

RISK ASSESSMENT FOR DISPLAY SCREEN EQUIPMENT – Assessment date: October 2026– Review October 2027

Hazard & Risk	People at Risk	Optional Controls Our Controls	Action needed or already undertaken	Risk level L/M/H	Target date/by whom
General	Employees	- All workstations assessed - Employees provided with information and guidance on working with display screen equipment		M	
Eyestrain	Employees	- Display screens have adjustable brightness - Reflections of glare are minimised by using blinds/reduced lighting and workstation siting - Employees who work consistently with computers are encouraged to have regular eye tests. It may be that the Council will be asked to contribute to such eyetests	The clerk has free eye tests every 2 years. If necessary an additional eye test would be sought	M	Latest eye test undertaken June 2025
Stress and fatigue	Employees	- Employees are encouraged to take regular breaks away from the screen - Work is regularly backed up - Computer support is available through outside IT professional if necessary	The current clerk works on her own and tries to take regular breaks Work is backed up on the Cloud, but physical back-ups are made monthly to a memory stick and passed to the Chairman	L	
Work related upper limb disorders	Employees	- Employees encouraged to take regular breaks from the screen - Document holders, or other supportive equipment will be provided if needed - Workstations allow users to maintain a comfortable position - Wrist rests/footstools or other equipment aids are provided if requested - Employees are given guidance on correct seating positions	The clerk works from home and workstation options are limited, but the clerk is knowledgeable about the risks involved and mitigates risks as far as possible.	L	
Back pain	Employees	Employees are encouraged to assess their seat for suitability. If no suitable seat is available, the	Again, the clerk works from home and therefore	M	

		Parish Council must consider providing a suitable seat • There is plenty of room under the workstation for the user's legs • Regular breaks encouraged • Information and guidance given to employees about the correct seating position to prevent back problems	has a limited choice of seating. However, she has adjusted her seat by providing additional height to enable a comfortable typing and reading position and has recently purchased a back support for the seating at the work station. The clerk is aware of the guidance for safe working practices		
Assessment review carried out by the clerk on 1st October 2026 and shared with the Parish Council at the October Parish Council Meeting held on 19th October 2026					