

Display Screen Equipment

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Owner:	Brian Gunn	Job Title:	H&S Adviser
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Version Control

Date	Owner	Version	Reason for Change
May 2021	Brian Gunn	V4.0	Cyclical review

Summary of Changes

Section	Change
Whole Procedure	New format and reference to new Agile Working Policy

Display Screen Equipment

Contents

1.0 Introduction	3
2.0 Display screen Equipment / Workstations	4
2.1 Ergonomics.....	4
2.2 Workstation Layout	3
2.3 Workstation Space	3
2.4 Workstation Chairs	9
2.5 Workstation Desk.....	9
2.6 Display Screen	9
2.7 Laptops.....	9
2.8 Keyboard	9
2.9 Keyboard	5
2.10 Wired or Wireless Mouse / Mouse Pad on Laptop	5
2.11 Document Holder	6
2.12 Footrest.....	6
2.13 Thin Client Equipment.....	6
2.14 Printers.....	6
3.0 Health Effects Connected to Workstations.....	6
4.0 Workstation Assessments.....	7
5.0 Completing an Office / Home Workstation Assessment	8
5.1 Display Screen / Laptop	8
5.2 Keyboard	8
5.3 Wired or Wireless Mouse	8
5.4 Work Chair	8
5.5 Work Desk	8
5.6 Workplace Environment	8
5.7 Equipment / Policy / Eyesight	9
5.8 Manager Review of Assessment	9

5.9 Ark H&S Adviser or Other Comments	9
5.10 Actions / Comments / Eyesight.....	9
5.11 Review Date	9
6.0 Eyesight Testing and Optical Charges	9
6.1 Re-imbursementof Optical Charges	10
7.0 DSE / Workstation Cleaning	10
8.0 DSE / Workstation Safety	11
9.0 Implementation and Review.....	11
9.1 Implementation	11
9.2 Review.....	11
Appendix 1 Example of a Workstation Layout	12
Appendix 2 Posture at an Office Workstation	13
Appendix 3 Working from Home Advice	14
Appendix 4 Office and Home Workstation Assessments	16
Appendix 5 Reimbursement Form and Optical Charge Flowchart	23

1.0 Introduction

This procedure contains information on Display Screen Equipment (DSE), workstations, ergonomics, completing a DSE workstation assessment and the health effects connected to DSE and workstations.

2.0 Display Screen Equipment / Workstations

2.1 Ergonomics

Each DSE and workstation should be set up to allow each user to work ergonomically, such as sufficient freedom of movement, no or little intrusive glare on the screen, sufficient space for other equipment and correct sitting position must be considered.

Employees who have specific ergonomic needs, or particular protected characteristics as defined in the Equality Act 2010, may need specialised equipment, e.g. people with musculo skeletal impairments, repetitive strain injuries, optical needs etc. This may involve being referred to Occupational Health after the self-assessment has been reviewed by a senior manager and the H&S Adviser.

Employees who are working from home for long periods need to have an agreement with their manager to work safely, follow Ark's Agile Working Policy and Procedure (HS13) and complete a home working DSE assessment (see section 4.0).

2.2 Workstation Layout

The workstation should be set up to allow the most practical and ergonomic use whilst conducting work tasks e.g. position of screen, using the telephone, writing etc.

The positioning of work equipment can be altered to accommodate how the user uses the equipment. For example, having the screen directly in front of you, having keyboard flat and having the mouse close to you to avoid stretching.

Appendix 1 shows an example of a workstation layout, which you should use at your desk.

2.3 Workstation Space

Each workstation should have sufficient space to allow freedom of movement as well as room to accommodate all of the equipment required. There should be sufficient space for the user's chair to move freely e.g. enough room for the user to be able to stand up and sit down.

2.4 Workstation Chairs

Work chairs should be fully adjustable in height, back height and back tilt. This will ensure that any user can adjust the chair to suit them. The chair should have a central pillar which leads to five wheeled legs, ensuring stability of the chair and manoeuvrability. Chair arms are optional and if provided should be such that they allow the chair to be close enough to the desk to allow a comfortable position. The length of the back of the chair should be such that it provides support for the user e.g. a high back chair could be required for a taller person. Appendix 2 has a picture of the correct posture while seated at a screen.

