

Display Screen Equipment at Work

APPROVED CODE OF PRACTICE

Health & Safety at Work (Jersey) Law, 1989

DISPLAY SCREEN EQUIPMENT AT WORK

APPROVED CODE OF PRACTICE

Notice of Approval

This Approved Code of Practice, ACoP 4 entitled “Safe work with Display Screen Equipment” has been approved by the States of Jersey Minister for Social Security under Article 10 of the Health and Safety at Work (Jersey) Law, 1989, (“the HSW Law”).

This Approved Code of Practice provides practical guidance for all persons who have duties under Part II of the HSW Law and are involved with work with display screen equipment.

This Code replaces the previous edition of the ‘Safe work with Display Screen Equipment’, ACoP 4.

This Approved Code of Practice shall come into force on [date]

Deputy Elaine Millar

Minister for Social Security

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WORKING SAFELY WITH DISPLAY SCREEN EQUIPMENT APPROVED CODE OF PRACTICE

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FOREWORD

Employers must protect their workers from the health risks associated with display screen equipment (DSE) which, whilst not exhaustive, include PCs, laptops, tablets and smart devices. Prolonged use of computer workstations and DSE can lead to neck, shoulder, back or arm pain, in addition to increased stress, fatigue and temporary eyestrain. Workers are considered DSE users if they regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more).

This Approved Code of Practice (ACoP) gives practical guidance to those with duties under the Health and Safety at Work (Jersey) Law 1989 when dealing with employees who are DSE users. The ACoP has been approved by the Minister for Social Security under Article 10 of the Health and Safety at Work (Jersey) Law, 1989 (as amended).

Who should read this ACoP?

This ACoP is relevant for everyone with responsibility for work which involves the use of DSE, for example employers, managers and individual DSE users. Others such as trade union health and safety representatives and health and safety professionals, may also find it useful.

The ACoP is based on and brings together authoritative guidance published by the UK Health and Safety Executive (HSE), UK Chartered Institute of Ergonomics & Human Factors (CIEHF) and Institute of Safety and Health (IOSH).

Legal status of an ACoP

An ACoP has a special legal status. It gives practical advice on how to comply with the general duties imposed by the Health and Safety at Work (Jersey) Law 1989 (HSW Law). If you follow the advice, you will be doing enough to comply with the Law in respect of those specific matters to which the ACoP refers. You may use alternative methods to those set out in the ACoP in order to comply with the Law. However, the ACoP has a special legal status. If you are prosecuted for a breach of HSW Law, and it is proved that you did not follow the relevant provisions of the ACoP, you will need to show that you have complied with the HSW Law in some other way, or a Court will find you at fault.

The guidance is issued by the Health and Safety Inspectorate. Following the guidance is not compulsory and you are free to take other action. But if you do follow the guidance, you will normally be doing enough to comply with the HSW Law. Health and Safety Inspectors seek to secure compliance with the Law and may refer to this guidance as illustrating good practice.

The Law

Employers and the self-employed have a duty under health and safety law to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees and others who may be affected by their undertaking. The main legislation applying to work with display screen equipment is the Health and Safety at Work (Jersey) Law, 1989.

The Health and Safety at Work (Jersey) Law, 1989

The Health and Safety at Work (Jersey) Law, 1989 provides for securing the health, safety and welfare of persons at work and for protecting others against risks to health or safety in connection with the activities of persons at work. The Law states, under Part II, the general duties of all persons involved with work activities.

Part II contains Articles 3 to 8. The Articles which directly apply to work in respect to display screen equipment use are as follows: -

Article 3 sets out the employer's duty to his employees. This requires every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of his employees. Article 3 (2) goes on to give examples of the extent of that duty and includes -

- The identification and assessment of risks to health and safety to which the employer's employees are exposed at work.
- The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.
- So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of access to and egress from it that are safe and without such risks.
- The provision and maintenance of a working environment for employees that are, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

Article 4 of the Law requires employees to take all reasonable care for their own health and safety, and that of anybody else who may be affected by the way that they work. They must also cooperate with their employer to enable him to meet his own legal obligations by, for example, adopting safe systems of work.

Definitions used in this ACoP.

Display screen equipment (DSE) means any alphanumeric or graphic display screen regardless of the display process involved. DSE includes, laptops, touch screen and devices such as smartphones and tablets as well as other methods of displaying data, such as CCTV screens and other conventional display screens and those used in emerging technologies.

DSE user means an employee who habitually uses display screen equipment as a significant part of their normal work.

Hot desking means the practice in an office of allocating desks to workers when they are required or on a rota system, rather than giving each worker their own desk.

Input devices are equipment that helps in providing data and controlling signals to an information processing system, like a computer. Examples of input devices include keyboard, mouse, joystick, light pen, scanner, microphone, paddle, touchpad, touchscreen, webcam, biometric reader.

Sit stand desk is a type of desk, where the whole desk surface raises and lowers depending on whether you are sitting or standing.

Sit-stand risers are raising and lowering platforms that sit on top of a standard desk or a table.

Use means use for or in connection with work.

Worker means 'DSE user'.

