



Keighley Town Council

Display Screen Equipment Policy

APPENDICES

None

Display Screen Equipment

1. Display Screen Equipment (DSE) Regulations apply to staff that use DSE as a significant part of their normal work (one hour continuous and two and half hours intermittent per day).
2. The Council will pay for an eye test for a DSE user and at regular intervals thereafter as necessary (at a minimum bi-yearly). If the test shows that the user needs glasses specifically for DSE work, the Council will pay for a basic pair of frames and lenses at a subsidised cost up to a maximum limit of £49. Users can have further tests as recommended by their optician.
3. The Council undertakes annual DSE Workstation Assessments for all staff who use a computer.
4. All reasonable steps will be taken by the Council to secure the health and safety of its employees who work with DSE by:
 - Carry out an annual assessment of each user's workstation.
 - Implement necessary measures to remedy any risks found as a result of the assessment.
 - Provide adequate information and training to persons working with display screen equipment.
 - Endeavor to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity.
 - Review software to ensure that it is suitable for the task.
 - Arrange for the provision of free eye tests at regular intervals thereafter where a visual problem is experienced.
 - Arrange for the supply, at a subsidised cost up to the maximum limit of £49, for any corrective appliances (glasses or contact lenses) where these are required specifically for working with DSE.
 - Investigate any discomfort or ill-health believed to be associated with the use of DSE and take appropriate remedial action.
5. Employees must comply by:
 - Following the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity, of breaks and the use of equipment provided.

- Inform their Line Manager of any disability or health condition which may affect their ability to work using DSE or be affected by working with DSE (this information will be treated confidentially).
- Report to their Line Manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

6. This policy will be reviewed every four years unless there is a change in DSE legislation, or Town Council Policy.