2.5 Workstation Desk

The desk should be of sufficient size and strength to accommodate all the DSE equipment and all the other work equipment required. The desk should be positioned in such a manner that excessive glare from natural or artificial light is avoided, where possible. The desk should be of sufficient height, to accommodate the user. Nothing should be stored under the desk which prevents the user from positioning the chair close enough for a comfortable position.

2.6 Display Screen

The screen placed on a desk should be positioned directly in front of the user to reduce the movement of the neck while using the screen and to have the top of the screen at eye level. Screen height can be adjusted by extending / lowering the screen on the central stand or by using a plinth to achieve the correct screen height.

2.7 Laptops

Laptops were originally designed for intermittent use whilst away from the workstation. When a laptop is used instead of a desk top then the user will require a workplace assessment. Appendix 3 has working from home advice from the Chartered Institute of Ergonomics & Human Factors on achieving a comfortable position with a laptop or a screen. If using a laptop at home for Ark purposes it should be for short durations only if a comfortable position cannot be achieved. The user should also take regular breaks when using the laptop at work or at home.

2.8 Keyboard

The user's wrists should be flat on the desk surface in front of the keyboard and should be able to be kept flat or tilted up at the back to enable the user to hold their hands more comfortably if required. However, excessive tilting should be avoided to prevent strain at the

wrist area. The keyboard should be positioned with the letter or number keys in front of the user depending on what type of work they are doing. This helps with keeping a straighter hand / wrist position. Using a wrist rest for support is not a suitable control measure for wrist pain and should not be used.

2.9 Tablets / Smartphones

The use of tablets and smartphones by admin and support workers should only be for a short time use or when desktop equipment is unavailable. Short time use is considered to be for approx. 10 – 15 minutes at one time.

Ark staff that require to use tablets and smartphones longer than short time use should stop using after 45 minutes and take a 15 minute break from the equipment. Ark staff that use tablets or smartphones for short term use or for 45 minutes time periods do not require a DSE assessment and therefore cannot claim a refund for optical charges.

Tips for tablet use:

- Use the tablet flat or slightly raised to prevent wrist pain;
- Use a light touch when using the screen;
- Avoid glare; and
- Keep the screen clean.

2.10 Wired or Wireless Mouse / Mouse Pad on Laptop

As a mouse is frequently used to navigate in most software it should be positioned such that you don't over stretch when using it. Position the mouse at the most comfortable side of the keyboard or laptop. If you are frequently using the number pad on the right hand side of a keyboard you may have to move a mouse to the other side of the keyboard or laptop to get a more comfortable position. Mouse wrist supports are not advisable for use as they do not provide support to the user's wrists and can cause strain.

When using a laptop there is also the option to use the mouse pad to navigate the software which is below the keyboard on the laptop. This is advised for short term use of the laptop, but staff should always try to use a wired or wireless mouse if using for over 15 minutes.

2.11 Document Holder

Document holders are useful if the user is regularly transferring information from paper documents to the computer. If the user requires a document holder it should, generally be placed at the side of, and at the same height as the monitor screen. This will reduce neck movements, which in turn reduces the likelihood of neck strain.

2.12 Footrest

When the work chair has been raised to ergonomically balance with the keyboard and the screen and the user's feet are not flat on the floor, then a footrest is required to achieve a suitable working position.

2.13 Thin Client Equipment

The thin client equipment are usually placed on the desk top close to the screen and have code numbers for identification purposes.

2.14 Printers

Desk top printers should not be placed on your workstation due to the noise and heat they produce. The printer should be a suitable distance from your desk to allow you to get up and walk to collect printed materials.

2.15 Other Workstation Equipment

There are several other pieces of equipment and stationery which may be present in the workstation including telephones, files and mail trays etc. These should all be positioned according to frequency of use. There are some aids available which may assist users to maintain a comfortable position if they have a medical impairment that is confirmed by a health professional.

Managers have the opportunity to purchase items for staff if the workstation assessment recommends any equipment is required for the user.

