessors       | <ul style="list-style-type: none"> <li>Attend training as required to ensure their skills and knowledge are kept up to date</li> <li>Complete DSE assessments as required and feedback findings and recommendations to the relevant managers via a report – using the template in this policy</li> <li>Where necessary, review assessments to ensure identified problems have been resolved</li> </ul> |  |

**5: Development and Consultation process** consisting of:

5.

- ✦ An outline of who has been involved in developing the policy and procedure including Trust forums and service user and carer groups.

| <b>Consultation summary</b>                                  |                |
|--|----------------|
| <b>Date policy issued for consultation</b>                   | May 2021       |
| <b>Number of versions produced for consultation</b>          | 1              |
| <b>Committees / meetings where policy formally discussed</b> | <b>Date(s)</b> |
| PDMG   | June 2021`     |

| <b>H&amp;S Committee – Circulated to members</b> |   | May 2021  |
|--|---|---|
| <b>JOSC – Circulated to members</b>              |   | May 2021  |
| <b>Where received</b>                            | <b>Summary of feedback</b>  | <b>Actions / Response</b>                         |
| Information Team                                 | Points for clarification  | Points acknowledged and amended where applicable. |
| Policy Development Group                         | FOI section to be complete  | Request completed                                 |
| Trust Health & Safety Committee member           | Wording changed within eye test section to say provides (previously supports)<br>Ensure reference to home working was consistent throughout the policy<br>Clarification about how line manager escalates concerns with DSE assessment and how staff working at home can access a DSE assessment from trained staff<br>Guidance in hot desking section and appendix to give the same guidance<br>Clarification over where staff can go for an eye test | All requests completed                            |
| Staff Networks                                   |   |   |
| Associate Directors                              |   |   |

## 6. REFERENCE DOCUMENTS

- Health and Safety (Display Screen Equipment) Regulations 1992  
(<https://www.legislation.gov.uk/uksi/1992/2792/contents/made>)

## 7. BIBLIOGRAPHY

None

## 8. GLOSSARY

### a) Definitions

#### 1. Definitions of a user of Display Screen Equipment

A “Display Screen Equipment User” means an employee who habitually uses display screen equipment as a significant part of their normal work.

It is sensible to assume that the employee is a “user” where any of the following criteria apply:

- a) Work often requires the use of a display screen for a continuous period, often one hour or longer, or for long periods of intermittent use.
- b) Any display screen is used most working days.
- c) The user has no discretion on when or whether to use the Display Screen.
- d) The ability to use Display Screen Equipment forms an important part of the employee’s job description, or the recruitment specification.

Even where the use of Display Screen Equipment is not covered by the Regulations, there is a general duty as an employer to provide safe equipment and to require its use to be safe as far as is reasonably practicable.

If further clarification is required line managers can use the attached Questionnaire to identify the users in their team who require a risk assessment in line with the Regulations.

## **2. Definition of Display Screen Equipment**

Display Screen Equipment means any alphanumeric or graphic display screen regardless of the display process involved.

The definition extends beyond the typical Visual Display Unit, and covers microfiche, liquid crystal displays, process control equipment and any other display screen, which is mainly used to show alphanumeric text or graphics.

## **3. Definition of a Workstation**

The term “workstation” means any furniture and equipment used by, or in the presence of a user, together with the immediate environment in which the work is undertaken.

“Workstation” means an assembly comprising:

- a) Display Screen Equipment including software, display and keyboard.
- b) Any optional extras to Display Screen Equipment e.g., mouse.
- c) Any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface, footrest, or other item peripheral to the Display Screen Equipment.
- d) Immediate work environment around the Display Screen Equipment e.g., lighting, temperature, humidity, reflections, noise etc.

The above can be risk assessed by means of the Users Checklist (attached).

## **9. AUDIT AND ASSURANCE**

| <b>Element to be monitored</b>                         | <b>Lead</b>                              | <b>Tool</b>                            | <b>Frequency</b> | <b>Reporting Arrangements</b> | <b>Acting on Recommendations and Lead(S)</b> | <b>Change in Practice and Lessons to be shared</b> |
|--|--|--|------------------|-------------------------------|--|--|
| Availability and take up of training for users (staff) | Health and Safety Team                   | Reports from OLM or other VLE platform | Annually         | H&S committees                | Managers/ Health and Safety Team/ L&D        |  |
| Number of assessments completed                        | Health and Safety team and DSE Assessors | Completed DSE Assessment templates     | Annually         | H&S Committees                | Health and Safety Team and Assessors         |  |
| Take up of eye and eyesight tests                      | Finance and Health and Safety Team       | Number of tests claimed for            | Annually         | H&S Committees                | Finance/ Health and Safety Team              |  |

