



Visual Display Units Policy

Friends of X112's intention is to optimise the use and application of Visual Display Units (VDUs) within the organisation, whilst safeguarding the health, welfare and job satisfaction of those involved in operating such equipment.

1. Equipment Design

* When new VDU equipment is being selected, due consideration will be given to the health and safety aspects of its design. Screens and keyboards will receive particular attention and whenever possible, anti-glare screens will be obtained.

2. Workplace Design

- * Chairs with adjustable height and back support will be provided at all VDU work stations. Footrests will be available on request.
- * Rooms in which VDUs are sited will be lit appropriately and blinds will be provided at windows if appropriate.

3. Use of VDUs

* Relevant employees and managers will be trained in the health and safety aspects of VDU use. They will analyse employees' workstations and assess them for risks. VDU operators will be urged to adjust the workplace to suit their own needs before commencing work as follows:

- ◆ adjust height and position of chair
- ◆ ensure that lighting is adequate and appropriate, whilst using blinds to avoid screen reflections
- ◆ ensure that the VDU screen is clean and adjust brightness and sharpness of image as necessary and at 90 degree angle to source of natural light
- ◆ position all equipment, e.g. keyboards, so as to avoid awkward posture or movements. Particular care should be taken to avoid repeated stretching movements.

In relation to the above, staff will be urged to consult the [DESIGNATED PERSON] for advice concerning any problems which arise.

- * Staff whose workload includes the operation of a VDU as well as other duties will be encouraged as far as possible to organise their working time so that VDU work is interspersed with other activities whilst maintaining an acceptable level of efficiency and productivity.

4. Health and Safety

Employees are encouraged to consult their Line Manager if they experience any particular difficulty or are concerned about any aspect of their health.

5. Eyesight

All staff engaged in VDU work are reminded that they should consult an optician if they experience any eyesight problem or are in any doubt about whether or not they need glasses or whether their current prescription is appropriate. Friends of X112 will pay the cost of an annual eye examination by an optician.

6. Pregnancy

Whilst Friends of X112 has no evidence that VDUs have any harmful effect on pregnant women, it does acknowledge that media reports on this subject may result in a pregnant employee feeling anxious about working with VDUs. Any pregnant employee who is concerned about the matter will be invited to consult with their Line Manager for further advice.

ADDITIONAL CLAUSES

- * Employees engaged in intensive VDU work must take 20 minutes doing non-screen work following 2 hours of continuous VDU operation.
- * On recruitment to jobs involving a significant amount of VDU work, employees will be advised to have an eye test, the cost of which will be reimbursed to the employee. Where an employee is advised that glasses are needed, these should be obtained and worn. This procedure will also apply to current employees who transfer to VDU work. All VDU users will be reminded that regular check-ups are advisable and should not be neglected.

This policy is to be read in conjunction with the following policies/documents:

- Computer Policy
- Health & Safety
- Computer Use, Internet, Email policy and guidance

Review date: 31/7/2020