3.0 Health Effects Connected to Workstations

There are no known long-term ill health effects from using DSE at a workstation when it is used correctly. Wrong positioning can lead to repetitive strain injury and lower back pain. Try to avoid constant use of a Screen / Laptop without regular breaks as this could lead to eyestrain and tiredness:

- Use of DSE does not cause eyesight defects but may show existing defects not previously noticed. Where there is excessive glare or an existing eyesight defect is not corrected (glasses / contact lenses) then the user can experience eyestrain;
- Using Screens / Laptop / Sitting at a workstation for a considerable period of time can result in eyestrain, headaches, muscular and skeletal strain;
- There is no known risk to pregnant women or nursing mothers from DSE except for the difficulties in maintaining a good working position in the later stages of pregnancy;
- Staff should report any health related issues connected to their workstation to their manager for review ;
- An extra duty of care assessment will be required if a user`s health is affected by their screen / workstation use, this will lead to an assessment and / or further professional input if noted in the assessment:
- In certain cases an Occupational Health Assessment or an Access to Work Assessment may be required if current workstation equipment is not suitable for the user. An ergonomic professional can assess DSE users and recommend specialist equipment to keep users safe at work, items such as ergonomic chairs, sit / stand desk risers, docking stations, plinths, and an external keyboard may be required if identified.

4.0 Workstation Assessments

The office and home working assessments in Appendix 4 are to be completed by the user and shared with your manager and any health issues noted and discussed. If the user need assistance with an assessment, Ark`s H&S Adviser will visit and complete an assessment with the user and advise on any health and safety issues identified. The assessment must be reviewed annually, or if there has been a change of circumstances or use of a new workstation. The user and manager must sign the assessment when completed and keep a copy for auditing and for future referral or review.

The user must securely store their assessment electronically or in a personal file in locked furniture as the assessment includes special category personal data i.e. personal health information.

5.0 Completing an Office / Home Workstation Assessment

Complete your name, job title, workplace location and also the number of your thin client modem, there should be a sticker on the modem that gives you an ID number.

5.1 Display Screen / Laptop

Asks questions about the monitor and laptop, must be adjustable in tilt and where required must be able to be raised or lowered. This is to allow the most ergonomic position.

5.2 Keyboard

Your keyboard should be able to either lie flat or be slightly raised at the back, the symbols on the keys must be visible and not worn away.

5.3 Wired or Wireless Mouse

Must be close to keyboard on a flat surface or on suitable mouse mat if preferred.

5.4 Work Chair

Your chair should be fully adjustable to enable you to be able to sit in an ergonomic and comfortable position. A footrest is required where a user's feet (when the user is positioned correctly) cannot reach the floor without stretching.

5.5 Work Desk

All work tasks carried out at that workstation should be considered, e.g. amount of space needed at desk, height of desk and stability.

5.6 Workplace Environment

The workplace environment should be considered, e.g. good natural or electric lighting, suitable ventilation, space to move around and aware of wires and other trip hazards on floor.

5.7 Equipment / Policy / Eyesight

This section asks if workstation equipment is required, whether you have read ARK's Policy and Guidance on Workstations and DSE use, how to claim for optical charges and asks about other physical problems that can be affected by workstation or DSE use.

5.8 Manager Review of Assessment

This section asks if there is any follow up actions to be carried out and this should be signed and dated by the user and the manager.

5.9 Ark H&S Adviser or Other Comments

This is used for comment by the H&S Adviser and others including the user and manager to add any further comments that they want noted in the assessment.

5.10 Actions / Comments / Issues Relating to Workstation Assessment

Where the assessment form has identified that workplace precautions are required, the manager and user should make arrangements for the required measures to be completed within an appropriate timescale taking into account the risk and the cost.

5.11 Review Date

Use this section to review you workstation self-assessments on an annual basis or when your workstation changes or when physical problems arises.

6.0 Eye Sight Testing and Optical Charges

The Scottish Government has introduced free eyesight tests, one test every two years. The interval between tests will depend on the Optometrist's advice. If this requires more frequent tests than every two years for those with certain medical conditions, e.g. diabetes or glaucoma etc. or a high risk of getting these conditions, eyesight tests are automatically free.