## 10. APPENDICES

### Appendix 1 – Equality Impact Assessment

#### Equality Analysis Screening Form

A word version of this document can be found on the HR support pages on Connect

<http://connect/corporate/humanresources/managementsupport/Pages/default.aspx>

|   |                             |   |                             |  |
|---|-----------------------------|---|-----------------------------|--|
| <b>Title of Proposal</b>  | DSE Policy                  |   |                             |  |
| <b>Person Completing this proposal</b>  | Claire Hallahan             | <b>Role or title</b>  | Health & Safety Officer     |  |
| <b>Division</b>   | Health & Safety             | <b>Service Area</b>   | Governance                  |  |
| <b>Date Started</b>   | 16 <sup>th</sup> April 2021 | <b>Date completed</b>   | 16 <sup>th</sup> April 2021 |  |
| <b>Main purpose and aims of the proposal and how it fits in with the wider strategic aims and objectives of the organisation.</b> |                             |   |                             |  |
| To ensure the Trust is compliant with Display Screen Equipment Regulations 1992   |                             |   |                             |  |
| <b>Who will benefit from the proposal?</b>  |                             |   |                             |  |
| All staff that use a computer/laptop for more than an hour a day  |                             |   |                             |  |
| <b>Impacts on different Personal Protected Characteristics – Helpful Questions:</b>   |                             |   |                             |  |
| <i>Does this proposal promote equality of opportunity?</i>  |                             | <i>Promote good community relations?</i>                      |                             |  |
| <i>Eliminate discrimination?</i>  |                             | <i>Promote positive attitudes towards disabled people?</i>    |                             |  |
| <i>Eliminate harassment?</i>  |                             | <i>Consider more favourable treatment of disabled people?</i> |                             |  |
| <i>Eliminate victimisation?</i>   |                             | <i>Promote involvement and consultation?</i>                  |                             |  |
|   |                             | <i>Protect and promote human rights?</i>                      |                             |  |
| <b>Please click in the relevant impact box or leave blank if you feel there is no particular impact.</b>                          |                             |   |                             |  |
| <b>Personal Protected Characteristic</b>  | <b>No/Minimum Impact</b>    | <b>Negative Impact</b>  | <b>Positive Impact</b>      | <b>Please list details or evidence of why there might be a positive, negative or no impact on protected characteristics.</b> |
| <b>Age</b>  | X                           |   |                             |  |
| Including children and people over 65   |                             |   |                             |  |
| Is it easy for someone of any age to find out about your service or access your proposal?   |                             |   |                             |  |

|   |   |  |   |  |
|---|---|--|---|--|
| Are you able to justify the legal or lawful reasons when your service excludes certain age groups   |   |  |   |  |
| <b>Disability</b>   |   |  | X | Staff will have referral to a specialist DSE company |
| Including those with physical or sensory impairments, those with learning disabilities and those with mental health issues<br>Do you currently monitor who has a disability so that you know how well your service is being used by people with a disability?<br>Are you making reasonable adjustment to meet the needs of the staff, service users, carers and families? |   |  |   |  |
| <b>Gender</b>   | X |  |   |  |
| This can include male and female or someone who has completed the gender reassignment process from one sex to another<br>Do you have flexible working arrangements for either sex?<br>Is it easier for either men or women to access your proposal?   |   |  |   |  |
| <b>Marriage or Civil Partnerships</b>   | X |  |   |  |
| People who are in a Civil Partnerships must be treated equally to married couples on a wide range of legal matters<br>Are the documents and information provided for your service reflecting the appropriate terminology for marriage and civil partnerships?   |   |  |   |  |
| <b>Pregnancy or Maternity</b>   | X |  |   |  |
| This includes women having a baby and women just after they have had a baby<br>Does your service accommodate the needs of expectant and post natal mothers both as staff and service users?<br>Can your service treat staff and patients with dignity and respect relation in to pregnancy and maternity?   |   |  |   |  |
| <b>Race or Ethnicity</b>  | X |  |   |  |
| Including Gypsy or Roma people, Irish people, those of mixed heritage, asylum seekers and refugees<br>What training does staff have to respond to the cultural needs of different ethnic groups?<br>What arrangements are in place to communicate with people who do not have English as a first language?  |   |  |   |  |
| <b>Religion or Belief</b>   | X |  |   |  |
| Including humanists and non-believers<br>Is there easy access to a prayer or quiet room to your service delivery area?<br>When organising events – Do you take necessary steps to make sure that spiritual requirements are met?  |   |  |   |  |
| <b>Sexual Orientation</b>   | X |  |   |  |
| Including gay men, lesbians and bisexual people<br>Does your service use visual images that could be people from any background or are the images mainly heterosexual couples?<br>Does staff in your workplace feel comfortable about being 'out' or would office culture make them feel this might not be a good idea?   |   |  |   |  |

