Appendix 3

Display Screen Equipment (DSE) Risk Assessment Form

User Name	
Shared desk Workstation Ref	

Location		Department	
Line manager		Name of assessor	
Assessment date		Review date	
Any further action needed	Yes / No	Date all action complete	

Introduction

This risk assessment form can be used by users as well as assessors to assess the risk of DSE stations and to help compliance with the Schedule to the Health & Safety (Display Screen Equipment) Regulations 1992.

It is the line manager's responsibility to ensure that a DSE assessment form is completed for each user, either by the users or by a nominated person (DSE Assessor). In any event, the users must be involved in the process.

A specific DSE risk assessment must be carried out for each individual's own DSE workstation and for each shared DSE workstations. A generic risk assessment cannot be carried out for an area or department.

Where a line manager utilises a self-assessment approach within the department / service, any concerns raised regarding DSE work will require a DSE Assessor to be contacted. DSE Assessors must have attended an appropriate DSE risk assessment course to enable them to carry out this task. Further advice is available from the Health & Safety Service or Occupational Health.

Please tick what type of work station this form is for:

☐ Individual's own work station – Complete Section A and B.

☐ Individual who hot desks – Complete Section A only.

☐ Shared work stations – Complete Section B only.

Section A

1 Work Pattern	Y / N	Guidance	Remedial action
1.1 Approximately how much time does the user spend at the DSE workstation?	Hrs per day	There is no precise definition of a User. If someone uses the workstation more or less continuously for at least an hour on most days, they are Users. Those doing shorter spells on the computer (perhaps just half an hour at a time) should be classed as Users if there are several such spells in the day and the use is fairly intensive – requiring speed or high levels of concentration.	
1.2 Is the work routine of the user organised to provide changes of activity and screen breaks?		Recommend 5 to 15 min breaks from the DSE every 50 minutes, plus encourage stretching, change focus or position every few minutes. Ensure that you take regular breaks; short, frequent breaks are more satisfactory than occasional, longer breaks.	

2 Health	Y / N	Guidance	Remedial action
2.1 Does the user suffer from any Upper Limb Disorders (ULDs)?			
2.2 Are any ULDs related to DSE work?		If yes, and is affecting ability to perform work tasks user should be referred to Occupational Health (management referral)	
2.3 Has the user any eye sight problems when using the DSE?		If yes, user should be encouraged to make an appointment with local opticians using the 'Letter to Optician form'	
2.4 Has DSE user undergone an eye test in the last 2 years?		Record date of eye test and any relevant information	

If the answer is yes to either 2.2 or 2.3 of the above questions, report through the Incident Management System (DATIX). Continue with risk assessment form.

3 Training/ Information	Y / N	Guidance	Remedial action
3.1 Has the user received information or guidance on DSE?		Trained assessor can provide information and guidance on DSE work	
3.2 Has the user received training on DSE?		Trained assessor can provide training on correct DSE posture and guidance on DSE work. Training is available from Health & Safety Service. There is also an E-Learning module, all staff should be encouraged to access this.	

Section B

4 Chair	Y / N	Guidance	Remedial Action
4.1 Can the user adopt a comfortable position in the chair?		Give consideration to the type of chair being used, follow guidance below (4.2-4.6)	
4.2 Does your chair have a 5 star base with castors?		If not, it should be replaced. Your chair should have wheels for ease of movement. There are different castors designed for carpeted and linoleum surfaces	
4.3 Is the seat back adjustable for both height and tilt?		If not, it should be replaced	
4.4 Is the seat adjustable in height?		If not, it should be replaced. Seat height should adjust preferably between 380 mm and 540 mm to suit most individuals.	

4.5 Does the chair provide adequate lower back support?		Consideration should be given to purchase a chair with proper lumber support or a separate lumber support should be purchased.	
4.6 Does the chair allow the user to get close to the desk?		A chair with no armrest or half arm rest should be considered to allow user to position themselves close to desk, armrests should preferably be short and height adjustable so that they just support the elbows.	

Adjust the seat height of your chair so that your elbows are at, or just above, desk height with your shoulders relaxed. This position should be used as a starting point before continuing with the rest of the checklist. **NB** If user has underlying medical condition, advice from the Occupational Health Service should be sought before a chair is purchased for individual user.

