



TEIGNMOUTH TOWN COUNCIL

Working with DSE Policy

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The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for an hour or more at a time. These workers are described as 'DSE users'. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.

Health and Safety (Display Screen Equipment) Regulations 1992

Teignmouth Town Council Working with DSE Policy

Display Screen Equipment

All reasonable steps will be taken by the Council to secure the health and safety of its employees who work with display screen equipment.

To achieve this objective the Council will:

1. Carry out an assessment of each user's workstation - assessments to be carried out by the Projects and Facilities Manager (Projects and Facilities Manager's work station to be assessed by the Projects and Facilities Officer). Assessments to take place when the employees start work for the Town Council or when there are any material changes.
2. Implement necessary measures to remedy any risks found as a result of the assessment
3. Provide adequate information and training to persons working with display screen equipment
4. Endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
5. Review software to ensure that it is suitable for the task and is not unnecessarily complicated
6. Arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
7. Arrange for the supply, free of charge, of any corrective appliances (basic spectacles) where these are required specifically for working with display screen equipment
8. Advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided

9. Investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
10. Make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

Employees must:

1. Comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
2. Inform their line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
3. 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).