|  |                    |                      |                   |                  |
|--|--------------------|----------------------|-------------------|------------------|
| <b>Transgender or Gender Reassignment</b>  | X                  |                      |                   |                  |
| This will include people who are in the process of or in a care pathway changing from one gender to another<br>Have you considered the possible needs of transgender staff and service users in the development of your proposal or service?                   |                    |                      |                   |                  |
| <b>Human Rights</b>  | X                  |                      |                   |                  |
| Affecting someone's right to Life, Dignity and Respect?<br>Caring for other people or protecting them from danger?<br>The detention of an individual inadvertently or placing someone in a humiliating situation or position?                                  |                    |                      |                   |                  |
| <b>If a negative or disproportionate impact has been identified in any of the key areas would this difference be illegal / unlawful? I.e. Would it be discriminatory under anti-discrimination legislation. (The Equality Act 2010, Human Rights Act 1998)</b> |                    |                      |                   |                  |
|  | <b>Yes</b>         | <b>No</b>            |                   |                  |
| <b>What do you consider the level of negative impact to be?</b>  | <b>High Impact</b> | <b>Medium Impact</b> | <b>Low Impact</b> | <b>No Impact</b> |
|  |                    |                      |                   |                  |
| If the impact could be discriminatory in law, please contact the <b>Equality and Diversity Lead</b> immediately to determine the next course of action. If the negative impact is high a Full Equality Analysis will be required.                              |                    |                      |                   |                  |
| If you are unsure how to answer the above questions, or if you have assessed the impact as medium, please seek further guidance from the <b>Equality and Diversity Lead</b> before proceeding.   |                    |                      |                   |                  |
| If the proposal does not have a negative impact or the impact is considered low, reasonable or justifiable, then please complete the rest of the form below with any required redial actions, and forward to the <b>Equality and Diversity Lead</b> .          |                    |                      |                   |                  |
| <b>Action Planning:</b>  |                    |                      |                   |                  |
| How could you minimise or remove any negative impact identified even if this is of low significance?   |                    |                      |                   |                  |
|  |                    |                      |                   |                  |
| How will any impact or planned actions be monitored and reviewed?  |                    |                      |                   |                  |

How will you promote equal opportunity and advance equality by sharing good practice to have a positive impact other people as a result of their personal protected characteristic.

Please save and keep one copy and then send a copy with a copy of the proposal to the Senior Equality and Diversity Lead at [bsmhft.hr@nhs.net](mailto:bsmhft.hr@nhs.net). The results will then be published on the Trust's website. Please ensure that any resulting actions are incorporated into Divisional or Service planning and monitored on a regular basis.

### Full Equality Analysis Form

|   |  |  |  |
|---|--|--|--|
| <b>Title of Proposal</b>  | <b>Display Screen Equipment Policy</b> |  |  |
| <b>Person Completing this proposal</b>  | <b>Claire Hallahan</b>                 | <b>Role or title</b>   | Health & Safety Officer  |
| <b>Division/Department</b>  | <b>Health &amp; Safety Team</b>        | <b>Service Area</b>  | Governance   |
| <b>Date Started</b>   | <b>16<sup>th</sup> April 2021</b>      | <b>Date completed</b>  | 16 <sup>th</sup> April 2021  |
| Looking back at the screening tool, in what areas are there concerns that the proposal treats groups differently, unfairly or disproportionately as a result of their personal protected characteristics? |  |  |  |
| N/A   |  |  |  |
| <b>Summarise the likely negative impacts</b>  |  | <b>Summarise the likely positive impact</b>  |  |
| N/A   |  | Staff will have access to specialist equipment either through the Trust as appropriate or via a specialist company |  |
| <b>What previous or planned consultation or research on this proposal has taken place with groups from different sections of the community?</b>   |  |  |  |
|   |  | <b>Please provide list of groups consulted.</b>  | <b>Summary of consultation / research carried out or planned. If already carried out, what does it tell you about the negative impact?</b> |

|   |  |  |                     |
|---|--|--|---------------------|
| <b>Group(s) (Community, service user, stakeholders or carers)</b>   |  |  |                     |
| <b>Staff Group(s)</b>   |  | Executive Team,<br>Clinical Directors,<br>Associate Directors,<br>Staff side |                     |
| <b>What up-to-date information or data is available about the different groups the proposal may have a negative impact on?</b>  |  |  |                     |
| N/A   |  |  |                     |
| <b>Are there any gaps in your previous or planned consultations, research or information? If so are there any other experts, groups that could be contacted to get further views or evidence?</b>       |  |  |                     |
| <b>Yes</b>  |  | <b>No</b>  | X                   |
| <b>If yes please list below</b>   |  |  |                     |
|   |  |  |                     |
| <b>As a result of this Full Equality Analysis and consultation, what changes need to be made to the proposal? (You may wish to put this information into an action plan and attach to the proposal)</b> |  |  |                     |
| N/A   |  |  |                     |
| <b>Will any negative impact now be:</b>   |  |  |                     |
| <b>Low:</b>   |  | <b>Legal:</b>  | <b>Justifiable:</b> |
| <b>Will the changes made ensure that any negative impact is lawful or justifiable?</b>  |  |  |                     |
|   |  |  |                     |
| <b>Have you established a monitoring system and review process to assess the successful implementation of the proposal? Please explain how this will be done below.</b>                                 |  |  |                     |

|  |
|--|
| N/A  |
| <b>Action Planning: How could you minimise or remove any negative impact identified even if this is of low significance?</b>   |
| N/A  |
| <b>How will any impact or planned actions be monitored and reviewed?</b>   |
| N/A  |
| <b>How will you promote equal opportunity and advance equality by sharing good practice to have a positive impact other people as a result of their personal protected characteristic?</b> |
| N/A  |

Please save and keep one copy and then send a copy with a copy of the proposal to the Senior Equality and Diversity Lead at [bsmhft.hr@nhs.net](mailto:bsmhft.hr@nhs.net) . The results will then be published on the Trust's website. Please ensure that any resulting actions are incorporated into Divisional or Service planning and monitored on a regular basis.