Workstation means an assembly comprising a combination of: -

- Keyboard
- Mouse, trackball etc
- Display screens
- Software
- Furniture (e.g., chair, desk / work surface, telephone and immediate work area around the display screen equipment)
- Environment (e.g., space, lighting, air quality, temperature, noise)

SAFE WORK WITH DISPLAY SCREEN EQUIPMENT

APPROVED CODE OF PRACTICE

Introduction and application

Display screen equipment (DSE) is common within workplaces and the health risks associated with its use should be identified and adequately controlled.

The ACoP applies to workers who use DSE daily, for a sustained period at a time without a break. There is no specific time which is legally defined and can be directly applied to DSE work. The UK Health and Safety Executive guidance states that a 5–10-minute break after an hour of work (with a properly set up ergonomic workstation arrangement) is preferable to working for longer before a break. Therefore, for the purposes of this ACoP, sustained DSE work means a period of time which is long enough to trigger the need for risk control. The ACoP does not apply to workers who use DSE infrequently or only use it for a short time.

Employers must decide which of their employees are DSE users and whether they also make use of other users (employed by other employers) on a temporary or casual basis.

The ACoP will help you to comply with the law and explains what employers need to do to protect your employees from any risks associated with DSE use. It will also be useful to employees and their representatives.

The ACoP does not apply to people who do not input or extract information by means of DSE - for example, many of those engaged in manufacture, sales, maintenance or the cleaning of display screen equipment, drivers' cabs or control cabs for vehicles or machinery, display screen equipment on board a means of transport, calculators, cash registers or any equipment having a small data or measurement display required for direct use of the equipment.

Whether or not those involved in display screen work are users depends on the nature and extent of their use of the equipment.

1. DSE Overview

1. As an employer, you must protect your workers from the health risks associated to working with display screen equipment (DSE), including PCs, laptops, tablets, smartphones and other similar electronic devices, so far as reasonably practicable.



What is considered reasonably practicable?

2. Reasonably practicable simply means that what can be done (to manage and reduce the risks) should be done, up to the point that the cost (financial, time, effort) of doing any more is grossly disproportionate to any additional reductions in risk that would be achieved. Taking reasonably practicable measures can include the following:
 - a) Carrying out a risk assessment identifying concerns and possible solutions.
 - b) Providing equipment to reduce the foreseeable risks such as laptop or table stands or risers, portable external keyboards and input devices.
 - c) Training employees in how to use equipment safely and what the risks are.
 - d) Monitoring how employees work when mobile. Ensuring that equipment provided to make their work safer is used and correctly used.

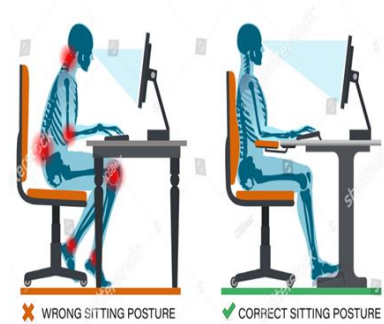
What are the health risks with DSE?

3. Incorrect use of DSE or poorly designed workstations or work environments can lead to foreseeable health risks including musculoskeletal problems such as upper limb disorders (ULD's include shoulders, back, arms, wrists, hands and fingers) as well as fatigue, eye strain and stress. The causes may not always be obvious and can be due to a combination of factors which may be caused or made worse by work. It is important to identify and implement control measures prior to ULD symptoms arising as recovery can take weeks and possibly months.

Symptoms

4. Workers may experience symptoms in their upper limbs such as:
 - a) Aches, pains, tenderness, weakness, tingling, numbness, cramp, redness and swelling
 - b) Stiffness, pain or reduced movement in their joints

5. There are a number of disorders that can affect upper limbs, including:
- a) carpal tunnel syndrome
 - b) tendonitis
 - c) osteoarthritis
 - d) cramp of the hand or forearm from prolonged periods of repetitive movement



6. As with all risks, unless the task is eliminated, there is always likely to be some residual risk. It is therefore important for employers to take suitable and sufficient control measures to reduce the risks identified. The more controls implemented, the greater the risk reduction is likely to be.
7. Where risks cannot be eliminated, it is essential that employers have suitable arrangements for employees to report early signs of occupational health problems and suitable management systems for addressing any injuries which may occur.
8. The Law applies if users are, for example:
- a) at a fixed workstation including hot-desking
 - b) mobile
 - c) home workers or hybrid workers
 - d) lone working
9. Employers must:
- a) ensure that an adequate workstation assessment is carried out.
 - b) reduce the significant risks.
 - c) provide an eye test if requested by a DSE user.
 - d) provide adequate information, instruction and training.
 - e) provide advice on using DSE if you're pregnant or have epilepsy.

