

Display Screen Equipment (DSE) Training for Assessors



Learning Outcomes

At the end of this course you will:

- Be aware of your responsibilities as a DSE Assessor
- Be able to complete the DSE risk assessment form
- Understand how to arrange a workstation appropriately
- Be confident in identifying poor practice and giving practical solutions to resolve identified issues
- Know where to access additional information or support
- Know how to order equipment

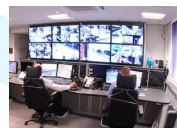
Assessor's Responsibilities

- Complete the DSE Risk Assessment in conjunction with the user
- Undertake remedial action throughout assessment where able
- Recommendations for remedial action should be discussed with the user and the manager who will be responsible for taking any actions identified
- Advise the user to discuss any underlying health conditions to their manager

What is DSE?

DSE is any alphanumeric / graphic display screen:

- Desktop and Laptop computers
- PCs within clinical setting
- Display monitors
- Specialist screens



What are the risks to health?

Poorly designed or set up workstations or bad practice can lead to:

- Symptoms including pain, pins & needles and numbness anywhere in the body (particularly upper limb disorders)
- Eye strain and headaches
- Fatigue and stress

Symptoms which might be connected with the use of DSE, should be reported to their manager who may make a referral to Occupational Health and a Datix should be completed.

DSE Risk Assessment Form

- The form is split into two sections:
 - Section A, the Individual
 - Section B, the workstation
- The form can be used for different circumstance:
 - Individuals and their workstation
 - Individuals who hot desk
 - Shared workstations

DSE Risk Assessment Form - Chair

- 4.1 Can the user adopt a comfortable position in the chair?
- 4.2 Does your chair have a 5 star base with castors?
- 4.3 Is the seat back adjustable for both height and tilt?
- 4.4 Is the seat adjustable in height?
- 4.5 Does the chair provide adequate lower back support?
- 4.6 Does the chair allow the user to get close to the desk?



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DSE RA Form – Work Station

- 5.1 Are user's feet flat on the floor, without too much pressure from the seat on the backs of your legs?
- 5.2 Is a footrest available if required?
- 5.3 Is the work desk or surface sufficiently large enough?
- 5.4 Is there sufficient legroom for your legs when sitting at your workstation?



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DSE RA Form – Keyboard

- 6.1 Can the user position the keyboard in front of them?
- 6.2 Is there ample room to allow user to rest arms and wrist?
- 6.3 Does keyboard have a tilt capability?
- 6.4 Are the characters on keyboard legible?



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DSE RA Form – Mouse

- 7.1 Is the mouse close to the work area and at keyboard height?
- 7.2 If mouse has a roller ball does the user know how to clean the mouse?



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DSE RA Form – Screen

- 8.1 Is the screen separate from the keyboard?
- 8.2 Are the characters readable?
- 8.3 Is the screen image free of flicker and movement?
- 8.4 Is screen brightness and contrast adjustable by the user?
- 8.5 Does the screen swivel and tilt?
- 8.6 Is the top of the screen level with user's eyes?
- 8.7 Is the screen at a comfortable viewing distance?



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DSE RA Form – Document Holder

- 9.1 If you copy from an external paper source, do you have a document holder?
- 9.2 If you do use a document holder, is it positioned next to the screen?



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DSE RA Form – Reflection / Glare

- 10.1 Is lighting appropriate for the type of work and the user's vision requirements?
- 10.2 Is the screen free from glare or reflection?
- 10.3 Is the workstation positioned so that glare and reflection from light sources are avoided?



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DSE RA Form – Environment

- 11.1 Has each worker 11m³ working area not including furniture?
- 11.2 Are noise levels from associated equipment and work area low enough to avoid distraction?
- 11.3 Are temperature levels generally comfortable?
- 11.4 Is humidity level comfortable most of the time?
- 11.5 Is working area free from hazards?