## **Appendix 2 – Guidance on Eye and Eyesight Testing**

### **Introduction**

Where a person is identified as a “DSE User” or is to become a DSE User”. The employer shall ensure that he/she is provided, at his / her request with an appropriate eye or eyesight test, any such test to be carried out by a competent person.

An appropriate eye and eyesight test means a “sight test” as defined in the Opticians Act 1989 (Amendment) Order 2005. The purpose being to determine if there is any defect of sight and how it can be corrected by a means of an optical appliance e.g., spectacles.

Employees are entitled but have no obligation to undergo an eye or eyesight test.

### **Eyesight Tests**

Where an employee opts for an eyesight test, the test must be carried out by a competent person and should assess visual capability at the normal viewing distance for a display screen. Where the result indicates that vision requires correction, the user should be advised to consult an Ophthalmic Optician for a full examination.

The eyesight test is not a substitute for a full eye test of visual capability but can be used to test for visual defects associated with Display Screen Equipment initially.

In most cases this will be adequate to clear the employee from eye defects associated with DSE work.

Where further tests are necessary the employer will need to pay the additional fee for the complete eye test by an Ophthalmic Optician (Optometrist) or medical practitioner.

### **Eye Tests**

It is legitimate to require the employee to be tested by a competent person of the employee’s choice.

This should be a full eye and eyesight test by an optometrist or doctor, including a vision test and an eye examination.

### **Disclosure of Results**

It should be noted that the results of any sight test can only be disclosed with the consent of the person tested. Although the employer is not entitled to see the prescription, he has the right to receive a report on the findings in relation to Display Screen Equipment work and the date of the examination. He is also entitled to know whether or not a corrective application is needed specifically for display screen work.

### **Entitlement to Eye and Eyesight Tests**

Employers have a duty to provide eye and eyesight tests on request:

- a) To their employees who are already defined as “Display Screen Equipment Users”.
- b) To Non–user employees who are to become “Display Screen Equipment Users”.

- c) To new recruits who are to become “Display Screen Equipment Users”, before they commence as “DSE Users”, as defined.

N.B. The employer can offer vision screening tests e.g., eyesight tests, to identify the need for a full sight test, but an employee can insist on a full test and is entitled to receive one.

### **Regularity of Provision of Eye and Eyesight Tests**

These should be provided:

- a) As soon as practicable after “Display Screen Equipment Users” have made the request.
- b) Before an employee or recruit becomes a “Display Screen Equipment User”, although this can be after commencement of employment.
- c) Usually, every two years or sooner if advised (in writing) by the Optometrist or Doctor following the first test.
- d) If the “DSE User” is experiencing visual difficulties which may be related to DSE work.

### **Corrective Appliances**

#### **Definition**

- a) “**Special**” **Corrective Appliances** provided to meet the requirements of the Regulations will be those prescribed to correct vision defects at the viewing distance/s used specifically for the display screen work concerned.
- b) “**Normal**” **Corrective Appliances** are spectacles prescribed for any other purpose.

### **Employers Liability for Costs**

The provision of eye and eyesight tests and of “special” corrective appliances is at the expense of the “users” employer.

“Normal” spectacles or lenses are at the “users” own expense. Where the user is prescribed “special” spectacles for Display Screen work, the Trust is only liable for:

- a) The cost of a basic appliance (e.g., NHS frames), where the employee wants designer frames for example, they must pay the difference.

Or

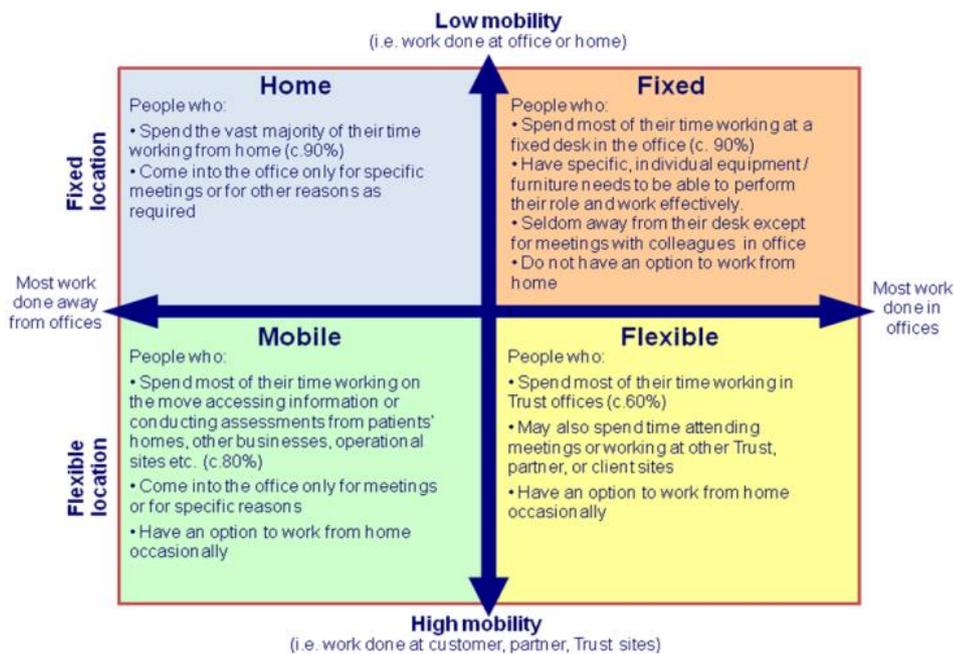
- b) a contribution towards a luxury appliance, equal to the basic appliance e.g., contact lenses.

