



GIG
CYMRU
NHS
WALES

Iechyd Cyhoeddus
Cymru
Public Health
Wales

Reference Number: PHW78/TP01
Version Number: V1
Date of Next Review: 22 April
2027

EQUIPMENT AND WORKPLACE/DSE ASSESSMENT PROCEDURE

Introduction and Aim

This procedure applies to all Public Health Wales NHS Trust employees to ensure that they work safely in line with the Trust's Health and Safety Policy and Display Screen Equipment (DSE) Procedure. It applies to those that can work remotely and those that are clinical, or laboratory based.

This procedure applies to all employees, and staff on secondment within Public Health Wales, enabling them to work how it works best. This policy will apply to agency workers by agreement between the organisation and the employment agency.

Linked Policies, Procedures and Written Control Documents

[All corporate policies and procedures are available on the Public Health Wales website](#)

Work How It Work Best – Agile Working Policy
Display Screen Equipment Policy
Home Working Policy
Flexible Working Policy
Managing Attendance at Work Policy
Respect and Resolution Policy
Health and Safety – PAT testing
Lone Worker Procedure
Reporting damage or loss to property procedure
Remote Working Procedure
Low Voltage Electrical Safety and Electrical Equipment Procedure

Scope

This procedure applies to all employees, and staff on secondment within Public Health, enabling them to work how it works best. This procedure will apply to agency workers by agreement between the organisation and the employment agency.

Agile working is available to all employees, in addition to (and does not prevent) requests for Flexible Working under the Flexible Working Regulations 2014. See our [Flexible Working Policy](#) for more information on other Flexible Working options.

| | |
|--|--|
| Equality and Health Impact Assessment | The Equality and Health Impact Assessment is available on the policy webpage. |
| Approved By | Health and Safety Group |
| Approval Date | 22 April 2024 |
| Review Date | 22 April 2027 |
| Date of Publication | 17 October 2024 |
| Accountable Executive Director / Director | Huw George, Deputy Chief Executive and Director of Operations and Finance |
| Lead | Christopher Orr, Head of Estates and Health and Safety and General Manager of Operations and Finance |
| Author | Catherine Thomas, Senior Facilities Manager |

Disclaimer

If the review date of this document has passed, please ensure that the version you are using is the most up to date either by contacting the document author or the Board Business Unit.

| Summary of reviews/amendments | | | | |
|--------------------------------------|-----------------------|-------------------------|-----------------------|------------------------------|
| Version Number | Date of Review | Date of Approval | Date published | Summary of Amendments |
| | | | | |
| | | | | |
| | | | | |

Contents

| | | |
|----|--|----|
| 1 | Introduction | 4 |
| 2 | Aim | 4 |
| 3 | Health and Safety / Display Screen Equipment | 4 |
| 4 | Available Equipment | 5 |
| 5 | New Starters | 6 |
| 6 | Special Exceptions | 6 |
| 7 | Reasonable Adjustments | 7 |
| 8 | Couriering of Equipment | 7 |
| 9 | Leavers | 8 |
| 10 | Mobiles | 8 |
| 11 | My Contribution | 8 |
| 12 | Roles and Responsibilities for Agile Workers | 9 |
| 13 | Security, Data Protection and Confidentiality of Information | 9 |
| 14 | Insurance and legal requirements | 10 |
| 15 | Appendix 1 – flow chart for new starters | 11 |

1. Introduction

This procedure applies to all Public Health Wales (PHW) NHS Trust staff, to ensure that they work safely and should be read in conjunction with the organisations Health and Safety Policy and Display Screen Equipment (DSE) Procedure and Work How it Works Best Policy.

2. Aim

To ensure that all PHW colleagues are able to work safely in line with the Trust's [Health and Safety Policy and Display Screen Equipment \(DSE\) Procedure](#).

All employees who are agile or hybrid workers (please see Work How It Works Best – agile working Policy for definitions) and able to work remotely are required to undertake the iHasco Health and Safety for Homeworkers training which includes a DSE assessment and compliance is reported to the Health and Safety Committee and the Quality, Improvement and Safety Committee.