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Environment

Temperature & humidity

- Ventilation should be adequate
- Temperature should be adequate

Space

- There should be adequate general work space (minimum 11m³ per person)

Noise

- Sources of distracting noise could be relocated or insulated to reduce noise pollution

Further information is available from Health & Safety Management Manual Guidance on Staffnet

Lighting:

- Lighting should be adequate
- Not causing reflection or glare
- If light levels seem inadequate, a desk lamp may help

Reflection / glare:

- There should be minimal reflection on surfaces and screen this can come from natural or artificial light sources
- Adjustable blinds on windows
- Reposition monitor to reduce glare
- Tilt screen to avoid reflection/glare

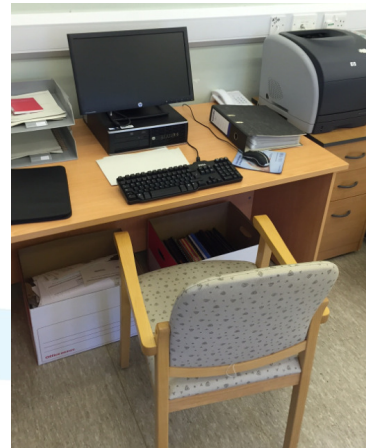
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After the Assessment

- If the assessment form identifies problems, the assessor will discuss with user and manager to help identify solutions which will be recorded on the assessment form.
- If the DSE Assessor and the line manager cannot find a solution, the manager will contact the appropriate service for assistance, for example, Health & Safety, Occupational Health, Estates
- The line manager has responsibility for ensuring solutions are actioned and monitored.
- Where an employee is experiencing health problems which may be caused by the use of DSE the manager should be informed who may make a referral to occupational health
- The assessment should be reviewed once a year, or more frequently if any changes are made to the equipment or workstation, or if staff member reports health problems related to the use of DSE.

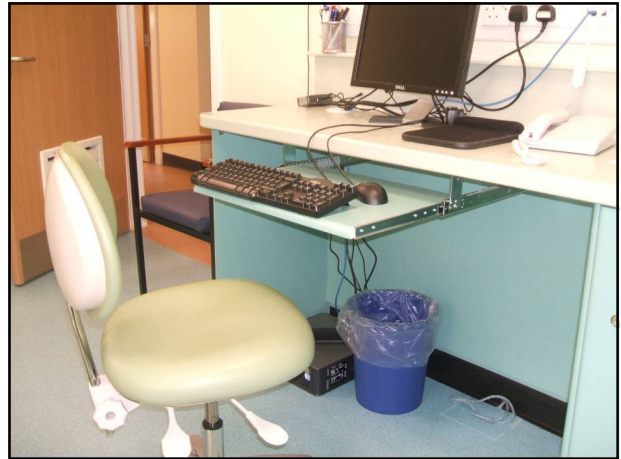
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Example workstation



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Laptops

If portable DSE (e.g. laptops, notebook) are used for prolonged periods then:

- These must be risk assessed
- They must be used with suitable equipment such as a docking station, converter or stand
- If the screen cannot be detached, adjusted to the correct position or is not suitable, a full-sized screen should be used
- Using the laptops trackball / mouse pad is discouraged, a full sized mouse and keyboard should be used

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Laptops



If laptops are used routinely away from the main place of work the:

- The equipment should be used for as short a time as possible
- DSE should wherever possible, be placed on a firm surface at a comfortable height
- A comfortable seated position should be maintained
- Regular breaks are essential
- Screens should be angled, ensuring the screen is easy to read
- Agile working guidance should be provided

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Ordering Equipment

- Standard chairs, desks and other equipment such as document holders and footrests for DSE workstations can be ordered via procurement.
- Contact Occupational Health for specialist ergonomic equipment, including;
 - Chairs
 - Mouse and keyboard

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Any questions?

Thank You

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Further Information

Agile Working - [Link](#)

Health & Safety:

DSE Policy and Associate Forms – [Link 3](#)

Guidance – [Link 1](#),

Guidance & Risk Assessment Form – [Link 2](#)

Guidance for Managing Musculoskeletal Disorders – [Link](#)

Occupational Health – [Link](#)

Occupational Health Physiotherapy - [Link](#)

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