

The Bosco Centre	
Policy:	Display screen equipment policy
Applies to:	College, Independent school, Nursery & Youth club
Reviewed:	November 2018
Next Review:	November 2019

Policy's aim

It is the policy of The Bosco Centre to provide a safe and healthy working environment for employees, including particular measures to protect their health and safety when they are working with display screen equipment (DSE).

The Bosco Centre will fulfil its obligations by:

1. The assessment of workstations, using a self-assessment approach, supported by a nominated senior staff member (H&S representative) to identify and reduce risks from the use of display screen equipment.
2. The provision of suitable work equipment
3. The provision of information and training for users, primarily through a computer-based package.
4. The provision of eye and eyesight testing for users, and the provision of spectacles where these are required solely and specifically for DSE work.
5. Making arrangements for regular breaks for employees working with DSE.

The main legislation which is relevant to this subject is the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002).

The persons responsible for the DSE assessment process and these measures are: Alfredo Santos, ICT Co-ordinator, in consultation with Donna Sangster (H&S representative)