Where spectacles are for much wider use than Display Screen work, employers only need to contribute to the costs attributable to the requirements of the Display Screen work involved.

### **Appendix 3 - Hot Desking Protocol**

Hot desking is available at most sites and is intended for staff that do not have their own workstation allocated within a site or are home working and require a workstation when on Trust site. The Trust is trying to adapt to the different ways of working available to staff. All staff that spend more than one hour on a computer as classed as Display Screen Users and should refer to guidance in that policy about completing a self-assessment and how to adjust your workstation.

It is noted that staff spend differing amounts of time at a workstation depending on their job role. The matrix below defines the 4 work styles for Trust staff



Some teams are moving away from allocating individual desks such as community teams and instead share a number of desks for when staff are in the team office. Staff are not all expected to be in the office at the same time and will spend the majority of their time out on appointments.

Various sites across the Trust (listed below) have designated hot desking rooms that can be used by any Trust staff. They are available for staff visiting the site for meetings etc. and are designed to be used for short periods. They should consist of the following equipment:

### Etiquette

- Adjust your workstation as per your DSE assessment, regardless of how long you intend to be there.
- Clean the workstation before/ after use!
- Report any missing equipment
- Familiarise yourself with the site housekeeping – fire alarm, nearest fire exit, toilet & drinks facilities
- Take calls away from the hot desk areas and be considerate of other users

| Equipment          | Responsible Person |
|--------------------|--------------------|
| PC with screen     | ICT                |
| Adjustable chair   | Site manager       |
| Desk               | Site manager       |
| Cleaning materials | Site manager       |

### Hot desking sites

- Uffculme
- Barberry
- B1
- Orsborne House
- Northcroft

### Organisational benefits

It must be noted that hot desking has a number of benefits to the organisation and to staff. For those staff for which working across a variety of sites applies, hot desks support them to have the opportunity to find a workspace easily to enable them to work effectively wherever they need to work. In addition, this supports the organisation to maximise its estate space by better desk utilisation as well as:

- Support employees to work in areas that best suit the task in hand
- Support improved productivity
- Reduce space costs
- Reduced travel costs

Increase employee satisfaction that they can move around the organisations venues and work effectively. Employee Benefits of hot desking include:

- Ability to organise working day around meetings and pre commitments
- Traffic/commuting considerations – freedom from travelling during the working day
- Relaxation of time parameters in which to work
- Ability of employees to better balance work and home life

### Monitoring

Designated hot desking rooms will be reviewed as part of the annual environmental risk assessment. Overall responsibility for this will be with the site manager. Posters are displayed to remind staff to adjust their workstation correctly.

### References

This document is designed to support the requirements of the following regulations

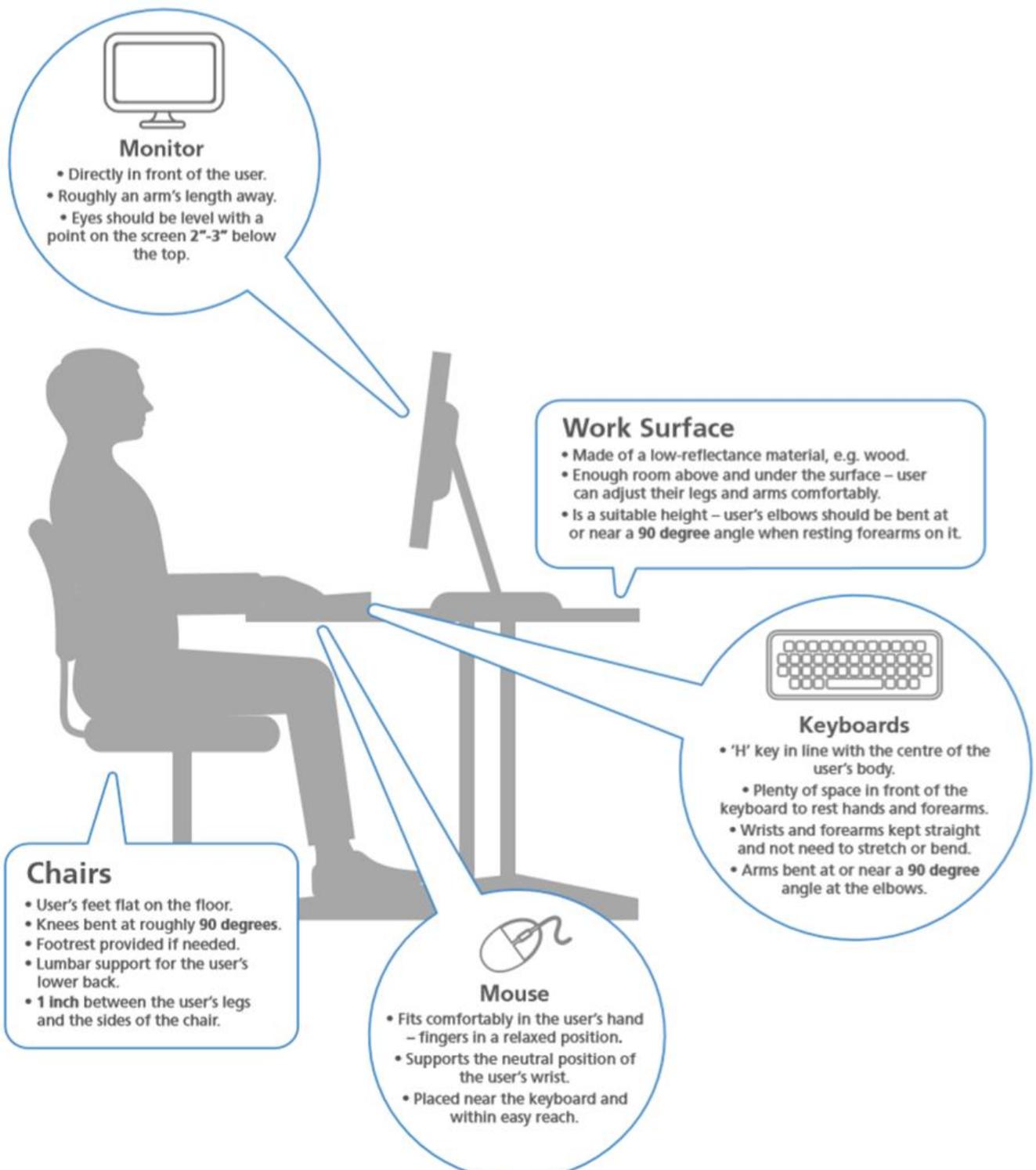
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Health and Safety at Work etc Act 1974

