PORTREATH
PARISH COUNCIL

DISPLAY SCREEN EQUIPMENT POLICY

Adopted: 5ᵗʰ October 2020

Portreath Parish Council (PPC) 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, in line with this policy and the PPC Health and Safety Policy.

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 free supply of corrective glasses where these are specifically required for working with display screen equipment.
- 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 (or Chair of Staffing Committee) 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.

All employees will be trained in DSE Workstation Assessments so they can self-assess on an annual basis.

Employees to notify Staffing Committee any issues with software as and when it occurs. Software should be checked annually to ensure it is fit for purpose and up to date.

ALL Employees will be given information on DSE Regulations (1992): Working with DSE Brief Guide Leaflet; DSE Workstation Checklist sheet; Health and Safety Regulations Leaflet; the link to Workstation Posture Good posture when using display screen equipment - MSD - HSE and Working From Home DSE https://www.hse.gov.uk/msd/dse/home-working.htm.

These do NOT replace training. These are reference guides to be referred to by the employee, after training has been received.

Review:

Date	Recommendation/ Amendment/Changes	Approved by Full Council	Sign
04/09/23	Add review page Amended content		L Jose
17/06/24	- Added reference to Chair of Staffing committee as alternate to Line Manager - Correct Typo	Minute: **24175**	L Jose
16/06/25	- Added link to 'Working From Home DSE' https://www.hse.gov.uk/msd/dse/home-working.htm - Removed Employee Declaration sheet from policy		