

Policy & Resources Committee

Date:	13 February 2018
Title:	Display Screen Equipment
Contact Officer:	Morag Robinson, Office Administration Manager

Purpose of Report

1. To provide the background to the new Display Screen Equipment (DSE) Policy.
2. To agree that the Council should pay for eye tests for staff who are considered DSE users and reimbursement of £70 towards a pair of basic frames for staff who require them purely for DSE work.

Background

3. The Health and Safety (Display Screen Equipment) Regulations 1992 aim is to protect the health of people who work with DSE. The Regulations were introduced because Display Screen Equipment has become one of the most common kinds of work equipment.
4. There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.
5. Display Screen Equipment 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).
6. The Council last reviewed the arrangements for staff deemed as DSE users at the Personnel Committee on 4 November 2014. The new DSE Policy attached as Appendix 1 sets out clear guidelines for staff to follow.
7. The Council will pay for an eye test for staff who are considered DSE users and at regular intervals thereafter as necessary. 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 £70. Users can have further tests as recommended by their optician.
8. The Council undertakes annual DSE Workstation Assessments for all staff who use a computer.

Resource Appraisal

9. A budget of £300 has been agreed in the 2018-19 financial year to secure the health and safety of staff who work with Display Screen Equipment. Should any overspends occur, they will be reported to the Council accordingly.

Risk Assessment

10. The Council will be in breach of the Health and Safety (Display Screen Equipment) Regulations 1992 if we do not offer staff who are classed as DSE users, a free eye test and reimbursement to a maximum limit of £70 towards corrective glasses, if required, specifically for DSE work.

Legal Powers: Health and Safety (Display Screen Equipment) Regulations 1992

Recommendation

It is recommended that:

- i) The Display Screen Equipment Policy be approved.*
- ii) The Council agree to pay for eye tests for staff who are considered DSE users and reimbursement of £70 towards a pair of basic frames to staff who require them purely for DSE work.*