Ark will finance the cost of spectacles and contact lenses needed for identified employees who carry out DSE work for Ark only (currently up to £100 for changes to eye prescription only).

All information needed for DSE spectacles and contact lenses must be noted and signed off by a manager in the assessment.

DSE spectacles or contact lenses cost £90 – Staff can only claim for a refund of £90

DSE spectacles or contact lenses cost £150 – Staff claim a maximum refund of £100 – staff member has to pay excess amount of £50

6.1 Re-imbursement of Optical Charges

The re-imbursement of optical charges claim form, together with any receipts, should be processed via Ark's expenses procedures using Myview. Any monies reimbursed will be through the payroll system.

There is a template form for claiming re-imbursement and a flowchart in Appendix 5 to guide employees through this procedure:

- Section A should be completed by the employee:
- Section B should be completed by their manager before attending the Optician:
- Section C should be completed by the Optician at the time of the eyesight test: and
- Section D should be completed by the employee after the eyesight test and purchase of special corrective appliances as appropriate.

7.0 DSE / Workstation Cleaning

Every user is responsible for cleaning their workstation and equipment. Where workstations are shared it is advisable that these are cleaned more regularly to reduce the likelihood of cross-infection. You must use the cleaning materials that are compatible with Ark's equipment. Suitable cleaning products are available from Ark's stationery suppliers.

8.0 DSE / Workstation Safety

DSE / Workstations should be visually inspected daily for any defects and inspected thoroughly every 3 months or 6 months depending on your work location.

Staff should be aware of the following hazards at their workstation:

- Bags and coats causing trip hazards;

- Stacking items or overloading desk;
- Collision with shelving;
- Flooring defects;
- Electrical cables causing trip hazards;
- Electric cable defects (fraying / cuts);
- Paper / cardboard near electrical sources;
- Overloading of electrical sockets;
- Overheating of electrical appliances; and
- Not switching of electrical equipment when leaving work.

There is an Office Safety Policy HS18 and a generic office risk assessment and in the Ark general drive health and safety folder.

9.0 Implementation and Review

9.1 Implementation

The Chief Executive is responsible for ensuring that this procedure and the policy that support it, are followed by all Employees and Board Members.

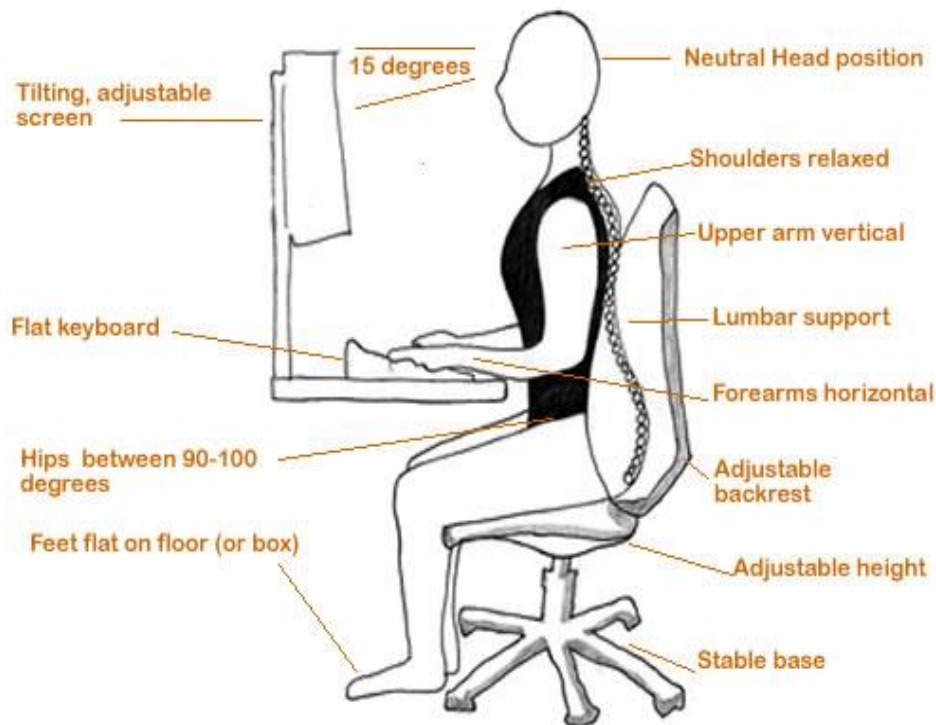
9.2 Review

The Chief Executive will ensure that this procedure is reviewed at least every three years, and that any amendments required are submitted to the Board of Management for approval.

