



DISPLAY SCREEN EQUIPMENT POLICY

Suitable furniture is provided for our office staff including adjustable chairs at computer workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary.

Desks are sited so far as is possible so that glare, reflections and extremes of light and shade do not cause discomfort.

Our work environment has been designed for the comfort of display screen users taking into account the need to control nuisance noise, temperature, humidity and lighting.

Software is selected for its suitability for the task and ease of use. Users have access to IT support if required

Opportunities to take frequent and regular breaks from DSE activities, is actively encouraged by Ace Windows NE. If opportunity occurs changes in activities is also positively encouraged .

Workstation assessments conducted by Ray Pyne our *Health and Safety Consultant* were carried out . No improvements were recommended apart from following the good working practices that are already in practice and staff are encouraged to work as ergonomically as possible and made aware that Workstation assessments are reviewed 12 monthly or if there has been a change to the workstation or the tasks undertaken.

Records of workstation assessments are retained in the Health and Safety File. **If display screen assessments contain health information, they are filed confidentially.**

Eye and eyesight examinations are provided by the company on request and, where needed solely for the use of the equipment, the cost of a basic pair of spectacles is also reimbursed

Employees who are designated 'users' are provided with training in the hazards of display screen use, the precautions for safe working, include when working on the move, and the arrangements for obtaining eye and eyesight testing. This training is provided when they first begin working with display screen equipment.

Employees are encouraged to promptly report any problems including health concerns, to Abe Rabin who is responsible for arranging a reassessment of the workstation and any corrective action required. If the matter is not easily resolved, assistance will be obtained from an occupational health specialist.