# Belton Parish Council Incorporating Sandtoft and Beltoft Display Screen Equipment Policy

| Name of Organisation | Belton Parish Council |
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| Registered Charity No. | N/A |
| Date Policy Agreed | February 2026 |
| Date of Next Review | May 2028 |

Belton Parish Council takes its responsibilities for the Health, Safety and Welfare of its employees seriously.

The Council will comply with the Health and Safety (Display Screen Equipment) Regulations 1992.

- On behalf of the council the Clerk will carry out an assessment of their workstation.

- The Council will take all reasonable measures to remedy any risks as a result of that assessment.

- The Council will advise employees to incorporate changes of tasks during their working day to prevent intensive periods of screen activity.

- The Council will arrange for the free provision of eye tests annually or where a visual problem is identified.

- The Council will arrange for the free supply of corrective glasses where these are specifically required for working with display screen equipment.

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 Council 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.

Belton Parish Council

| Hazard | Risks | Control Measures | Yes/No | Further Action Required |
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| Chair<br><br>Poor Posture | Musculoskeletal problems<br><br>Aching muscles | • Ensure chair in good condition<br>• Ensure the chair has adjustment controls<br>• Ensure chair is in the correct position for good posture<br>• Ensure lower back is supported<br>• Seating posture ensures that arms are level with the desk<br>• Ensure feet are flat on the floor when seated | Yes | |
| Display Screen | Headaches<br><br>Neck pain | • Characters on the screen are clear and legible<br>• Screens are clean<br>• Images on the screens are stable and free from flicker<br>• The screen can be adjusted<br>• The screen is free from glare and reflections<br>• Do the operators require spectacles for VDU work? | Yes | |
| Keyboard | | • Keyboard is used flat so as not to bend wrists<br>• Hands are not bent at the wrists | Yes | |

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| | | • Characters on the keyboard are legible<br>• Laptop is kept clean<br>• Ensure positioning eliminates glare | | |
| Mouse | Repetitive strain<br><br>Tendonitis | • Ensure the user's wrist and forearm are supported<br>• Ensure the mouse is close enough for the user without stretching<br>• Ensure speed of the mouse is comfortable and that the accuracy of the pointer is adequate | Yes | |
| Software | Headaches<br><br>Stress<br><br>Anxiety | • Software should assist in carrying out the task, it should minimise the stress and be user friendly | Yes | |
| Environment<br><br>Electrical equipment can dry the air<br><br>Insufficient lighting | Muscle aches<br><br>Headaches<br><br>Cramp<br><br>Cough due to dry atmosphere<br><br>Stuffy / muggy environment<br><br>Tripping | • Ensure the environment large enough to allow movement and change of positions<br><br>• cables should be stowed tidily and not a trip hazard<br><br>• There should be sufficient light and be adjusted easily | Yes | |

| | Dry eyes | • Users should take screens breaks at regular intervals <br><br> • If dry and inflamed eyes occur this can be a sign of too dry an atmosphere, a comfortable temperature should be maintained at all times. | | |
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