



## **GREAT BARTON PARISH COUNCIL**

### **DSE POLICY**

#### **1. Purpose**

This policy outlines how the Parish Council will meet its responsibilities to protect part-time employees working from home who use display screen equipment (DSE) as part of their duties.

#### **2. Scope**

This policy applies to all part-time employees who regularly use computers, laptops, tablets, or similar display screen devices for one hour or more per working day while working from home.

#### **3. Responsibilities**

##### **Parish Council Responsibilities**

- Provide guidance and training on safe DSE use.
- Carry out a DSE self-assessment for all eligible workers.
- Supply reasonable adjustments or equipment where required, subject to approval and business needs.
- Review assessments following reported issues, workplace changes, or annually.
- must provide an eyesight test for a DSE user if they request one. The Parish Council must also pay for the test.

##### **Employee Responsibilities**

- Complete the DSE self-assessment honestly and in full.
- Set up and maintain a suitable workstation that meets DSE standards.
- Report any health concerns (e.g., discomfort, headaches, eye strain) to their line manager promptly.
- Use equipment provided in line with instructions.
- Take regular breaks and follow safe working practices.

#### **4. Workstation Requirements**

- Employees working from home must ensure:
- A suitable chair that supports the lower back.
- A desk or table of appropriate height and size.
- Sufficient lighting and ventilation.
- A screen positioned at eye level and an arm's length away.
- Keyboard and mouse positioned to allow relaxed shoulders and straight wrists.
- Where the home environment does not meet these standards, employees must notify their manager.

#### **5. Breaks and Working Patterns**

- Staff must take short breaks or change activity approximately every 30–60 minutes.

- Breaks count as part of working hours and are encouraged to prevent fatigue and musculoskeletal discomfort.
- Part-time hours should be worked in a pattern that avoids long, uninterrupted computer sessions.

## **6. Equipment Provision**

Subject to approval, the Parish Council may provide equipment such as:

- Laptop stand
- Keyboard and mouse
- Monitor
- Footrest or ergonomic chair (case-by-case basis)
- The physical property of any equipment supplied remains with the employer and must be returned if employment ends.

## **7. Health and Safety Reporting**

Employees must report:

- Symptoms believed to be caused by DSE use
- Faulty equipment
- Any changes in working arrangements requiring reassessment

## **8. Training and Assessment**

- All home-based workers will receive DSE guidance or training.
- A self-assessment must be completed on induction and reviewed annually or following changes.
- Follow-up assessments may be required if risks are identified.

## **9. Data Protection**

Employees must ensure screens are not visible to unauthorised individuals and follow company data protection procedures while working from home.

## **10. Review**

This policy will be reviewed annually or when significant changes occur.

This policy was adopted by the Parish Council at its meeting on 19<sup>th</sup> January 2026.

Reviewed June 2026