



## Policy and Procedure for the Management of Display Screen Equipment

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### 1. Equality and Human Rights Impact Analysis (EHRIA)

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1.1 Board Lead:	Helen Greatorex	1.2 Analysis Start Date:	26 <sup>th</sup> June 2015
		1.3 Analysis Submission Date:	04 <sup>th</sup> November 2009 (V1) 29 <sup>th</sup> June 2015 (V2)
1.4 Analysis Team Members:	1) Author / Editor: Glen Woolgar		
1.5 If this is a cross agency policy/service or strategy please indicate partner agencies and their formal title	2) Frontline Staff: Staff-side		
1.6 Completion Statement	3) I/We, being the author(s), Service Managers, acknowledge in good faith that this analysis uses accurate evidence to support accountable decision-makers with due regard to the National Equality Duties, and that the analysis has been carried out throughout the design or implementation stage of the service or policy.		
1.7 Policy Aim	To ensure reasonable measures are in place to secure the health and safety of trust staff from the effects of display screen equipment.		
Send draft analysis along with the policy, strategy or service to <a href="mailto:equality.diversity@sussexpartnership.nhs.uk">equality.diversity@sussexpartnership.nhs.uk</a> for internal quality control prior to ratification.			
1.8 Quality Assessor sign off	<b>A. Churcher</b>		
1.9 Reference Number	<b>AC 233</b>		

## 2. Evidence Pre-Analysis – The type and quality of evidence informing the assessment

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<b>X</b>	2.1 Types of evidence identified as relevant have <b>X</b> marked against them	
	Patient / Employee Monitoring Data	<b>X</b> Risk Assessments
	Recent Local Consultations	Research Findings
	Complaints / PALS / Incidents	DH / NICE / National Reports
	Focus Groups / Interviews	<b>X</b> Good Practice / Model Policies
	Service User / Staff Surveys	Previous Impact Analysis
	Contract / Supplier Monitoring Data	Clinical Audits
	Sussex Demographics / Census	Serious Untoward Incidents
	Data from other agencies, e.g. Services, Police, third sector	Equality Diversity and Human Rights Annual Report
		Please provide detailed evidence for the areas Internal experience/knowledge Display Screen Equipment Regulations

## 3. Impact and outcome Evaluation – Any impacts or potential outcomes are described below.

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Ref	Mark one <b>X</b>		Describe how this policy, strategy or service will lead to positive <b>+</b> outcomes for the <a href="#">protected characteristics</a> . Describe how this policy, strategy or service will lead to negative <b>-</b> outcomes for the <a href="#">protected characteristics</a> . <b>(Please describe in full for each)</b>	People's Characteristics (Mark with 'X'):								
	<b>+</b>	<b>-</b>		Age	Disability & Carers	Gender Reassignment	Pregnancy & Maternity	Race	Religion & Belief	Sex	Sexual Orientation	Human Rights
3.1	<b>X</b>		Policy encourages reasonable adjustments to ensure comfortable work stations.	<b>X</b>	<b>X</b>							
3.2	<b>X</b>		Policy request assessments to be completed to ensure compliance to work station comfort for all users of display screen equipment	<b>X</b>	<b>X</b>							
3.3	<b>X</b>		Policy contains access panel and is available in alternative formats upon request		<b>X</b>							

#### 4. General Duty – Due Regard

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Describe how this <b>policy, strategy or service</b> will show <b>due regard</b> for the three aims of the general duty across the protected characteristics listed. Please describe in full. <b>(Please make sure that you address each of the protected characteristics in your answers)</b>		People's Characteristics (Mark with 'X'):										
		Age	Disability & Carers	Gender Reassignment	Pregnancy & Maternity	Race	Religion & Belief	Sex	Sexual Orientation	Human Rights		
4.1	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010; <a href="#">Help</a>		The policy is a general procedure on assessing workstations	X	X	X	X	X	X	X	X	X
4.2	Advance equality of opportunity between people from different groups; <a href="#">Help</a>		The policy advances equality to ensure all staff are aware of responsibilities for ensuring work place comfort.	X	X	X	X	X	X	X	X	X
4.3	Foster Good relations between people from different groups <a href="#">Help</a>		The policy promotes good relation between management and staff.	X	X	X	X	X	X	X	X	X
Add more rows if necessary with new reference numbers in the left column												