Appendix 1 – Example of a Workstation Layout



Appendix 2 – Posture at Office Workstation



SEATING AND POSTURE FOR TYPICAL OFFICE TASKS

- 1 **Seat back adjustability**
- 2 **Good lumbar support**
- 3 **Seat height adjustability**
- 4 **No excess pressure on underside of thighs or backs of knees**
- 5 **Foot support if needed**
- 6 **Space for postural change, no obstacles under desk**
- 7 **Forearms approximately horizontal**
- 8 **Minimal extension, flexion or deviation of wrists**
- 9 **Screen height or angle should allow comfortable head position**
- 10 **Space in front of keyboard to support hands/wrists during pauses in keying**

Appendix 3 – Working from Home Advice

Home working and staying healthy

Setting up your workspace

Look **STRAIGHT AHEAD**, monitor at eye level or just below and an arm's length away. If using multiple monitors, angle them inwards to reduce neck rotation.

Give your **EYES** a break. Every 20 minutes, look 20 feet away for 20 seconds. 20-20-20.

ELBOWS and **FOREARMS** level with the desk surface, shoulders are down and relaxed. Adjust chair height or prop yourself up with additional cushions.

FEET planted on the floor. A footrest is ideal; alternatively, use a box.



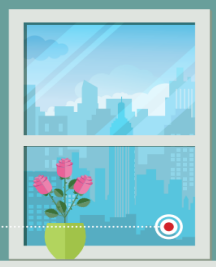
Keyboard and mouse positioned close to the edge of the desk to avoid unnecessary stretching. Don't shrug **SHOULDERS** when typing and mousing; lower the work surface or adjust your chair height to avoid this.

Sit **BACK** taking full backrest support. Adjustable chairs are ideal. For more lumbar support, place a cushion or rolled up towel behind you.

Keep **THIGHS** parallel to the floor, knees slightly lower than the hips.

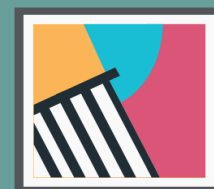
Regular **MOVEMENT** is key. Get up from your chair 2-3 times an hour for 30-60 seconds or 5-10 minutes every hour. Add dynamic stretches to daily routines as well as walking.

Creating the right environment



We spend 90% of our time indoors so consider air quality. Let fresh air in, clean **WINDOWS** regularly to avoid dust build up and consider the cleaning products you are using. Air purifiers should be considered.

Observe the **TEMPERATURE** in your work area. When too cold, you may feel more distracted and lose some dexterity in your hands and fingers. If you are feeling cold, you may not be moving regularly enough. When you're too warm, you can be uncomfortable and tire more quickly. Aim for between 21 and 24°C (ideally 22°C).



ADD A LAMP to your desk to increase light levels if required. Illuminate the work area and documents as opposed to the screen as the screen already emits light.



Try to create a workspace away from your living space to reduce noise distraction. If you can't, wear earphones or headphones to take calls. Make sure these are fitted well. Adding **MUSIC** to the background or white noise can also help keep you productive.

