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DISPLAY SCREEN EQUIPMENT POLICY

Illogan 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 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 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.

Illogan Parish Council Risk Assessment

Activity – Using VDU screen for more than 1 hour a day

Employee name:	
Date of assessment:	
Assessment completed by:	
Employee job role:	
Following assessment are there any issues that need addressing:	
Follow up action completed on:	

Hazard	What are the risks	Control Measures	Yes	No	Is further action required? If yes: Please state
Chair Poor posture	Muscular skeletal fatigue Aching muscles	<ul style="list-style-type: none"> • Chair must be in good condition • Adjustment mechanisms working • The chair must support weight of user • Can the user work in comfortable position? • When sitting is the users posture correct • User must be able to get close enough to the desk • The small of the back should be supported • Correct seating position. When the chair is moved close to the desk the forearms are parallel to the floor with fingers resting comfortably on 2nd row keys • Feet should be flat on the floor with no pressure on the backs of the legs, if not a foot rest may be required 			

Hazard	What are the risks	Control Measures	Yes	No	Is further action required? If yes: Please state
		<ul style="list-style-type: none"> • There should be sufficient clearance between the knees and the underside of the desk 			
Display screen	Headaches Neck pain Nausea	<ul style="list-style-type: none"> • Characters on the screen must be clear and legible • Screen must be clean • Images on the screen must be stable and free from flicker • Can the screen be adjusted? • The screen must be free from glare and reflections • Do the operators require spectacles for VDU work. Bifocals are not suitable for VDU work. 			
keyboards		<ul style="list-style-type: none"> • The keyboard must be separate from the screen (except where there is a need to use a laptop) • Does the keyboard tilt (not a requirement) using the keyboard flat helps to avoid bending of the wrists? • Hands must not be bent up at the wrists • Fingers must not be over stretched • Characters on the keys must be readable • Keyboards must be kept clean • Is there any glare / reflection from keyboard? • Is wrist support used 			
Using mouse	Repetitive strain on wrists Tendonitis	<ul style="list-style-type: none"> • Does the speed of the mouse suit the user? • Is the user's wrist and forearm supported? • Is the user aware of how to adjust the speed and accuracy of the pointer? • Is the mouse close enough to the user without stretching/overreaching 			
Furniture Poor posture	Musculoskeletal aches / pains / injury	<ul style="list-style-type: none"> • Is the desk clear from clutter? • Is the work surface large enough for tasks being undertaken? • Frequently used items should be close at hand without the need to reach 			

Hazard	What are the risks	Control Measures	Yes	No	Is further action required? If yes: Please state
		<ul style="list-style-type: none"> Is the desk free from glare / reflections? The user needs to get close enough to the desk to enable the correct posture to be adopted 			
Software	Anxiety Stress Headaches	<ul style="list-style-type: none"> Software should assist in carrying out the task, it should minimise the stress and be user friendly Training should be given when new software is installed 			
Environment Electrical equipment can dry the air Insufficient lighting	Muscle aches Headaches Cramp Cough due to dry atmosphere Stuffy / muggy environment Tripping Dry eyes	<ul style="list-style-type: none"> Is the environment large enough to allow movement and change of positions? Are cables stowed tidily and not a trip hazard Is the environment light Can light be adjusted by opening / closing blinds? Is a fan in use to circulate air Is the user moving away from screen at regular intervals? Has the user experienced dry and inflamed eyes, this could be the atmosphere is too dry Is the heating adjustable and maintained at a comfortable temperature 			

Risk Assessment Completed by Sarah Willsher and Cllr Share on 16.07.2019.

Signed:

Date:

Review Date	Reviewed By	Amendments	Minute Number