Workplace workers such as Laboratory and Screening colleagues who are unable to work from elsewhere, should undertake a location based [DSE assessment](#) which will be reviewed by DSE assessors.

3 Health and Safety / Display Screen Equipment (DSE)

Under the Health and Safety at Work Act 1974, PHW has a duty of care to ensure that all colleagues are protected from health risks of working with display screens equipment (DSE). The regulations apply to workers who use DSE daily, for continuous periods of an hour or more.

In law, employers must:

- ensure employees undertake a DSE workstation assessment
- provide an [eye test](#) if requested
- provide training and information for employees

Incorrect use of DSE or poorly designed workstations can lead to pain in necks, shoulders, backs, arms, wrists, and hands as well as fatigue and eye strain.

All colleagues are requested to undertake a DSE assessment which will be reviewed by trained DSE assessors.

To ensure that all employees are working how it works best, when undertaking their duties, the organisation has procured iHasco's Health and Safety for Homeworkers training package which includes a DSE assessment.

The iHasco training is not part of the ESR statutory and mandatory training suite and only needs to be completed once, however the Workplace/DSE assessment can be

revisited for example after an operation, or if colleagues are experiencing back/neck/arm issues etc.

The iHasco Workplace/DSE assessment is automatically returned to the PHW Lead DSE assessor to review.

Laboratory and screening colleagues who are unable to work from anywhere other than their contracted base, should undertake a location based [DSE assessment](#) which will be reviewed by Directorate DSE assessors.

4 Available equipment

For colleagues able to work remotely, some or all of the time, the following equipment can be provided on request:

- 1 x height adjustable monitor
- 1 x headset
- 1 x keyboard
- 1 x mouse
- Appropriate cables

It is recognised that staff may have monitors, keyboards and mice and are welcome to use their own if they wish, however colleagues are required to [check their equipment](#) on a regular basis to ensure its safety. Employees are able to claim for damage should personal equipment that is being used for home working be damaged via the [Reporting Damage or Loss to Property](#) procedure.

Prior to requesting equipment, colleagues will be asked to confirm that the space intended to use for agile working is suitable and that there is adequate desk/table space and secure broadband.

Colleagues should consider how they are likely to work for the majority of the time and only request the necessary equipment. For example if you are planning to work in a Public Health Wales building for the majority of the working week, less equipment may be required.

An application for equipment may be refused if:

- there is not sufficient space to accommodate all equipment necessary to effectively perform duties safely.
- colleagues have yet to complete the iHasco training;
- colleagues do not have a suitable place to work from (e.g. desk or table)

Additional IT equipment is purchased only by the Estates and Health and Safety and Digital Services teams from a designated central budget and should not be purchased by Directorates/ Divisions.

For colleagues working from screening venues and laboratories, suitable equipment is available at your place of work. Should your DSE highlight that other equipment is required, your DSE assessor / Manager will be able to source that for you.

Colleagues are reminded that IT equipment should be used for its intended purpose only and equipment should not be personalised or de-faced as equipment may be used by another colleague upon its return.

5 New Starters

All new starters who are able to work remotely, should be met in person at their designated Public Health Wales base by their line manager, or an agreed other, on their start date as part of the organisations [induction](#) process.

When employing new colleagues, please complete [laptop/PC](#), [VPN/MFA](#) and [equipment forms](#) in a timely manner.

Colleagues living within 50 miles of their base will be required to attend their base for an induction and collect their equipment in person. We accept this may not be possible in all circumstances and line managers should liaise with the Estates and Health and Safety Team to agree specific arrangements if the couriering of equipment is required. If this is agreed as the only viable option, costs will be recharged to the respective Directorate or Division.

All new starters to Public Health Wales will either receive a link to the iHasco Health and Safety Homeworkers training or will be asked to complete a DSE form depending on where and how they will be working.