2. Workstations and risk assessment

10. If workers use DSE daily, as part of their normal work, continuously for an hour or more, employers must do a workstation assessment.
11. Employers should assess a number of issues including:
- a) the work environment, available space, lighting, work conditions
 - b) furniture, equipment and materials storage
 - c) the task being undertaken.
 - d) any special requirements for employees, for example a user with a disability
 - e) mental wellbeing
 - f) travelling
 - g) lone working
 - h) fire

12. Where significant risks are identified, appropriate steps should be taken to reduce them, and a record made of the significant findings. Any record should be simple and focused on controls. Employers with fewer than five employees do not have to write anything down by law, however, it is useful to do this to review it at a later date, for example if something changes. Employers with five or more employees are required by law to record their findings in writing.
13. When undertaking a risk assessment, employers should use the general principles in their approach to identifying the appropriate measures they should take to control the risks to health and safety in particular relating to working with display screen equipment. In summary they are:
- to eliminate risks where possible
 - to evaluate those risks that cannot be eliminated; and
 - to put in place proportionate measures that control the risks at source
14. Where risks cannot be eliminated, the preventative measures taken to control them must follow the 'hierarchy of risk control', shown in figure 1, i.e. consideration must be given to the headings in the order shown, and only when it is not reasonably practicable to implement the higher control can consideration be given to the next one, and so on in order of priority.

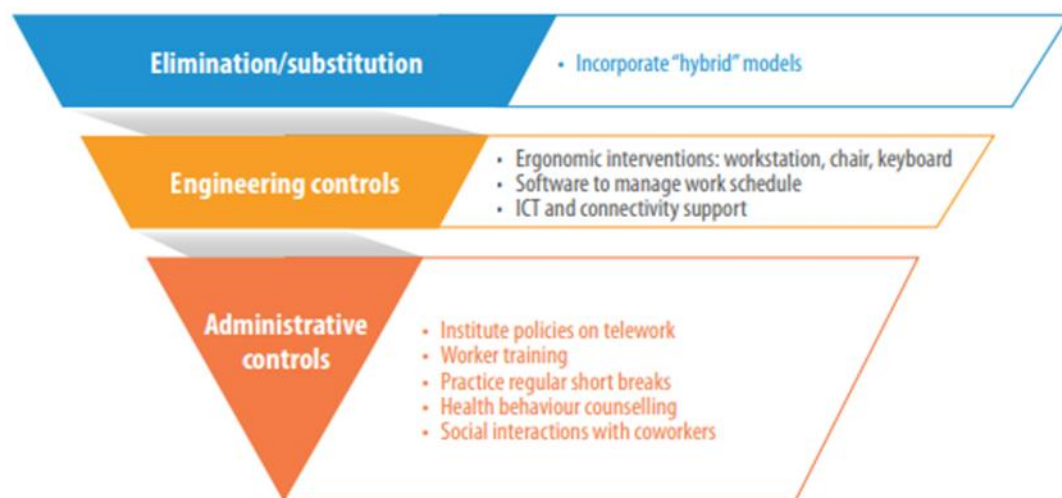


Figure 1. Hierarchy of risk control of occupational hazards in DSE use.

15. Employers must also carry out an assessment when:
- a new workstation is set up.
 - a new user starts work.
 - a change is made to an existing workstation or task.
 - users complain of pain or discomfort
16. HSE have a DSE workstation assessment checklist [Display screen equipment \(DSE\) workstation checklist \(hse.gov.uk\)](https://www.hse.gov.uk/dse/workstation-checklist) that can be used to carry out an assessment.
17. As part of the assessment process, the following should be considered:

- a) Keyboards and keying in (typing)
 - i. A space in front of the keyboard can help you rest your hands and wrists when not keying.
 - ii. Try to keep wrists straight when keying.
 - iii. Good keyboard technique is important – you can do this by keeping a soft touch on the keys and not overstretching the fingers.

- b) Using a mouse
 - i. Position the mouse within easy reach, so it can be used with a straight wrist.
 - ii. Sit upright and close to the desk to reduce working with the mouse arm stretched.
 - iii. Move the keyboard out of the way if it is not being used.
 - iv. Support the forearm on the desk, and don't grip the mouse too tightly.
 - v. Rest fingers lightly on the buttons and do not press them hard.

- c) Reading the screen
 - i. Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment.
 - ii. Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
 - iii. Make sure the screen surface is clean.
 - iv. When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position.
 - v. Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).

Appropriate DSE workstation positioning

18. To control DSE risks, a well-designed ergonomic workstation is essential. The following should be considered and may help users:
- a) Select an adjustable chair or perch.
 - b) Forearms should be approximately horizontal, and the user's eyes should be the same height as the top of the screen.
 - c) Make sure there is enough workspace to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements.
 - d) Arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights.
 - e) Adjust curtains or blinds to prevent intrusive light.
 - f) Make sure there is space under the desk to move legs and rest your feet flat onto the floor.
 - g) Avoid excess pressure from the edge of seats on the backs of legs and knees. A footrest may be helpful, particularly for smaller users.



Changes in activity

19. Breaking up long spells of DSE work helps prevent fatigue, eye strain, upper limb problems and backache. As the employer you need to plan, so users can interrupt prolonged use of DSE with changes of activity. Organised or scheduled rest breaks may sometimes be a solution.
20. The following may help users:



- Stretch and change position frequently.
- Look into the distance from time to time, and blink often.
- Change activity before users get tired, rather than relying on recovery.
- Short, frequent breaks are better than longer, infrequent ones.

21. Timing and length of changes in activity or breaks for DSE use is not set down in law and arrangements will vary depending on a particular situation. Employers are not responsible for providing breaks for the self-employed.

