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supervisor.

ii. ensure all workstations comply with minimum requirements

iii. ensure activities are planned so that agency worker users can have breaks from DSE work

iv. provide training to agency worker users when their workstation is being modified

v. provide information to agency workers about risks, risk assessment and risk reduction measures

The workstation must comply with the requirements below in section 5. The leaflet "Good DSE Practice" should be made available to agency workers. In most circumstances responsibility for training rests with the employment agency.

Guidance:

Agency staff are not required to complete a self-assessment using the Cardinus Healthy Working Plus system. However the workstation must meet minimum requirements, the agency worker must be shown how to make adjustments, and they must be given, or have access online to, a copy of the DSE Good Practice leaflet.

5

9 EYE AND EYESIGHT TESTS

University employees who are users are entitled to a normal eye and eyesight test:

- when

The purpose of the eye test is to determine whether the user has any sight defect that requires correction when working with a display screen. The optician or doctor should advise how frequently eyesight tests should be repeated, this may vary between individuals. The University is only required to provide tests

If further advice or training assistance is needed, contact Health & Safety Services.

10.1 Homeworkers

Where staff are formally required to work at home as part of their work duties, or will spend a significant amount of their work time at home as part of a formal arrangement then the home workstation requires assessment if such use would render the employee a user. In such instances the employees concerned should complete a second assessment within the Cardinus Healthy Working Plus system noting at the end of the assessment that this is a Home Workstation and separate to their workstation on campus.

If staff choose to use DSE at home to suit their personal circumstances and/or convenience then the DSE Regulations do not apply. It is good practice to follow the guidance given in Appendices 1 and 2 and to follow all the information and training provided in Cardinus Healthy Working Plus.

11 USE OF LAPTOP COMPUTERS, TABLETS AND OTHER HANDHELD DEVICES

11.1 Laptop computers

Laptops and other portable computers have to be compact enough to be easy to carry. Where large amounts of equipment are transported, consideration may need to be given to Manual Handling Operations assessments (Safety Code of Practice 26).

Where a laptop is used for a prolonged periods or is the permanent workstation for a user the following must be provided:

- A method of raising the screen to be at eye level of the user
- A separate keyboard
- A separate mouse

If this is impracticable in some circumstances, it is still essential to follow good ergonomic principles i.e. avoid poor posture, avoid repetitive movements and take frequent microbreaks.

11.2 Tablets and hand held devices

Tablets and other smart devices are intended for occasional use as a notepad, as an aide-memoire or to record against a checklist or pro-forma. The keypads are not designed for long periods of use or for work requiring extensive information input. Tablets and smartphones should therefore not be used for long duration work and should not be an alternative to a workstation or suitably adjusted laptop set up. If necessary, arrangements and facilities should be available for downloading and uploading information to a standard workstation where it can be manipulated and used without additional risk. If extensive text entry is essential, use a separate keyboard and prop the tablet on a stand to improve the viewing angle. It is particularly important to apply the same ergonomic principles to tablet use as for desktop or laptop computers.

Where tablets are hand held in the field and used regularly for data entry then a means of holding the equipment is nece

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range should be between 600mm and 900mm. Sit stand desks to have an adjustable height range between 600mm and 1200mm.[3]

Document holders

Document holders are not an essential requirement for a workstation but may be useful for work with hard copy. If provided they should be adjustable and moveable. They are best positioned to avoid excessive head movement by either being placed at the same height and adjacent to the screen or placed directly below the screen but above the keyboard.

Work chair

The chair should allow the worker to achieve a comfortable position. The seat must be adjustable in height and the seat back must be adjustable in height and tilt. Spoke based chairs should have 5 spoke feet for stability.

equipment or dampening mats. Ideally, maximum noise levels should not exceed 55dB(A) - 60dB(A).

- Heat and humidity

DSE equipment should not produce excess heat which causes discomfort for users. Electronic equipment can be a source of d5(2ggm0 g0 G[eq)5(u)-4(ip)-27.d-4(( )7(c)-4(an)4( )-72.024ic)-1 0 0--3(r)1).e dF1 8.