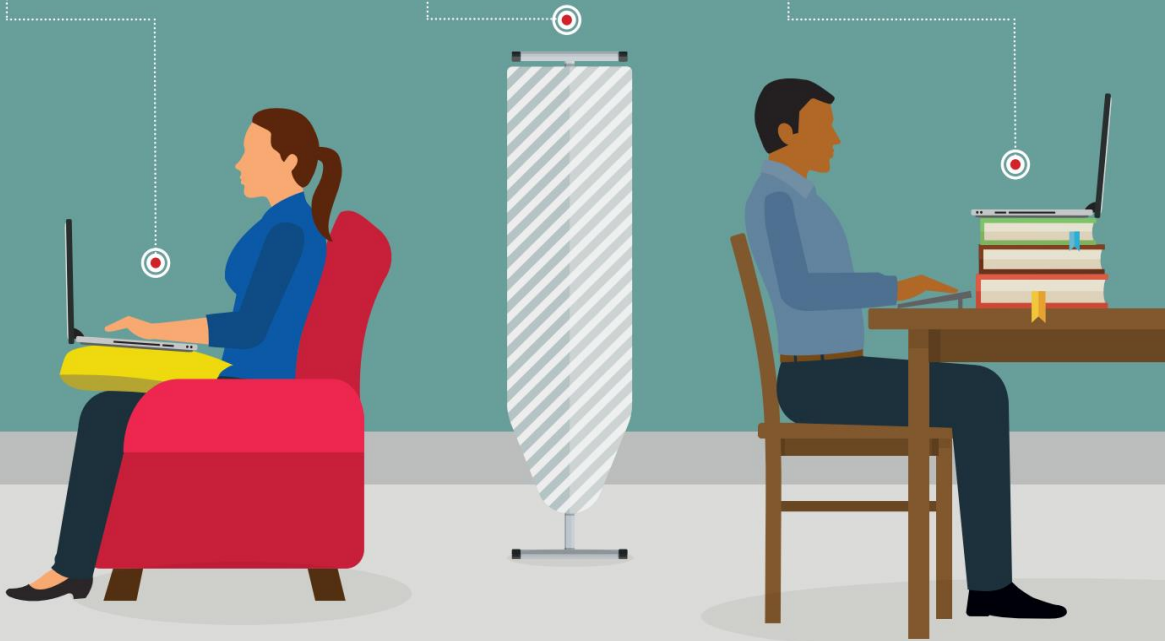
CREATE A GOOD ATMOSPHERE around your work area including natural light, plants, flowers and artwork. Increasing the connection to nature around your work area improves productivity.

Navigating your home

WORKING FROM A SOFA: Plant feet firmly on the floor and sit back in the seat. Put your laptop on a book / magazine on a cushion to raise the screen slightly and improve neck posture. Place a cushion behind you for better lower back support. Keep shoulders down and relaxed, elbows by your side and wrists straight. Take a break every 15-20 minutes.

INTERRUPT SITTING: Stand occasionally to work. An adjustable height ironing board is ideal. Alternatively, put the laptop on any flat surface at a standing height. A good regime could be 20 minutes sitting, eight minutes standing, two minutes moving.

WORKING AT A DINING TABLE: Plant feet firmly on the floor and sit back in the seat. Add a cushion to the backrest if needed. Move the chair close to the table and bring the laptop near to the edge. Try to lift the laptop to eye level and connect a separate keyboard and mouse to encourage a more neutral posture.



***These tips are offered on a temporary basis, when you do not have the means to set yourself up in an ideal ergonomic position.

Staying mentally fit

DON'T BE TOO HARD ON YOURSELF: You may be trying to work around childcare, home schooling, and other commitments. If you are struggling, talk to your line manager or HR department. If you are feeling anxious or low, there are a number of free apps that help support mental health wellbeing, e.g. Headspace, Moodfit. If you are finding everyday activities a struggle, contact your GP - many are now doing telephone or video consultations.

IF YOU ARE MISSING COLLEAGUES: Try to organise some regular 'get togethers' via conference call/apps. You may be 'seeing' each other during online work meetings but sometimes it's nice to have a chat over a cuppa, as you would during a coffee break in the office.



MAKE SURE YOU ARE GETTING ENOUGH SLEEP: You may be working different hours to fit in other commitments, but make sure you don't end up 'running on empty'. Set yourself boundaries and stick to them, e.g. no looking at emails between certain times of day/night, no working on weekends, etc., as applicable to your role.

MAKE SURE YOU HAVE SOME 'DOWN TIME': The lines between home and work are very blurred at the moment. Try to get outside for a period each day; the benefits of fresh air and being in nature are well documented in terms of mental health and wellbeing.

Appendix 4 – Office and Home Workstation Assessments

Ark Office Workstation – Self Assessment

Name	
Job Title	
Location & Thin Client no.	