#### 5. Monitoring Arrangements

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5.1	<p>The arrangements to monitor the effectiveness of the policy, strategy or service considering relevant characteristics? E.g.</p> <ul style="list-style-type: none"> <li>↳ survey results split by age-band reviewed annually by EMB and Trust Board</li> <li>↳ Service user Disability reviewed quarterly by Equality and Diversity Steering Group or annually in the EDHR Annual Report</li> </ul>	Monitoring of this policy through any incidents involving use of display screen equipment.
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## 6. Human Rights Pre-Assessment

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The Impacts identified in sections ( ) have their reference numbers (e.g. 4.1) inserted in the appropriate column for each relevant right or freedom		
	+	-
A2. Right to life (e.g. Pain relief, DNAR, competency, suicide prevention)		
A3. Prohibition of torture, inhuman or degrading treatment (e.g. Service Users unable to consent)		
A4. Prohibition of slavery and forced labour (e.g. Safeguarding vulnerable patients policies)		
A5. Right to liberty and security (e.g. Deprivation of liberty protocols, security policy)		
A6&7. Rights to a fair trial; and no punishment without law (e.g. MHA Tribunals)		
A8. Right to respect for private and family life, home and correspondence (e.g. Confidentiality, access to family etc)	3.1, 3.2	
A9. Freedom of thought, conscience and religion (e.g. Animal-derived medicines/sacred space)		
A10. Freedom of expression (e.g. Patient information or whistle-blowing policies)		
A11. Freedom of assembly and association (e.g. Trade union recognition)		
A12. Right to marry and found a family (e.g. fertility, pregnancy)		
P1.A1. Protection of property (e.g. Service User property and belongings)		
P1.A2. Right to education (e.g. accessible information)		
P1.A3. Right to free elections (e.g. Foundation Trust governors)		

## 7. Risk Grading

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7.1 <b>Consequence</b> of negative impacts scored (1-5)	0	7.2 <b>Likelihood</b> of negative impacts scored (1-5):	0	7.3 <b>Equality &amp; Human Rights Risk Score</b> = Consequence x Likelihood scores:	0
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**8. Analysis Outcome**– The outcome (A-D) of the analysis is marked below ('X') with a summary of the decision

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<b>X</b>	<b>8.1</b> The outcome selected (A-D):	<b>8.2</b> Summary for the outcome decision ( <b>mandatory</b> )
<b>X</b>	A. Policy, strategy or service addresses quality of outcome and is positive in its language and terminology. It promote equality and fosters good community relations	<b>Policy about assessing work stations so reasonable adjustments can be made according to individual requirements.</b>
	B. Improvements made or planned for in section 9 (potential or actual adverse impacts removed and missed opportunities addressed at point of design)	
	C. Policy, service or strategy continues with adverse impacts fully and lawfully justified (justification of adverse impacts should be set out in section 3 above)	
	D. Policy, service or strategy recommended to be stopped. Unlawful discrimination or abuse identified.	

**9. Equality & Human Rights Improvement Plan**

- › Remove negative impacts for people with protected characteristics
- › Improve opportunities for people with protected characteristics
- › Improve evidence and fill 'gaps' in our knowledge where relevant
- › Record changes already made as a result of the impact analysis process
- › Actions resulting from public engagement, should include the name and date of the engagement next to it

**Actions should when relevant and proportionate meet the different needs of people.**

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<u>Impact Reference(s)</u> (from assessment)	What directorate (team) action plan will this be built into 	<u>Action</u>	Lead Person	Timescale	Resource Implications
n/a					