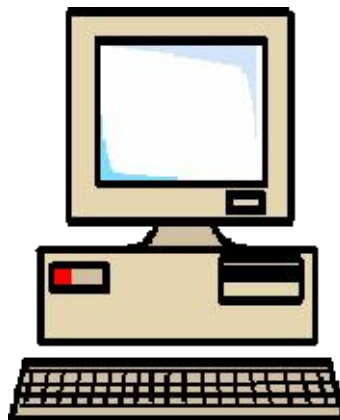

Accessible Display Screen Equipment Policy



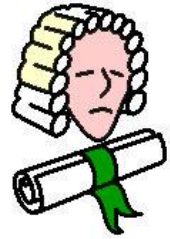
April 2011

This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar with the full policy document.

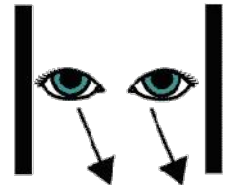
The complete policy statement can be found within the Display Screen Equipment Policy document available from the Admin Team at the Consortium Office.

Introduction

The law says that there are rules for people who look at computer screens a lot



This policy is for people who use a computer for long periods of time, almost every day



These are people that work at the office and sometimes in schemes, Contract Managers, Team Co-ordinators, Housing Support Co-ordinators and Service Co-ordinators.

More people may be added to this list if people's jobs change

Procedures

New staff will be given a checklist about their computer and desk

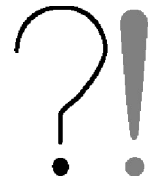


If someone changes desk or starts using the computer more, then they will also need to do this checklist



New houses with computers or new Service Co-ordinators will have to do the checklist

If there are any problems then the line manager should look into them



Staff should do tasks during the day where they are away from the computer e.g. a phone call



There is training to help people set up their desk properly



Eye Tests

People who are talked about above can have free eye tests with their optician



They should try to have these tests outside of working hours

Other people can get free eye tests too;

- Those over 60
- Some people on benefits
- Those who have diabetes or glaucoma
- Those over 40 who have family with glaucoma
- Those likely to get glaucoma
- The blind or partially sighted
- Those who can get vouchers for complex lenses

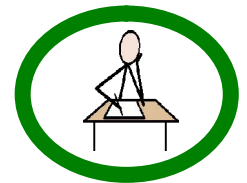
If you need glasses to look at the computer then the Consortium will pay for them up to £35



The Consortium will also pay if you already have glasses and your eyesight is worse because of looking at the computer

Shared desks

People do share desks and computers

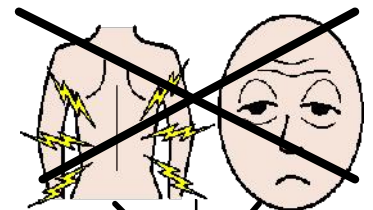


Checklists need to be done by Service Co-ordinators

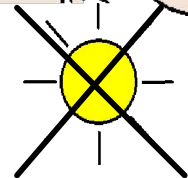


Guidance

To stop backache and tiredness staff should not sit down for too long



The computer screen should not be too light or too dark and then sun should not shine on it



Use laptops in the same way you would a computer on a desk. Because laptops are used in different places they may cause problems