Hot-desking

22. As part of many workplaces flexible working practices, hot-desking is common. Hot-desk workstations may differ from one work area or office to another so workers will need to check their workstation and make adequate adjustments to suit their personal DSE requirements. If workers change workstations regularly, a basic risk assessment should be carried out.

Portable DSE equipment

23. The same controls will also reduce the DSE risks associated with portable DSE equipment. However, the following may also help reduce manual handling, fatigue and postural problems:
- a) consider potential risks from manual handling if users have to carry heavy equipment and papers.
 - b) whenever possible, users should be encouraged to use a docking station or firm surface and a full-sized keyboard and mouse.
 - c) the height and position of the portable's screen should be angled so that the user is sitting comfortably, and reflection is minimised (raiser blocks are commonly used to help with screen height)
 - d) more changes in activity may be needed if the user cannot minimise the risks of prolonged use and awkward postures to suitable levels.
 - e) while portable systems not in prolonged use are excluded from the regulations some jobs will use such devices intermittently and to support the main tasks
 - f) the degree and intensity of use may vary. Any employer who provides such equipment still has to risk assess and take steps to reduce residual risks.

Specialised DSE equipment needs

24. Employers should try to meet individual needs of employees where possible. In some cases, employers may have to provide specialist equipment, tools and additional training to mitigate risk for some users, e.g., adapted mouse, joystick etc. and this could mean allowing workers to take the equipment home. Any arrangement should be planned in consultation with the employee.
25. For other larger items (ergonomic chairs, height-adjustable desks etc) alternative methods creating a comfortable working environment, e.g., lumbar supports or footrests, could be encouraged.
26. It should not be assumed that the default working position will be sitting at a desk. Depending on the work type and length of time it takes to carry out the task, it can be more comfortable ergonomically to work standing.
27. The Chartered Institute of Ergonomics and Human Factors (CIEHF) has published an infographic 'Sit-stand desk guidance', shown in appendix 1, to assist persons undertaking DSE work standing or perching. The CIEHF is the UK's professional body for the scientific discipline of ergonomics and human factors. The infographic addresses the following:
- a) Posture
 - b) sit-stand risers: single and dual surface.
 - c) navigating your home
 - d) staying mentally fit

DSE assessment software

28. Software packages can help train users and help them take part in assessments; however, the software is not an assessment on its own.
29. You should always make sure a trained assessor looks at user assessment results (whether these are software or paper based). The assessor should clear up any doubtful points, provide feedback to users and make sure problems are put right, for example by changes to the DSE or workstation.

3. Training and information

30. Employers must provide health and safety training and information for DSE users. Training should include the DSE risks and how to avoid these by safe working practices. It should include:
 - a) good posture
 - b) adjusting chairs and other furniture
 - c) arranging desk space
 - d) adjusting screens and lighting to avoid reflections and glare.
 - e) breaks and changes of activity.
 - f) risk assessments
 - g) how to report problems
31. Employers should also advise DSE users about the general arrangements they have made for health and safety in their DSE work and should emphasize the importance of varying work tasks periodically, changing computing positions (including standing) and taking regular breaks to move and stretch.
32. Employers should also provide sufficient information and training to employees on how to use a DSE workstation checklist if DSE users intend to carry out their own assessment.

4. Work routine and breaks

33. Employers should recognise the foreseeable risks associated with DSE use and plan work so that there are suitable breaks or changes of activity for employees.
34. There is no defined legal guidance about how long and how often breaks should be for DSE work. It depends on the kind of work you are doing. Take short breaks often, rather than longer ones less often. For example, 5 to 10 minutes every hour is more preferable than 20 minutes every 2 hours. Ideally, DSE users should be able to choose when to take breaks.
35. In most work environments it is possible to stop DSE work to carry out other tasks, such as attending meetings or making phone calls. If there are no natural changes of activity in a job, employers should plan rest breaks. Employees could also consider voice dictation for example, as a risk control measure.

36. Breaks or changes of activity should allow users to get up from their workstations and move around, or at least stretch and change posture.

Break-monitoring software

37. Break-monitoring software can remind users to take regular breaks, but employers are still responsible for ensuring work activities are properly planned and that users take suitable breaks.

5. Mobile working

38. How and where we work is rapidly changing and increasingly diverse due to cloud-based working, availability of data networks and highly portable networked devices. Different types of working have introduced changes in working habits as employees balance their personal, family and working lives.
39. Mobile working affects the degree of direct control employers have over the work environment. Working in physical isolation from co-workers, in addition to potential difficulties in managing work-private life balance in premises outside the direct control of the employer, can result in mental health problems and risks to health.
40. This makes it increasingly important for employers and employees to understand the risks associated with mobile working arrangements to ensure any increased and unnecessary risk of injury is adequately assessed and controlled.
41. It is important that the principles of musculoskeletal risk are the same for mobile working as for any other type of work. Some risks associated with mobile working may arise from the following:
 - a) the physical interaction with mobile devices whilst working (including actions, postures, work duration etc.)
 - b) how our work tasks and environment affect the way we interact with our mobile devices
 - c) how mobile devices are carried and transported when they are not in use.
42. The general principles to assess and manage risks, and consider the hierarchy of risk controls, should apply to mobile working. By mitigating physical and mental health risk factors, and promoting safe, healthy behaviours and wellbeing, workers, regardless of where they conduct their work, can be protected from occupational risks to their safety and health.
43. When well planned, organized and suitable solutions are implemented, mobile working can be beneficial for physical and mental health and social well-being. It can improve work-life balance, reduce traffic and time spent commuting, and decrease air pollution, all of which can, indirectly, improve physical and mental health.

Types of mobile working

44. A range of terms are used for different flexible working practices, or different aspects of flexible working. Several different definitions and terms are used to describe mobile working (e.g. telework, e-work, agile work); however, the unifying characteristics of mobile working is fully or partly carried out at a location other than the default place of work, and the use of electronic devices such as a computer, tablet or telephone to perform work.
45. To help clarify what we mean by mobile working, other common terms are described below:
- a) **Remote working** – working away from your office or other designated place of work. This may include being embedded in client organisations/offices or working from home.
 - b) **Nomadic working** – also known as extreme remote working. Using the digital workspace to work from any location. Work may be carried out in a wide range of environments from the beach to offices.
 - c) **Work while traveling** - work carried out when actually using transport/ in transit rather than working between journeys in a hotel room, cafe etc.
46. It may be helpful to provide a checklist of what they need to consider, and this could be attached to the desk or workstation.



Use of mobile devices

47. Laptops are increasingly being used as the primary work device for mobile working. The basic laptop design is not ergonomic and is easily used in an inappropriate position causing poor neck posture.
48. Smartphones and tablets, like laptops, also introduce ergonomic risks. Bending the neck is a typical posture when using mobile devices. Continued regular use where ergonomic risks are present can lead to poor neck and back posture and repetitive thumb actions, leading to long-term musculoskeletal disorders and eye strain.
49. Mobile working is inherently variable. It is unrealistic to expect employers to personally assess the range of mobile work situations that employees are working in. In these situations, a risk assessment should be undertaken by the DSE user using the DSE checklist, appendix 1, or similar, provided by the employer. Where the DSE user is unable to implement suitable control measures, they should inform their employer who should arrange for a competent person to carry out a mobile risk assessment.

6. Home working

50. Employers have the same health and safety responsibilities for employees working from home as for any other employees and should apply the same approach and standards to DSE risk management at home as required in the office.
51. Home working is a common arrangement between employers and employees. Working from home will not suit all types of work, businesses or workers. Some employers may offer hybrid working; an arrangement in which employees routinely divide their working time between the office and the home. A range of issues (outlined in this section) need to be considered before work is undertaken from home and employers have duties to ensure the health and safety of their employees, including when working from home.

Temporary home working

52. There is no increased risk from DSE work for those working at home temporarily. In that situation employers do not need to ask them to carry out home workstation assessments. During any period of temporary home working, employers need to regularly discuss these arrangements with their employees. A length of time defining 'temporary' should be identified through the employer's risk assessment process. If such work is adversely affecting the health, safety and welfare of their employees, they should take appropriate steps to control the employee's risk to health.
53. Employers should provide workers with advice on completing their own basic assessment at home. A practical workstation checklist, available in appendix 1, may help.
54. The HSE has information and guidance addressing temporary home working and workstation setup which is available on their website (details available in appendix 3).
55. The CIEHF has published an infographic 'Home working and staying healthy' to assist people working at home. The infographic sets out the following information:
 - a) Setting up your workspace
 - b) Creating the right environment
 - c) Navigating your home
 - d) Staying mentally fit
56. The CIEHF Home working and staying healthy infographic is shown in appendix 2.

Regularly review DSE arrangements

57. As any period of temporary home working extends, employers should have regular discussions with workers to assess whether additional steps are needed, for example where they report:
 - a) aches, pains or discomfort related to their temporary DSE arrangements.

- b) adverse effects of working in isolation, on remote IT systems or unable to access support systems provided in the workplace.
- c) working longer hours without adequate rest and recovery breaks

Long-term home working

- 58. Where employers decide to make working from home arrangements permanent, they should explain how to carry out full workstation assessments and provide workers with appropriate equipment and advice on control measures.
- 59. As an employer, you have the same health and safety responsibilities for home workers as for any other workers.
- 60. When someone is working from home, permanently or temporarily, as an employer you should consider:
 - a) how will you keep in contact with them?
 - b) what work activity will they be doing (and for how long)?
 - c) can it be done safely?
 - d) do you need to put control measures in place to protect them?
 - e) lone working without supervision
 - f) working with DSE
 - g) stress and mental health

Monitoring remote workers' health and safety

- 61. Putting in place clear, consistent management systems will reduce risks to remote workers, but it's only through regular monitoring that you can be sure risks are being controlled adequately and the systems are effective.
- 62. Remote workers' managers or an appointed assessor should make regular enquiries to make sure the employee is following safe practices and not experiencing aches or symptoms of stress. You should review risk assessments regularly and involve the employees affected. If it's not practical for managers to visit remote workers, the employees could complete a regular self-assessment of risk, which their line manager would check and discuss with them. It's important to make sure that remote workers don't feel divorced from decision-making about their work and workplaces. Be aware and eliminate out of sight out of mind culture.
- 63. Consultation, involvement and representation of remote workers should be encouraged. They are effective ways of determining whether health and safety arrangements are adequate. Consider regular communications where employees can discuss their work and any concerns. Some employers hold regular 'conferences' for their remote workers, mainly to provide training but also to give them an opportunity to feed back their views and experiences. In some cases, the line manager or another appropriate person may need to visit employees at home to provide advice and support.