The link for iHasco is issued within a month of their start date or can be requested sooner by emailing phw.facilities@wales.nhs.uk. It is important that colleagues complete this training as soon as possible as the Trust has a duty of care to ensure that colleagues are working safely.

The iHasco Workplace/DSE assessment is automatically returned to a DSE assessor to review.

For colleagues whose role is clinical based a DSE should be completed as soon as possible and returned to either phw.facilities@wales.nhs.uk or to the local DSE assessor.

6 Special Exceptions

A second monitor and a dock will be provided to colleagues to support working how it works best, on a case by case basis.

Each case will be reviewed on a case by case basis and a request for this equipment must be approved by the Line Manager and sent to phw.facilities@wales.nhs.uk.

Larger laptops can also be requested and these are reviewed on a case by case basis by the Digital Services team.

Requests for upgrades or provision of broadband/ wi-fi, utility costs and printers/ cartridges will not be considered. If these elements are having an impact on how an employee works how they work best, these should be discussed with their line manager and revised working arrangements agreed.

Monitors will not be provided for second homes.

7 Reasonable Adjustments

Should extra equipment or more support be requested following the completion of a DSE, the DSE assessor will review and if deemed reasonable may suggest that:

- items are given from internal stock or purchased via the NHS preferred stationery provider. Items will be sent directly to an office location nearest to the employee, and it is the employees' responsibility to ensure that they collect items. If this, then not possible please contact the Facilities team to make alternative arrangements.
- the employee makes a self-referral appointment with Occupation Health;
- the manager refers colleagues to Occupational Health;
- the employee contacts [Access to Work](#);
- the employee requests a DSE assessment with the Trust's external provider

There may instances that POD colleagues are involved in discussions around reasonable adjustments requests depending on equipment requested.

Should further equipment be deemed essential following an external DSE assessment, then the Estates and Health and Safety Team will assist in the purchasing of equipment which will be charged to the Directorate/ Division involved.

Please note that any equipment or furniture purchased following a DSE or via Access to Work, should be purchased for all locations that the employee will work from e.g. home and one office base.

All equipment provided by the Trust is the property of Public Health Wales and items will need to be returned at the end of employment at the cost of the Directorate.

An application for equipment and furniture may be refused if there is not sufficient space to accommodate all equipment necessary to effectively perform duties safely and the line manager will be informed of the decision made.

8 Couriers of equipment

Where couriers of equipment is agreed, this will be arranged by the Estates and Health and Safety team. The employee will be responsible for receiving the equipment on the agreed date however we will not be able to guarantee a specific timeslot for delivery.

The courier is not responsible for installing or taking the equipment beyond the front door of the property. If this is likely to be an issue, the employee should discuss this with their line manager to explore options before the courier is arranged.

When agreeing options to courier equipment, managers should consider not only the cost of delivery but also factor in the return costs as part of budgeting and this should be a factor in the how it works best discussion with employees.

When an employee leaves the organisation, it is the managers responsibility, at the exit interview, to confirm what items the employee had to allow them to work flexibly and to ensure that all equipment is returned safety and in a timely manner to the organisation. Managers can confirm what equipment colleagues have received by checking against records held centrally by the Estates and Health and Safety Division and Digital Services team.

Should the employee be unable to return any furniture purchased for them to work safely then couriers can be arranged in this instance, however employees are asked to ensure that items are packaged carefully to prevent damage. Packaging for any return of the items is the responsibility of the employee.

Directorates will be charged should returned items be damaged.

9 Leavers

When an employee leaves the organisation, managers are requested to confirm with the Estates, Facilities and Health and Safety Team and with Digital Services to ensure what equipment and/or furniture an employee has. It is the managers responsibility to organise the safe return of items in a timely manner. Managers should be aware that any damages could be re-charged to Directorate budgets.

10 Mobile Phones/ Tablets

[Mobile phone](#) – a mobile phone, tablet or MiFi device request requires authorisation from a Divisional Lead and Business Manager and clear justification on the financial implications for a two year contract. Subject to agreement, these will be issued by the Estates and Health and Safety Team.

