

# Witham Town Council: VDU Policy

## Policy Overview

This policy explains how Witham Town Council manages risk for officers working on Display Screen Equipment.

## Employer Obligations

The Health and Safety (Display Screen Equipment) Regulations 1992 place specific requirements on employers with the aim of protecting workers from the health risks associated with DSE.

Employers' must-

- Analyse workstations, assess and reduce risks. This includes equipment, furniture, work environment, the job being done and any special needs required by staff.
- Provide adjustable chairs and suitable lighting.
- Plan work so there are breaks or changes of activity away from the computer.
- On request, provide eye tests or spectacles if special ones are required.
- Provide health, safety and training information specific to the safe use of working with VDUs and computers

## Risk Assessment

Witham Town Council will perform a risk assessment to mitigate against any negligence regarding their employer obligations.

This risk assessment will be updated yearly and changes implemented where necessary.

## Eye Tests

The Health and Safety (Display Screen Equipment) Regulations 1992 Regulation 5 sets out an employer's responsibility for providing eyesight tests. It provides that the employer must ensure that employees who are VDU users, or who are to become VDU users, are provided with an appropriate eye and eyesight test if they request one.

To comply with this Witham Town Council will fund the cost of eye examinations and eyesight tests upon a valid receipt from a suitably qualified and registered ophthalmic optician, optometrist or doctor.

If, after examination, it should prove necessary to purchase spectacles in order to assist the employee, whose vision needs to be corrected for defects at the viewing distance or distances used specifically for the display screen work concerned, the Town Council will fund such spectacles to a maximum value of £200.00. An employee who wishes to choose spectacles of a greater value is at liberty to do so, but the Town Council will only pay the maximum amount as detailed above.

The glasses contribution will only be payable once the member of staff has successfully passed their probation period.

**Agreed at Staffing & Accommodation Sub-Committee**

**Reviewed: Meeting of the Staffing & Accommodation Sub-Committee 20.02.2023**

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