5 Workstation	**Y / N**	**Guidance**	**Remedial Action**
5.1 Are user's feet flat on the floor, without too much pressure from the seat on the backs of your legs?		Your hips should be slightly higher than your knees, with your feet comfortably on the floor. A footrest may be required if you are unable to rest your feet comfortably	
5.2 Is a footrest available if required?		A footrest is required if the feet cannot comfortably be placed on the floor after positioning the arms and shoulder correctly, or if there is pressure under the thighs close to the knees. Choose large footrests, preferably adjustable in height and tilt to suit users.	
5.3 Is the work desk or surface sufficiently large enough?		Avoid awkward reaches, twisting to use the phone etc. Can you create more space by moving printers & reference materials etc elsewhere?	
5.4 Is there sufficient legroom for your legs when sitting at your workstation?		Work surface should be at 600mm deep (minimum) and 720mm high (plus or minus 15mm) and 3 cm thick. Items should not be stored underneath the desk. Most stacked workstations with shelving at leg level are inappropriate.	

6 Keyboard	**Y / N**	**Guidance**	**Remedial Action**
6.1 Can the user position the keyboard in front of them?		Keyboard should be positioned so keyboard and screen are in line to prevent unnecessary twisting of upper torso	
6.2 Is there ample room to allow user to rest arms and wrist?		Typing with forearms on the desk reduces tension in the upper back. A space of at least 100 - 150mm should be available.	
6.3 Does keyboard have a tilt capability?		Some keyboards have a built-in tilt which cannot be adjusted, this forces your wrists into a bent up positions which should be avoided. Consider replacement if this is the case. Flat on the worktop is often the best position, to avoid bending the wrists.	
6.4 Are the characters on keyboard legible?		Keyboard should be kept clean and characters legible, replacement of keyboard to be considered if characters are not legible	

7 Mouse	**Y / N**	**Guidance**	**Remedial Action**
7.1 Is the mouse close to the work area and at keyboard height?		The mouse should be positioned as close as possible to the keyboard. Do not leave your hand on the mouse when it is not being used. Are you aware of the shortcut keys? This may help to avoid over-using the mouse. Your arm	

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		should be relaxed when using the mouse.	
7.2 If mouse has a roller ball does the user know how to clean the mouse?		An older mouse uses a roller ball rather than an optical sensor. These require frequent cleaning and an appropriate mat. Consider replacement with an optical mouse.	

8 Display Screen	**Y / N**	**Guidance**	**Remedial Action**
8.1 Is the screen separate from the keyboard?		If laptop is used consideration should be given to use of a docking station, separate mouse, keyboard and laptop riser.	
8.2 Are the characters readable?		If software allows alter, if not contact supervisor or IT department	
8.3 Is the screen image free of flicker and movement?		Inform supervisor or contact IT department	
8.4 Is screen brightness and contrast adjustable by the user?		Most flat screen displays have this capability Inform supervisor or contact IT department Set contrast & brightness to personnel preference.	
8.5 Does the screen swivel and tilt?		Consideration to replace if screen does not have this capability	
8.6 Is the top of the screen level with user's eyes?		The neck should be straight. A slightly downward gaze is most comfortable for the eyes.	
8.7 Is the screen at a comfortable viewing distance?		Generally an arm length is suitable but can vary from user to user.	

9 Document Holder	**Y / N**	**Guidance**	**Remedial Action**
9.1 If you copy from an external paper source, do you have a document holder?		If you frequently copy from a paper source, you should have a document holder to reduce the risk of Upper Limb Disorders from inappropriate neck position when reading documents. A document holder should support all source documents adequately	
9.2 If you do use a document holder, is it positioned next to the screen?		The document holder should be positioned as close to the screen as possible to reduce the need to turn/twist when referring to text on/off the screen	

10 Reflection/Glare	**Y / N**	**Guidance**	**Remedial Action**
10.1 Is lighting appropriate for the type of work and the user's vision requirements?		The type of lighting and its position are important. Indirect light from up lighters can be considered. An additional desk lamp may help. Ceiling lights that work well in large offices may create disturbing changes in light intensity in small offices	