## Appendix 4 - Display Screen Equipment Assessment Template

See pages 23 -31



# Display Screen Equipment Assessment



# HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992 WORKSTATION SELF-ASSESSMENT CHECKLIST

## INTRODUCTION

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to workers who use DSE daily, for an hour or more at a time. We describe these workers as ‘DSE’ users. The DSE regulations do not apply if you use DSE infrequently or only use it for a short time.

DSE applies if users are, for example:

- at a fixed workstation
- mobile workers
- home workers
- hot-desking (workers should carry out a basic risk assessment if they change desks regularly)

The following checklist is designed to allow an assessment of individual DSE workstations to be carried out, in terms of the above regulations and associated guidance.

Work through the checklist, ticking either the **yes** or **no** column against each risk factor:

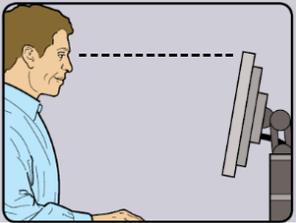
- **Yes** - require no further action unless this relates to the ‘History Section’.
- **No** - will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the “Action to take” column. Assessors should check later that actions have been taken and have resolved the problem.

Please note that, though a characteristic of the workstation may not precisely match the advice given in the Regulations and Guidance, remedial action will not require to be applied if the user in question is satisfied with the item and desires no change.

**Remember the checklist only covers the workstation and work environment. Managers also need to make sure that risks from other aspects of the work are avoided, for example by giving users health & safety training, and providing for breaks or changes of activity. Advice on these is given in the main text of the guidance.**

|   |  |
|---|--|
| <b>Name of user:</b>                                  |  |
| <b>Workstation location: (Service / Team/ Home)</b>   |  |
| <b>Role:</b>  |  |
| <b>Name of Manager/Team Leader:</b>                   |  |
| <b>Name of Assessor:</b>                              |  |
| <b>Assessment checked by:</b>                         |  |
| <b>Date of assessment:</b>                            |  |
| <b>Average hours per day spent on a computer?</b>     |  |
| <b>Does the staff member work at any other sites?</b> |  |
| <b>Left or Right handed?</b>                          |  |

| <b>Risk Factors</b>   | <b>Tick answer<br/>Yes no</b> |  | <b>Things to consider</b>   | <b>Action to take</b><br><i>(Transfer outstanding actions to the action plan below)</i> |
|---|-------------------------------|--|---|---|
| <b>1. HISTORY</b>   |                               |  |   |   |
| Any history of musculo-skeletal disorders including back neck and wrist pain?   |                               |  |   |   |
| Any problems with vision (e.g., headaches, focusing, reading screen, dry eyes)?   |                               |  |   |   |
| <b>2. FURNITURE</b>   |                               |  |   |   |
| Is the work surface large enough for all the necessary equipment, papers etc?   |                               |  | <ul style="list-style-type: none"> <li>• Create more room by moving printer, reference materials etc elsewhere.</li> </ul>  |   |
| Is the height of the desk correct for you?  |                               |  | <ul style="list-style-type: none"> <li>• Can you get your knees comfortably under the desk without banging them?</li> <li>• A portable sit/stand platform may help with posture.</li> </ul>   |   |
| Can you comfortably reach all the equipment and papers you need to use?   |                               |  | <ul style="list-style-type: none"> <li>• Rearrange equipment, papers etc to bring frequently used things within easy reach.</li> <li>• A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</li> </ul>   |   |
| Are surfaces free from glare and reflection?  |                               |  | <ul style="list-style-type: none"> <li>• Consider mats or blotters to reduce reflections and glare, white desk etc.</li> </ul>  |   |
| Is the chair stable & suitable for you?<br>Are you sitting far enough back in your seat or perching on the front? Can you get the width of 2 fingers between the front edge of the seat and the back of your knees? |                               |  | <ul style="list-style-type: none"> <li>• The chair may need repairing or replacing if you are uncomfortable, or the adjustment mechanisms are faulty.</li> <li>• One size does not fit all. Do you get any tingling or discomfort in your legs or feet?</li> <li>• Fixed “executive” chairs which can only move up or down should be replaced. They are non-compliant with the Regulations</li> </ul> |   |
| Is the lower back supported by the chair’s backrest?  |                               |  | <ul style="list-style-type: none"> <li>• You should have a straight back, supported by the chair at all times, with relaxed shoulders.</li> </ul>   |   |

