

APPENDIX 35 - VDUs

Under the Health and Safety (Display Screen Equipment) Regulations 1992, NICVA has an obligation to meet the following objectives:

- (1) Analyse workstations of employees covered by the regulations and assess and reduce risks.
- (2) Ensure workstations meet minimum requirements (see Health and Safety Handbook).
- (3) Plan work so there are breaks or changes of activity.
- (4) On request arrange eye and eyesight tests, and provide spectacles if special ones are needed.

Eye test:	100% of cost
Glasses frames:	Up to £25 first time wearers
UV coating:	£15 each change of lenses
Glasses lenses:	Up to £25 each change
Contact lenses:	Up to £50 for first vision aid and up to £25 for each change

Tests and lenses prescribed by any other than an oculist appointed by NICVA will not be covered unless prior arrangements are made with NICVA on the basis of exceptional circumstances. The name, address and telephone number of NICVA's oculist can be obtained from the Human Resources Officer.

- (5) To provide Health and Safety Training

Under NICVA's Staff Development Policy, staff can receive full or part-funding for any training undertaken. In addition to this the Head of ICT is responsible for ensuring that staff are aware of and are trained in all aspects of their workstation equipment.

- (6) Provide Information

NICVA has provided a Health and Safety Policy, which all employees should receive and read on joining. Any new information will also be circulated to staff. The Human Resources Officer holds information received from various bodies on health and safety and staff may borrow leaflets, etc, on request.

Staff also have a responsibility to ensure that their work areas are safe and best suited to their needs.

Full details of health and safety procedures are contained in the 'Health and Safety Handbook'