Display screens / Laptops	Yes	No	Action needed
Does the display screen have easily adjustable controls for brightness and contrasts			
Is the screen height acceptable – top of screen in line with eyes			
Is the screen free from reflections or glare?			
Is the image on the screen stable and free from flicker?			
Can you read text on the screen clearly (size of characters, contrast, etc.)			
Do laptop users have access to an external keyboard when working in the office			
Do laptop users have an external screen or a riser stand for use when in the office			
Do laptop users have access to an external keyboard when working in the office			

Keyboards	Yes	No	Action needed
Is it possible to easily adjust the angle of tilt of the keyboard?			
Are the symbols on the keys easy to read			
Is there adequate space at the front of the keyboard to provide support?			
Is it possible for the user to get a good keying position (approx. right angle)			
Do you have any keying habits such as bent wrists, poor desktop layout, etc.			
Is the keyboard separate from the screen			

Mouse	Yes	No	Action needed
Is the mouse suitable for the user in relation to size and shape.			
Is the device positioned correctly, close to the user and move smoothly			

Chair	Yes	No	Action needed
Is the chair stable and move easily on floor surface.			
Does the chair have seat height adjustment			
Does the chair have a swivel mechanism			
Does the chair have castors or similar			
Does the seat back tilt			
Does the seat back adjust for height			
Is the small of the user's back supported by the backrest.			
Can the user place their feet flat on the floor when the chair is at the right height for the desk? (If not consider a footrest).			

Desk / Work Surfaces	Yes	No	Action needed
Is the desk or work surface sufficiently large to allow a flexible and comfortable arrangement of all work equipment			
Are surfaces free from glare and reflection.			
Is the desk strong and stable for use.			
Is there sufficient space below the desk so you can achieve a comfortable position.			

Environment	Yes	No	Action needed
Is there sufficient space to enable easy access to the workstation			
Is there adequate lighting, suitable for screen work.			
Can you vary the lighting to suit the conditions or the work you are doing.			
Are additional desk lamps or lighting required.			
Have windows been fitted with adjustable blinds if needed.			
Is the noise level low enough for conversation?			
Is the temperature maintained at a comfortable level.			
Does ventilation appear to be adequate.			
Have excessive draughts been eliminated.			
Are there any slip /trip /fall / electrical hazards in your work location that need to be removed.			

Equipment / Policy / Eyesight	Yes	No	Action needed
Does the user need a document holder next to the screen? (E.g. if they transfer a lot of information from paper to screen).			
If other equipment is placed on shelves, cupboards, cabinets, are they secure/stable.			
Do you take regular breaks away from the screen.			
Have you read the Ark's guidance for a safe workstation in HS09 policy			
Have you completed HS09 briefing sheet that accompanies HS09 policy.			
Do you need any assistance from Ark's H&S adviser if you believe that a H&S issue at your workstation that hasn't been resolved.			
Do you require spectacles/ contact lenses for screen work			
Do you know about the requirement to have eyesight test as a DSE user at least every two years.			
Are you aware of the claim form for reimbursement of optical charges towards eyewear for screen use if identified by your Optician			
Do you have any physical problems which may be affected by your screen and workstation.			

Staff / Manager review of workstation self-assessment:

Is any follow up action required for this assessment.

Yes / No Date:

User signature :

Manager signature :

Ark H&S adviser or others comments:

Actions / comments / issues relating to the workstation self-assessment	Completed Yes / No
1.	
2.	
3.	
4	
5.	
6.	

Review date	Comments

Ark's Display Screen Equipment Policy and Procedure HS09 is available to view in Ark's Health and Safety Policies folder by accessing ARK's General Drive – Policies and Procedures – Health and Safety - HS09 Display Screen Equipment Policy.

Please keep this workplace assessment and review on an annual basis or when you change workplaces.

Ark Home Working – Self Assessment

Name	
Job Title	

Tick yes or no. If not applicable write 'n/a'

Display screens / Laptops	Yes	No	Action needed
Is the screen height acceptable – top of screen in line with eyes Do you need a plinth or external keyboard. See Infographic for guidance.			
Is the image on the screen stable and free from flicker Contact IT if you have any problems with your ARK laptop			
Have you had your eyes tested every 2 years as a DSE user Eye tests are free and DSE users have to get eyes tested – Ark will reimburse you £100 towards the cost of eyewear for use at DSE.			

