



Steeton-with-Eastburn Parish Council

Policy and Procedure: Display Screen Equipment

2022

**Adopted by Steeton-with-Eastburn Parish Council at the meeting on
5 January 2022**

Reviewed	Ratified by Parish Council	Planned date of next review
January 2022		January 2024

	Print name	Signature	Date
Chairman			

Display Screen Equipment Policy

Introduction

Steeton with Eastburn Parish Council (the Council) takes the health, safety and welfare of its employees seriously. We aim to provide a working environment that is both comfortable and maximises the effectiveness of employees. This policy ensures that requirements made by the Health and Safety at Work Act 1974 and the Health and Safety (Display Screen) Regulations 1992 are defined and met. This policy should be consulted in conjunction with the Council's Lone Worker Policy.

Responsibilities.

Line Managers have day to day responsibility for workers. They must:

- Carry out a suitable and efficient analysis of workstations, including work stations of any employees who works from home
- Plan users' activities so that work is periodically broken up by activity changes. For "lone workers" discussions will take place to ensure that the employee understands the importance of regular breaks.
- Provides users with appropriate eye and eyesight tests at their request and at the Council's cost
- Provides users with adequate health and safety training
- Inform users about the health and safety aspects of their workstations

Employees must:

- Participate in training
- Tell their line manager if anything is wrong with the equipment, and about any discomfort or health condition they think is due to display screen equipment 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 all accessories and spectacles provided for display screen use.

To achieve our goals, the Council will carry out risk assessments followed by provision, maintenance and monitoring of appropriate control measures to minimise any risks identified.

Responsibility for implementing this policy lies with the Chairman of the Staffing Committee who will delegate functions as necessary.