64. Employees need to know the procedures for reporting work-related accidents and ill health or any health and safety concerns. All reports received should be investigated by the line manager, with competent health and safety or occupational health support where necessary.

7. Mental health considerations

Mental health outcomes

65. Social isolation has a potential ill-health effect associated with mobile working and home including a higher incidence of loneliness, irritability, worry and guilt. Workers who prefer mobile and home working experience less psychological distress and a reduced risk for depression than those who prefer not to mobile or home working. This suggests that worker preference affects the potential mental health impact of mobile and home working.

DSE user occupational stress

66. Managing occupational stress in a work environment is as much of a risk as other well-known workplace risks such as work at height, slip & trips, manual handling. Stressors are events or circumstances that may lead to the perception that physical or psychological demands are about to be exceeded. Occupational stress can occur in a wide range of DSE use situations.
67. Occupational stress can be exacerbated when the demands and pressures do not match the DSE user's competence and resources. Stress may also occur when the DSE user feels unable to cope or that they have little control or support.
68. Symptoms of stress can include:
- a) Increasing distress and irritability
 - b) Physical aches and pains
 - c) Difficulty relaxing, concentrating or sleeping.
 - d) Difficulty thinking logically and/or making decisions.
 - e) Decreased enjoyment of work and/or feeling less commitment to work
 - f) Feelings of tiredness, depression or anxiety
69. Occupational stress can affect your business performance in a number of ways. Stressed DSE users are more likely to have health issues, lack motivation and be less productive.
70. Stress is not just restricted to the work environment. Other pressures, including at home can be a contributing factor. Therefore, good support both from outside work and in the workplace may strengthen the employee's capacity to deal effectively with work stress. It is important to remember that for most people work is good for health and wellbeing. It contributes to higher self-esteem, social participation, personal identity and fulfilment.

8. Lone working

71. There will always be greater risks for lone workers, i.e., with no direct supervision. If worker contact is poor, workers may feel disconnected and isolated which can lead to poor DSE practice and affect stress levels and mental health.
72. As an employer, you should provide sufficient information, instruction training, supervision and monitoring of your employees whether mobile working or home working. Employers should ensure regular contact is made to ensure they are healthy and safe.

9. Pregnancy or epilepsy

73. Employers must assess the significant health and safety risks that all their employees are exposed to whilst at work, wherever their workplace is. If risks are identified, then the employer is required to put in place appropriate health and safety measures to control them.

Pregnancy

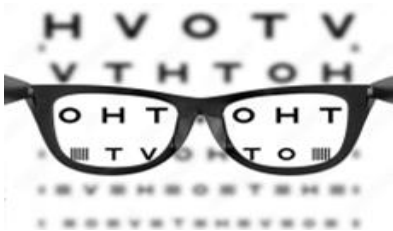
74. You can safely work with DSE if you are pregnant. Scientific studies have not shown any link between miscarriages or birth defects and working with DSE.

Epilepsy

75. Most people with epilepsy are not affected by DSE. If you suffer from photo-sensitive epilepsy you may be affected in some circumstances, but often you will still be able to work with DSE without having adverse health effects.
76. Further information is available from the Epilepsy Action and the Epilepsy Society websites. Website details are contained in appendix 3.

10. Eyes and eyesight testing

Eye tests for DSE users

77. Current medical evidence shows that using display screen equipment is not associated with permanent damage to eyes or eyesight; nor does it make existing defects worse. However, some users may experience temporary visual fatigue leading to a range of symptoms such as:
 - a) tired eyes
 - b) blurred vision
 - c) discomfort
 - d) temporary short-sightedness
 - e) headaches
- 
78. DSE work is visually demanding, so it can make someone aware of eyesight problems they have not noticed before (including changes in eyesight that occur with age). Employees can help their eyes by:
 - a) checking the screen is well positioned and properly adjusted.

- b) making sure lighting conditions are suitable.
- c) taking regular breaks from screen work

79. Users with pre-existing vision defects may become more aware of them when working with DSE and if left uncorrected it can make their work more tiring or stressful.
80. Employers are required to provide employees, who have been identified by the employer as a DSE user, with an appropriate eye and eyesight test upon request. This includes a test of vision and an examination of the eye and must be carried out by a registered ophthalmic optician or a suitably qualified doctor.

Purpose of the test

81. The test determines whether the user has any sight defect which requires correction when working with display screen equipment. During the eye test, users should describe their display screen and working environment, particularly the distance at which they view the screen.

Arrangements for testing

82. Employers must set up a system for providing users with appropriate eye and eyesight tests and may find the following points helpful:
- a) contact a number of opticians and ask what they charge for tests and basic glasses for work with display screen equipment.
 - b) ask for standard information about each user tested, such as whether they need glasses for DSE work and when they should be re-tested.
 - c) tell users what arrangements have been made.
 - d) make sure users understand what employers will and won't pay for, for example glasses not required for DSE work, designer frames etc.
83. Although employers must provide an appropriate eye and eyesight test upon request from a user, there are several different approaches they may choose to take, which include the following:

Vision Screening

84. Some employers offer their employees vision screening tests, which are used as a means of identifying individuals with defective vision who then need to undergo a full sight test. Employees are not obliged to take part in the screening and may even choose to exercise their entitlement from the outset and request a full DSE sight test.