Keyboard	Yes	No	Action needed
Are the symbols on the keyboard easy to read. Contact IT if your keyboard symbols start to become unreadable. See Infographic for guidance.			
Is there adequate space at the front of the keyboard Are your elbows and forearms level with desk surface See Infographic for guidance.			

Mouse	Yes	No	Action needed
Is the device positioned correctly, close to the user and move smoothly. Keep mouse close to avoid overstretching			

Chair	Yes	No	Action needed
Does your current chair at home help you achieve a comfortable position. See Infographic for guidance You may need to arrange for your workplace chair to be used at home.			
Can the user place their feet flat on the floor. Use an item or footrest to allow upper legs to be slightly lower than hips			

Desk / Work Surfaces	Yes	No	Action needed
Is the desk or work surface sufficiently large to allow a flexible and comfortable arrangement of all work equipment			
Is the desk / table strong and stable for use.			
Is there sufficient space below the desk so you can achieve a comfortable position. See Infographic for guidance			

Environment	Yes	No	Action needed
Is there sufficient space to enable easy access to the workstation			
Is there adequate natural and artificial lighting, suitable for screen work. You may need a desk lamp for winter working			
Does your home workstation have access to fresh air / ventilation			
Are there any slip /trip /fall / electrical hazards in your work location that need to be removed. Wires / boxes / bags / files			

Equipment / Policy / Eyesight	Yes	No	Action needed
Does the user need a document holder next to the screen? (E.g. if they transfer a lot of information from paper to screen).			
Do you take regular breaks away from the screen. See Infographic for guidance Stand and stretch every 20 mins and take lunch break / walk and stretch regularly.			
Have you read the ARK's home guidance info graph to help with your home working set up. Discuss any health issues connected to your home working set up with your manager.			
You can also contact ARK's H&S adviser if you need support with homeworking safely.			
Have you had your eyes tested every 2 years as a DSE user Eye tests are free and DSE users have to get eyes tested – ARK will reimburse you up to £100 towards the cost of eyewear for use at DSE.			

Staff / Manager review of temporary home working self assessment:

Is any follow up action required for this assessment. Yes / No Date:

User signature :

Manager signature :

ARK H&S adviser or others comments:

Actions / comments / issues relating to the workstation self assessment	Completed Yes / No
1.	
2.	
3.	
4	
5.	
6.	

Review date	Comments

Ark's Display Screen Equipment Policy and Guidance HS09 is available to view in Ark's Health and Safety Manual that is located in your main office or by accessing Ark's General Drive – Policies and Procedures – Health and Safety- HS09 Display Screen Equipment Policy.

Please keep this workplace assessment and review on an annual basis or when you change workplaces.

Appendix 5 - RE-IMBURSEMENT OF OPTICAL CHARGES

SECTION A (to be completed by employee)

Full Name
Job Title
Department/Project
Employee Number

SECTION B (to be completed by Manager)

Full Name
Job Title
Department/Project
Contact tel no.

I confirm that the above named employee is a user of Display Screen Equipment (DSE) as defined in the Ark Housing Association Health and Safety Manual.

Signature _____ Date _____

SECTION C (to be completed by the Ophthalmic Optician)

I have examined _____ on (date) _____ and have found that: (please tick appropriate box)

- a) ☐ No Prescription is required
- b) There is no change to their existing prescription which is:
- ☐ single vision specifically for DSE work
 - ☐ single vision for other distances (which may include DSE work)
 - ☐ bifocal/varifocal prescription which includes a lens specifically for DSE work
- c) ☐ A new single vision prescription for DSE work ONLY is required
- d) ☐ A new single vision prescription for other distances (which may include DSE work) is required
- e) ☐ A new bifocal/varifocal prescription is required which includes a lens specifically for DSE work

I am conversant with the standards recommended in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

Signature of Optician _____ Date _____

Please print name _____

Optician's Official Stamp

Optician's Official Stamp

Re – imbursement of Optical Charges Flowchart