| <b>Risk Factors</b>  | <b>Tick answer</b><br>Yes no |  | <b>Things to consider</b>   | <b>Action to take</b><br>(Transfer outstanding actions to the action plan below) |
|--|------------------------------|--|---|--|
| <p>Are your forearms horizontal?</p>                                        |                              |  | <ul style="list-style-type: none"> <li>Adjust the chair height to get the user's arms in the right position</li> </ul>                      |  |
| <p>Are your eyes at roughly the same height as the top of the screen?</p>  |                              |  | <ul style="list-style-type: none"> <li>Adjust the monitor height/tilt if necessary to get the users eyes in the correct position</li> </ul> |  |
| <p>Do your feet reach the floor (wearing your usual shoes)?</p>  |                              |  | <ul style="list-style-type: none"> <li>If not, a footrest should be supplied.</li> </ul>  |  |
| <p>Does more than 50% of the work involve answering the telephone and inputting data at the same time?</p>   |                              |  | <ul style="list-style-type: none"> <li>Consider the provision of a telephone headset to reduce awkward postures</li> </ul>                  |  |
| <b>3. DISPLAY SCREENS</b>  |                              |  |   |  |
| <p>Is the software suitable for the task?</p>  |                              |  | <ul style="list-style-type: none"> <li>Software should help you carry out the task, minimise stress and be user-friendly.</li> </ul>        |  |

| <b>Risk Factors</b>   | <b>Tick answer</b> |           | <b>Things to consider</b>   | <b>Action to take</b><br><i>(Transfer outstanding actions to the action plan below)</i> |
|---|--------------------|-----------|---|---|
|   | <b>Yes</b>         | <b>no</b> |   |   |
|   |                    |           | <ul style="list-style-type: none"> <li>• Check whether you have had appropriate training in using the software.</li> <li>• Software should respond quickly and clearly to user input, with adequate feedback, such as clear messages.</li> </ul>  |   |
| Are the characters clear and readable?                              |                    |           | <ul style="list-style-type: none"> <li>• Make sure the screen is clean and cleaning materials are made available. Check that text &amp; background colours work well together.</li> </ul>   |   |
| Is the text size comfortable to read?                               |                    |           | <ul style="list-style-type: none"> <li>• Software settings may need adjusting to change text size.</li> </ul>   |   |
| Is the screen's specification suitable for its intended use?        |                    |           | <ul style="list-style-type: none"> <li>• For example, intensive graphic work or work requiring fine attention to small details may require large display screens.</li> </ul>  |   |
| Is the screen height adjustable?                                    |                    |           | <ul style="list-style-type: none"> <li>• The top of the screen should be roughly at eye level. A monitor stand may be required if not.</li> </ul>   |   |
| Is the screen free from glare and reflections?                      |                    |           | <ul style="list-style-type: none"> <li>• Find the source of the reflections.</li> <li>• You might need to move the screen or even the desk and/or shield the screen from the source of reflections.</li> <li>• Screens that use dark characters on a light background are less prone to glare and reflections.</li> </ul> |   |
| Are you facing the screen at 90°?                                   |                    |           | <ul style="list-style-type: none"> <li>• Position the screen in front of you, to avoid any twisting.</li> </ul>   |   |
| Are adjustable window coverings provided and in adequate condition? |                    |           | <ul style="list-style-type: none"> <li>• Check that curtains/blinds are in good working order.</li> </ul>   |   |
| <b>4. KEYBOARDS</b>   |                    |           |   |   |
| Is the keyboard separate from the screen?                           |                    |           | <ul style="list-style-type: none"> <li>• This is a requirement unless the task makes it impracticable (e.g. where there is a need to use a portable computer).</li> </ul>   |   |

| <b>Risk Factors</b>  | <b>Tick answer</b><br>Yes no |  | <b>Things to consider</b>   | <b>Action to take</b><br>(Transfer outstanding actions to the action plan below) |
|--|------------------------------|--|---|--|
| Does the keyboard tilt?  |                              |  | <ul style="list-style-type: none"> <li>• Tilt need not be built in</li> </ul>   |  |
| Is it possible to find a comfortable keying position?<br> |                              |  | <ul style="list-style-type: none"> <li>• Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</li> <li>• Keep elbows close to the body, do not overstretch the arms.</li> <li>• Users may find the use of a compact mini-keyboard more comfortable.</li> </ul> |  |
| Are the characters on the keys easily readable?  |                              |  | <ul style="list-style-type: none"> <li>• Keyboards should be kept clean. If characters still cannot be read, the keyboard may need modifying or replacing.</li> <li>• Use a keyboard with a matt finish to reduce glare and/or reflection.</li> </ul>   |  |
| <b>5. MOUSE</b>  |                              |  |   |  |
| Is the device suitable for the tasks it is used for?   |                              |  | <ul style="list-style-type: none"> <li>• If the user is having problems, try a different device.</li> </ul>   |  |
| Is the device positioned close to the user?  |                              |  | <ul style="list-style-type: none"> <li>• Most devices are best placed as close as possible, e.g., right beside the keyboard</li> </ul>  |  |

