

### Summary of significant amendments, additions and deletions to reviewed Display Screen Equipment (DSE) Policy

- Corporate Management Arrangements (CMA) separated from the Policy – now separate documents. CMA contains all Appendices, including those referred to within now separated Policy. Text of policy amended to reflect change, and stating the Policy must be read in conjunction with separate CMA.
- Frequency for review of Policy amended to every 2 years.
- Addition made to definition of ‘Display Screen Equipment’ to provide details of recent advances in technology that do not fall within scope of the Policy to bring into line with revised HSE guidance supporting legislation regarding DSE.
- Amendment made to definition of a ‘user’ of DSE to clarify further.
- Amendment made regarding limit for reimbursement of costs for eye and eyesight test and prescription lenses increased in line with Department of Health guidelines and clarified.
- Addition made for managers to liaise with Directorate Health and Safety officer or refer to Occupational health any employees with a complaint or discomfort/pain associated with use of DSE.
- Addition made to employees’ responsibilities to inform their line manager if they wish to have an eye and eyesight test in accordance with the policy.

### Summary of significant amendments, additions and deletions to reviewed Corporate Management Arrangements for Display Screen Equipment (DSE)

- Addition made to clarify ‘other related items’ that may be relevant to include during DSE workstation risk assessment (eg. location of printer, telephone etc).
  - Addition made regarding competent persons conducting DSE workstation risk assessments to have knowledge of typical practical solutions to common problems associated with the use of DSE. Addition made to also clarify reasons for conducting workstation risk assessments.
  - Addition made to clarify who may conduct DSE workstation risk assessments.
  - Addition made to clarify that users of DSE are free to choose which opticians they visit for eye and eyesight test and where they purchase prescription lenses if required.
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- Addition made that employees required to use DSE at home for work purposes should be suitably trained and be provided with information regarding the set up of a DSE workstation to reduce associated risk.
  - Additional box added to front page of Workstation Risk Assessment Form (Appendix 2) to allow DSE assessor to enter details of any recommended remedial actions.
  - Amendment made to reverse page of DSE Eye and Eyesight Form (Appendix 4) to reflect revised reimbursement of costs limits.
  - Amendment made to refer to CHSU guidance sheet regarding use of portable DSE – now refers to use of laptop computers to distinguish from new forms of portable DSE increasingly used by Authority employees (eg PDA's, mobile phones etc.) that fall outside scope of DSE Policy.
  - Additional appendix added regarding hotdesking.
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