11 My Contribution Process

Review of working arrangements and equipment requirements should be an element of [the My Contribution process](#) and discussed as part of mid-year and end of year reviews. Where equipment is no longer required, or being used less than anticipated, this should be returned to the agreed location at the earliest convenience.

12 Role and Responsibilities for agile workers

Colleagues working with agile arrangements should:

- ensure that they follow the Trusts Information [Governance Remote Working Procedure](#) to ensure that conversations are not overheard if working in public places, that all paperwork is cleared and locked away each evening and that all paperwork is destroyed appropriately.
- ensure that their tax position, mortgage or tenancy agreement and insurance policies are checked and are appropriate for and covers the working from home. All such responsibilities and liabilities rest with the employee.
- ensure that colleagues check all equipment for damage to plugs and cables every six months and complete the formal [Visual Inspection](#) form found on the Low Voltage Procedure.
- employees who choose to work from home are not normally entitled to tax relief on additional outgoings. However, there may be tax relief on a proportion of the costs for heating, lighting, travel expenses and on rent of a room used for business purposes. It is the responsibility of the home worker to clarify their position with the HMRC.

The Trust will maintain its own equipment, but will not be responsible for maintaining a home worker's own equipment e.g. electrical sockets, keyboards, mice, headsets and other parts of the home worker's domestic electrical system, which are their own responsibility.

In the event that the equipment is lost or destroyed, the Directorate will be required to cover any and all costs associated with the replacement of the lost/damaged equipment.

The Trust will not supply stationery and/or copy paper for personal printers.

The Trust will not print and send documents to employee's homes.

Where possible, staff should consider the environmental impact of the tasks they are undertaking and try to reduce the amount of printing to support the organisations decarbonisation agenda.

13 Security, Data Protection and Confidentiality of Information

All colleagues are required to meet all of the Trust's Information Governance requirements as detailed in Information Governance policies, procedures and guidelines, regardless of where they work from.

Nothing containing Trust or personal information is to be thrown away with normal household rubbish. Any confidential waste is to be gathered up and securely transported to the office on the next scheduled visit.

All Trust employees should:

- Ensure that all personal information generated must be kept in a secure place i.e. locked in a drawer.
- be aware of their surroundings when working or taking calls in public places.
- should not, under any circumstance, send items to unsecure personal email addresses to allow for printing.

14 Insurance and Legal Requirements

Business Rates

Any home working may make part of the property used liable to a business rate, if the work materially detracts from the use of the dwelling for domestic purposes. The home worker is advised to check their individual circumstances with their local Council. The Trust is not liable to pay for any financial increase from domestic rate to business rate.

Insurance

The Trust requires all employees who are working how is works best at home to ensure they have adequate insurance and ensure any equipment owned by the Trust is stored safe and securely. The Trust is not liable to pay for any increase on insurance premiums.

Employer's Liability

Employees working at or from home are covered by the Trusts Employer's Liability Policy. There is no exclusion for Personal Liability claims arising from home working subject of course to legal liability. Any accidents must be reported immediately in accordance with the Trust's guidelines.

Public Liability

Although covered by the Trusts Employer's Liability Policy employees working at or from home are advised to ensure their home contents policy has public liability cover for at least £1 million. This is a standard clause in most home insurance policies.

Mortgagee/Landlord

Before commencing home working employees should advise mortgagees or landlords that they intend to work at home. The Trust will not be responsible for any additional costs as a result.

Accidents, Incidents and Dangerous Occurrences

All colleagues working at home must inform their manager in the event of accidents, incidents or dangerous occurrences. Initial reports should be by telephone, followed by appropriate action such as entering the incident on the appropriate reporting system. Managers should ensure that colleagues be made aware that in the event of an incident, enforcement agencies such as the Health and Safety Executive may require access to their home as part of any subsequent investigation. This is also relevant to internal investigations.

Flowchart for New Starters