Nominated Optician

85. Employers can nominate a particular optician to carry out an appropriate eye and eye-sight test for their employees who request one. The employee is obliged to use this optician and the employer will pay for the test.

Employee's own Optician

86. Employers may allow employees to be tested by their own optician and will then refund the employee on presentation of the bill. The employer is ONLY required to pay for tests which are performed with the specific purpose of determining whether correction is required for use of display screen equipment.

Provision of glasses

87. Where it is identified that an employee requires glasses specifically for working with DSE, the employer must pay the cost of a basic pair of frames and lenses. Some employers may allow the glasses to be upgraded but this will be at the employee's expense.
88. Where users require spectacles for a number of purposes which includes the use of display screen equipment, employers need only contribute the costs attributable to the requirements of the display screen equipment involved.

Requirements for re-testing

89. The frequency of repeat testing varies between individuals and is dependent on factors such as age. The qualified person carrying out the test should determine how often testing is required. Any examination or correction of vision defects required within this period, which are not related to display screen work, are the responsibility of the individual and not the employer.

Sit-stand desk guidance



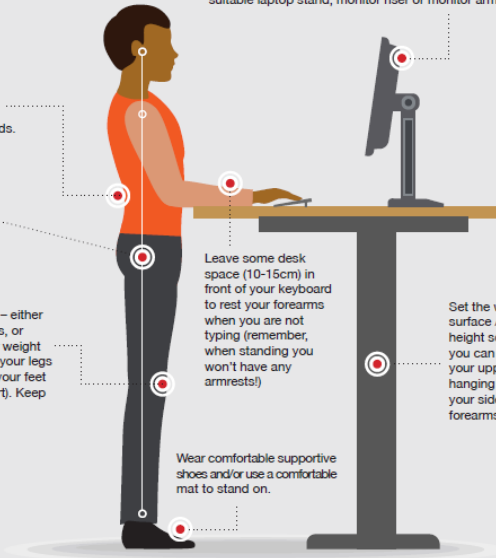
Posture

Stay aware of your pelvic tilt and actively manage it to prevent your lower back becoming too curved inwards.

Aim to line up your ankles, hips, shoulders and ears.

Avoid standing and leaning – either on your desk with your arms, or on one leg. Stand with your weight evenly distributed between your legs (unless you are alternating your feet onto a standing foot support). Keep your knees unlocked.

Make sure your screen is set at a height that allows you to keep a comfortable neutral neck posture (head not pushed forward, and in the posture you would have when looking straight ahead). Even with a sit-stand desk, this may still mean you need to use a suitable laptop stand, monitor riser or monitor arm.



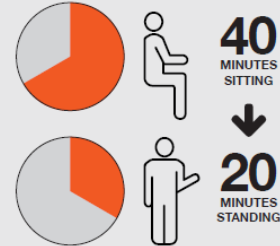
Leave some desk space (10-15cm) in front of your keyboard to rest your forearms when you are not typing (remember, when standing you won't have any armrests!)

Set the work surface / keyboard height so that you can type with your upper arms hanging relaxed at your sides and your forearms horizontal.

Wear comfortable supportive shoes and/or use a comfortable mat to stand on.

How long should I stand for?

For anyone with no underlying health issues, a recommended ratio when starting out is 40 minutes sitting for every 20 minutes standing, plus a few minutes moving around away from the desk.



PLUS A FEW MINUTES MOVING AROUND AWAY FROM THE DESK

There are apps that can help you remember to alternate working postures, – these allow you to set a sitting and standing period and give you discrete alerts when it is time to switch.



Sit-stand desk guidance



Full surface sit-stand desks

With this type of desk, the whole desk surface raises and lowers depending on whether you are sitting or standing.



These desks provide space to spread out – particularly if you have paperwork etc. This means you have space for additional items such as document holders etc..



Making standing more comfortable

Your aim should be to alternate between sitting and standing before feeling discomfort. But in some cases if people find sitting even for short periods very uncomfortable, there are some ways of making standing more comfortable, active and delaying the onset of stiffness. These include:

- ✔ Balance boards with a central pivot
- ✔ Contoured cushioned mats
- ✔ Anti-fatigue mat (make sure it is good quality and avoid wearing heels when using one)
- ✔ Physiotherapy cushions
- ✔ A standing footrest

Consider perching

Some people find perching (semi-sitting posture) more comfortable because it avoids the extremes of either sitting or standing. A well designed ergonomic stool or chair can enable you to do this comfortably.

You could then alternate between standing and perching, or sitting and perching, if you find either sitting or standing particularly uncomfortable.



Control panels with memory settings make it easier and simpler to switch between sitting / standing / perching - just at a single button press and release

Sit-stand desk guidance

Sit-stand risers

These are raising and lowering platforms that sit on top of a standard desk or a table. There are two main types:

Single surface

These are devices such as the Oploft, Bontec or Von Haus riser. They offer a single surface that lifts and lowers.



