

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

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DISPLAY SCREEN EQUIPMENT POLICY

1. Purpose

To ensure the health, safety, and welfare of employees using Display Screen Equipment (DSE) by identifying risks and implementing control measures. The Council adheres to the Health and Safety (Display Screen Equipment) Regulations 1992.

2. Council Responsibilities:

- Annual and situational workstation assessments.
- Implementing reasonable measures to reduce risks.
- Encouraging task variation to avoid prolonged screen time.
- Ensuring software is suitable and user-friendly.
- Providing free annual eye tests and corrective glasses if required for DSE work.
- Providing relevant training and information.

3. Employee Responsibilities:

- Report any discomfort or issues from using DSE.
- Work with managers to resolve problems.

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- Maintain correct posture and safe working habits.
- Common Health Risks Identified:
- Musculoskeletal pain (back, neck, shoulders)
- Eyestrain, headaches, nausea
- Tendonitis or repetitive strain injuries
- Anxiety or stress from software use
- Discomfort from poor lighting, air quality, or workstation layout

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4. Risk Assessment – Key Points for Consideration

Activity Assessed: Using VDU screen for more than 1 hour a day

Hazard	Risks	Control Measures
Chair	Poor posture → musculoskeletal fatigue, aching muscles	Adjustable chair in good condition, correct seating, feet flat, back support, clearance under desk
Display Screen	Headaches, neck pain, nausea	Clear characters, adjustable screen, glare-free, stable image, correct spectacles
Keyboard	Wrist strain	Separate keyboard, flat tilt, readable keys, hands neutral, wrist support
Mouse	Repetitive strain, tendonitis	Adjustable speed, close to user, wrist/forearm support
Furniture	Poor posture → musculoskeletal aches/pains	Clear desk, appropriate surface size, items within reach, glare-free
Software	Anxiety, stress, headaches	User-friendly software, training provided
Environment	Dry air, insufficient lighting, cramped space	Adequate movement space, tidy cables, adjustable light, fan or ventilation, breaks from screen, temperature control

Review Date	Reviewed By	Amendments	Minute Number

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5. Template

Risk Assessment for Display Screen Equipment (DSE) Use for Over One Hour Daily

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:	

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Hazard	What are the risks	Control Measures	Yes	No	Is further action required? If yes: Please state
Chair	Muscular skeletal fatigue				
Poor posture	Aching muscles				
Display screen	Headaches Neck pain Nausea				
Keyboards	Repetitive strain on wrists Tendonitis				

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Hazard	What are the risks	Control Measures	Yes	No	Is further action required? If yes: Please state
Using mouse	Repetitive strain on wrists Tendonitis	•			
Furniture Poor posture	Musculoskeletal aches / pains / injury				
Software	Anxiety Stress Headaches				

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Hazard	What are the risks	Control Measures	Yes	No	Is further action required? If yes: Please state
Environment Electrical equipment can dry the air Insufficient lighting	Muscle aches Headaches Cramp Cough due to dry atmosphere Stuffy / muggy environment				

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Hazard	What are the risks	Control Measures	Yes	No	Is further action required? If yes: Please state
	Tripping Dry eyes				

Risk Assessment Completed by **XXX (Name)** on **XXX (Date)**

Signed:

Date: