

DISPLAY SCREEN EQUIPMENT POLICY

Adopted 12th October 2020

Ponsanooth Parish Council takes its responsibilities for the Health, Safety and Welfare of its employees seriously.

It will identify employees that are considered as essential users of display screen equipment and risk assess their workstation and put in place safe systems of work.

The Council will comply with the Health and Safety (Display Screen Equipment) Regulations 1992.

In consultation with employees the Council aims to:

- Carry out an assessment of each workstation every year and as required during the year, if there are any changes in circumstances with the user or operational changes.
- Take all reasonable measures to remedy any risks as a result of the assessment.
- Take steps and advise employees to incorporate changes of tasks during the working day, to prevent intensive periods of on-screen activity.
- Review software to ensure it remains suitable for the task and not overly complicated.
- Arrange for the free provision of eye tests, where a visual problem is experienced. Arrange for the supply of corrective glasses where these are specifically required for working with display screen equipment, the employee can purchase glasses from the base range in store, If the employee wants to purchase glasses from a higher price range, they will receive a contribution equivalent to the base range price.
- Provide training and information.

The employee has responsibilities for their own health and safety in the workplace and must report any problems they are experiencing with the use of the display screen equipment.

The employee's line manager will investigate all concerns and advise the employee of any actions necessary / taken.

A poorly designed workstation and incorrect positioning at the workstation can lead to muscular skeletal pain, and discomfort mainly associated with the back, neck, and shoulders, this can lead to headaches and eyestrain.

Employees must report any discomforts they are experiencing that they feel is associated with their workstation.