| <b>Risk Factors</b>  | <b>Tick answer</b><br>Yes no |  | <b>Things to consider</b>   | <b>Action to take</b><br>(Transfer outstanding actions to the action plan below) |
|--|------------------------------|--|---|--|
|                                       |                              |  |   |  |
| Is there support for your wrist and forearm?   |                              |  | <ul style="list-style-type: none"> <li>Support can be gained from, for example, the desk surface. If not, a separate supporting device (gel filled) may help.</li> </ul>  |  |
| <b>6. MOBILE WORKING</b>   |                              |  |   |  |
| Is a portable computer being frequently used?  |                              |  | <ul style="list-style-type: none"> <li>If possible, reduce its use to a minimum</li> </ul>  |  |
| If yes, is it used with a docking station?   |                              |  |   |  |
| If no, is there a separate keyboard, mouse, and Laptop stand?  |                              |  | <ul style="list-style-type: none"> <li>There should be a separate keyboard, separate screen or screen elevated and separate mouse.</li> </ul>   |  |
| <b>7. ENVIRONMENT</b>  |                              |  |   |  |
| Is there enough room to change position and vary movement?   |                              |  | <ul style="list-style-type: none"> <li>Space is needed to move, stretch, and fidget. Consider reorganising the office layout and check for obstructions.</li> <li>Cables should be tidy and not a trip or snag hazard.</li> </ul> |  |
| Is the lighting suitable, e.g., not too bright or too dim to work comfortably?   |                              |  | <ul style="list-style-type: none"> <li>You should be able to control light levels, e.g., by adjusting window blinds or light switches.</li> </ul>   |  |
| Is the room ventilation suitable? Not too warm/cold?   |                              |  | <ul style="list-style-type: none"> <li>You should be able to control temperature levels, e.g., by opening windows/ avoiding drafts.</li> </ul>  |  |
| Do you keep the items you use most often close at hand so you can avoid over stretching, reaching or awkward postures? |                              |  |   |  |

| <b>Risk Factors</b>   | <b>Tick answer<br/>Yes no</b> |  | <b>Things to consider</b>   | <b>Action to take</b><br><i>(Transfer outstanding actions to the action plan below)</i> |
|---|-------------------------------|--|---|---|
| Is there sufficient space under your desk and is it free of obstacles (boxes, bags, equipment etc.) |                               |  | <ul style="list-style-type: none"> <li>Can legs move freely? Is it free from clutter?</li> </ul>  |   |
| Do you take regular breaks working away from your computer?   |                               |  |   |   |
| <b>8. EYES</b>  |                               |  |   |   |
| Do you wear spectacles?   |                               |  | <ul style="list-style-type: none"> <li>Do you suffer from headaches? Y / N</li> </ul>   |   |
| Do you wear contact lenses?   |                               |  | <ul style="list-style-type: none"> <li>Do you get sore eyes? Y / N</li> </ul>   |   |
| Have you had your eyes tested within the last 2 years?  |                               |  | <p>As a User of DSE equipment you are entitled to a reimbursement <a href="https://bsmhftnhsuk.sharepoint.com/sites/connect-bu-people-and-org-development/SitePages/Operational-People-Team.aspx">https://bsmhftnhsuk.sharepoint.com/sites/connect-bu-people-and-org-development/SitePages/Operational-People-Team.aspx</a></p> <ul style="list-style-type: none"> <li>- or search eye care on Connect</li> </ul> | <b>Date of eye test:</b>  |
| Do you require an eye test at this time?  |                               |  |   |   |

**FINAL QUESTIONS:**

- Has the checklist covered all the problems you may have working with the DSE?
- Have you experienced any discomfort or other symptoms, which may be attributed to working with the DSE?
- Have these been reported to the Occupational Health Unit?
- Do you take regular breaks working away from the DSE? Have you been advised of the importance of doing this?
- Do you undertake any DSE specific exercises (body stretches, blinking eyes, focusing on distant objects)? Have you been advised of the importance of doing this?

| Outstanding Actions Required | By Whom? | By When? | Action complete |
|------------------------------|----------|----------|-----------------|
|                              |          |          |                 |
|                              |          |          |                 |
|                              |          |          |                 |
|                              |          |          |                 |
|                              |          |          |                 |
|                              |          |          |                 |
|                              |          |          |                 |

| Controls Assurance Rating |                     |
|---------------------------|---------------------|
|                           | Action complete     |
|                           | Action due          |
|                           | Action date expired |

On completion of this Assessment please retain on individual's personal file and return a copy to [bsmhft.healthandsafety@nhs.net](mailto:bsmhft.healthandsafety@nhs.net)

