



## **Display Screen Equipment Policy**

**September 2021**

### **Policy statement**

This Community Council takes the health, safety and welfare of its employees seriously. It is our policy to exceed, where possible, the minimum health and safety requirements of the law. We aim to provide a working environment that is both comfortable and maximises the effectiveness of employees.

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to work with display screen equipment (DSE).

Display screen operators may suffer from postural difficulties and visual fatigue in addition to other general hazards in the workplace.

### **Responsibilities**

#### **Line managers**

Line managers have day-to-day responsibility for workers. They must:

- carry out “a suitable and sufficient analysis” of workstations
- plan users’ activities so that work is periodically broken up by activity changes
- provide users with appropriate eye and eyesight tests at their request and at the employer’s cost
- provide users with adequate health and safety training
- inform users about the health and safety aspects of their workstations.

#### **Employees**

Employees must:

- participate in training
- tell their manager if anything is wrong with the equipment, and about any discomfort or health condition they think is due to DSE use

- comply with safe systems of work, e.g. by taking regular screen breaks where the employer has deemed them necessary
- co-operate with the employer in the use and care of, e.g. workstation accessories or spectacles provided for DSE use.

### **Monitoring and review**

In order to achieve our goals, we will assess risks from the use of DSE. The assessment will be followed by the provision, maintenance and monitoring of appropriate control measures to minimise any risks identified.

Responsibility for implementing this policy lies with the Clerk who will delegate functions as necessary.