



CORPORATE HEALTH AND SAFETY COMMITTEE - 5TH JANUARY 2009

**SUBJECT: DRAFT DISPLAY SCREEN EQUIPMENT POLICY AND CORPORATE
MANAGEMENT ARRANGEMENTS**

REPORT BY: CORPORATE HEALTH AND SAFETY UNIT

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of the revised and updated Display Screen Equipment Policy and associated Corporate Management Arrangements.

2. SUMMARY

- 2.1 The Authority currently has in place a Display Screen Equipment Policy, which was introduced in December 2005.
- 2.2 The existing policy has been updated to reflect the new format of a briefer more concise policy covering commitment and responsibilities and separate corporate management arrangements
- 2.3 The policy (attached as appendix 1) sets out the Authority's commitment to managing the risks associated with display screen equipment and also details individual responsibilities. The corporate management arrangements (attached as appendix 2) cover the practicalities of how the risk can be controlled e.g. completion of a display screen assessment, minimum standards for workstation, eye and eyesight tests, training, daily work routine.
- 2.4 The revised policy and corporate management arrangements have been subject to minor changes, which are primarily small working changes. The revised documents also update the definition of display screen equipment in line with HSE guidance, update the costs that can be claimed for eyesight tests in accordance with NHS guidance and include new guidance on laptops. A summary of the changes is attached as appendix 3.
- 2.5 This policy and management arrangements have been subject to consultation with the following groups:
- Health and Safety Professionals Group
 - Corporate Health and Safety Group
 - Management consultation via Directorate Health and Safety Officers
 - Direct Union Consultation
 - HR Strategy Group

3. RECOMMENDATION

- 3.1 That the contents of the report be noted and the policy and corporate management arrangements be agreed or agreed subject to amendments so that the documents can be managers and employees.

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Gareth Hardacre, Head of People Management and Development
Councillor Allan Pritchard, Cabinet Member for Human Resources and Constitutional Affairs

Appendices:
Appendix 1 Draft Display Screen Equipment Policy
Appendix 2 Corporate Management Arrangements
Appendix 3 Summary of the Changes