Dual surface

These have a lower surface for a keyboard and mouse, and an upper surface for the monitor / laptop, they lift and lower together.



REMEMBER: 40 minutes sitting for every 20 minutes standing, plus a few minutes moving around away from the desk.

Sit-stand desk guidance

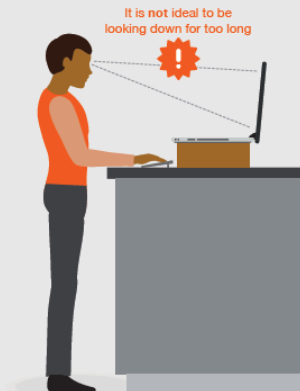
Standing only

We do not recommend you stand still for long periods but standing-only desks can be used as a second workstation to switch to throughout the day. There is effort involved in moving equipment to them from your seated position but, there are a range of options from inexpensive cardboard folding risers to substantial wooden risers.



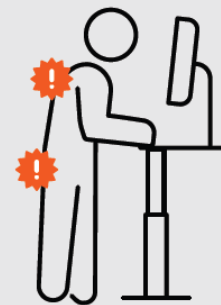
Ad-hoc standing

If you don't have anywhere to keep a standing desk, you could set up an ad-hoc area where you can move to for periods of standing work. Possible 'ad-hoc' standing areas include – tops of chests of drawers or kitchen worktops. You may need to add something to the top of these surfaces to bring your keyboard to a suitable height (allowing your forearms to stay horizontal when typing).



Caution

Avoid long periods of standing still – and if you have any health conditions that may be affected by sit-stand working, check with your GP or physician.



**ONE SIZE DOES NOT FIT ALL
EVEN IF A DESK IS HEIGHT ADJUSTABLE!**

Appendix 2



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of Ergonomics
& Human Factors

www.covid19.ergonomics.org.uk

Home working and staying healthy

Setting up your workspace

SCREENS should be positioned so that you do not have to twist or bend your neck to view them. They should be at a comfortable viewing distance and if you use multiple screens, angle them inwards towards you slightly.

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

FOREARMS should be horizontal when typing, with the shoulders relaxed. Adjust your chair height or use cushions to achieve this.

FEET should rest comfortably flat on the floor, or on a footrest if your seat height means your feet would not reach the floor



Keep your **SHOULDERS** relaxed, they should not be hunched and the upper arm should not be raised away from the body significantly.

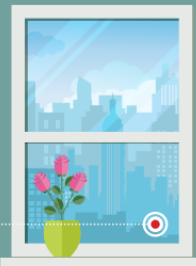
Position **MOUSE** and **KEYBOARD** about 10 to 15cm from the edge of the work surface, giving you space to part-rest your forearms when not typing.

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

Avoid having your **KNEES** higher than your hips - ideally they should be slightly lower with the **THIGHS** slightly angled down

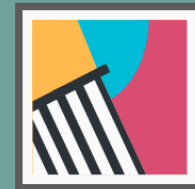
Regular **MOVEMENT** is key. Get up from your chair 2-3 times an hour for 30-60 seconds or 5-10 minutes every hour. Add dynamic stretches to daily routines as well as walking.

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.

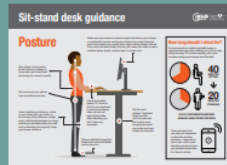
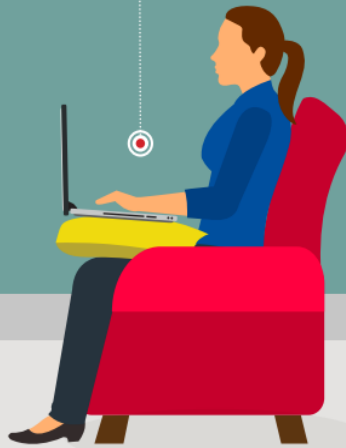
CREATE A GOOD ATMOSPHERE around your work area including natural light, plants, flowers and artwork. Increasing the connection to nature around your work area improves productivity.

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: For ad-hoc standing to work when you work directly on your laptop, a good regime could be 20 minutes sitting, eight minutes standing, two minutes moving. Avoid working directly on your laptop for prolonged periods whether sitting or standing.

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.

If you require further support, contact your manager and ask for a display screen equipment assessment (DSEA) which can be conducted remotely and support you with more specific advice.

www.ergonomics.org.uk

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Appendix 3

Useful contacts

British Standards Institution www.bsigroup.com

Chartered Institute of Ergonomics and Human Factors (CIEHF) www.ergonomics.org.uk

Epilepsy Action www.epilepsy.org.uk

Epilepsy Society www.epilepsysociety.org.uk

Health and Safety Executive www.hse.gov.uk

Institution of Occupational Safety and Health (IOSH) www.iosh.com

Jersey Legal Information Board www.jerseylaw.je

Jersey Safety Council www.jsc.je

The Chartered Institution of Building Services Engineers (CIBSE) www.cibse.org

Further Information

Further information on the application of this ACoP may be obtained by contacting the Health and Safety Inspectorate.

Telephone: 01534 447300

Email: hsi@gov.je

Website: www.gov.je/hsi