

## **HAWKWELL PARISH COUNCIL**

# **COMPUTER USE/DISPLAY SCREEN EQUIPMENT POLICY**

### **Computer Use**

1. Only authorised users are permitted to use the Computer Equipment.
2. No inappropriate use is permitted.
3. Users must take a break from the VDU at least every two hours.
4. Computer records are backed up weekly externally. The Accounts are also backed up monthly onto a memory stick and kept in the office.
5. Workplace inspections will be carried out annually.

### **Display Screen Equipment Eyesight Tests**

6. Employees who habitually use DSE as a significant part of their normal day-to-day work are entitled to a full eyesight test by an optometrist (Health & Safety (Display Screen Equipment) Regulations 1992).
7. Employers will provide further eyesight tests at regular intervals following the first test (every two years) but will be guided by the clinical judgment of the optician as to the frequency of repeat testing.
8. If the test shows that special corrective appliances (spectacles) are prescribed for the distance the screen is view at then the Employer has to pay for the basic frames and prescribed lens up to a maximum of £100.
9. Where an Employee chooses more expensive appliance (designer frames or lenses with optional treatments not necessary for the work) the Employer will contribute a portion of the total cost (up to £100) of a luxury appliance equal to the cost of a basic appliance.
10. Employees will be allowed time off to attend eyesight tests at a time agree with the Employee's line manager.
11. There is no obligation on Employees to have an eyesight test.