10.2 Is the screen free from glare or reflection? (A mirror placed in front of the screen can be used to check where reflections are coming from)		If glare is caused by windows, try closing the curtains/blinds. If none are present, discuss with your manager if blinds can be put in place or your workstation moved to 90º to the window. If glare is caused by overhead lighting, discuss with your manager if they can be switched off/dimmed and secondary lighting used instead	
10.3 Is the workstation positioned so that glare and reflection from light sources are avoided?		Try to move the desk or source of reflections Adjust lighting or window coverings. Check that blinds work (vertical blinds are more effective than horizontal blinds), consider reflective film on windows	

11 Environment	**Y / N**	**Guidance**	**Remedial Action**
11.1 Has each worker 11m³ working area not including furniture?		Calculate work area by height x width x depth (take ceiling as 3m max) and divide by number of occupants. When equipment and furniture are in the room additional space may be required.	
11.2 Are noise levels from associated equipment and work area low enough to avoid distraction?		Normal office noises such as people answering the telephone cannot be avoided. Try moving sources of noise, e.g. printers, away from your workstation/area. Consider networking printer/ fax and photocopiers to reduce amount of equipment in office	
11.3 Are temperature levels generally comfortable?		Minimum temperature requirement 16º C. Comfortable sedentary work is generally around 20ºC to 22ºC. Please see Workplace Health, Safety and Welfare Policy for further guidance	
11.4 Is humidity level comfortable most of the time?		Use the Occupational Hygienist referral form to request assistance to measure humidity.	
11.5 Is working area free from hazards?		For example: too much furniture, trailing cables, manual handling, falling objects from shelves, boxes on floor and electric shock.	

We have discussed this assessment, understand the process and support the recommendations.

DSE User signature		Date	
Assessor signature		Date	
Manager signature		Date	

Action Plan

Remedial Action	**Assigned To**	**Date Completed**

Appendix 4

Equipment and environment guidance

General Comment

The use as such of the equipment must not be a source of risk for users.

Display Screen

The characters on the screen shall be well-defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.

The image on the screen should be stable, with no flickering or other forms of instability.

The brightness and the contrast between the characters and the background shall be easily adjustable by the operator or user, and also be easily adjustable to ambient conditions.

The screen must swivel and tilt easily and freely to suit the needs of the operator or user. It shall be possible to use a separate base for the screen or an adjustable table.
The screen shall be free of reflective glare from any light source natural or man made and free from reflections liable to cause discomfort to the operator or user.

Keyboard

The keyboard must be able to tilt and separate from the screen so as to allow the operator or user to find a comfortable working position avoiding fatigue in the arms or hands.

The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the operator or user, a recommended 10cm to 15cm should be available.

The keyboard shall have a matt surface to avoid reflective glare.

The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard.

The symbols on the keys shall be adequately contrasted and legible from the design working position.

Work desk or work surface

The work desk or work surface shall have a sufficiently large, low-reflectance surface and allow a flexible arrangement of the screen; keyboard, documents and related equipment, for guidance see (Appendix 5)

There shall be adequate space for operators or users to find a comfortable position.

The document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movements.

Work chair

The work chair shall be suitable and sufficient for the user to obtain a comfortable seating position, for guidance on good seating position see (Appendix 6)

The work chair shall be stable and allow the operator or user easy freedom of movement and

a comfortable position.

The seat shall be adjustable in height.

The seat back shall be adjustable in both height and tilt.

A footrest shall be made available to any operator or user who wishes one.

Environment

Space requirements

The workstation shall be dimensioned and designed so as to provide sufficient space for the operator or user to change position and vary movements.

Lighting

Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements of the operator or user.

Possible disturbing glare and reflections on the screen or other equipment shall be prevented by co-ordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources.

Reflections and glare

Workstations shall be so designed that sources of light, such as windows and other openings, transparent or translucent walls, and brightly coloured fixtures or walls cause no direct glare and no distracting reflections on the screen.
Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation.

Noise

Noise emitted by equipment belonging to any workstation shall be taken into account when a workstation is being equipped, with a view in particular to ensuring that attention is not distracted and speech is not disturbed. Consideration should be given to networking printers, fax machines and sharing photocopier to reduce noise levels.

Heat

Equipment belonging to any workstation shall not produce excess heat which could cause discomfort to operators or users. Consideration should be given to sharing heat producing equipment could reduce the temperature of the working environment

Radiation

All radiation with the exception of the visible part of the electromagnetic spectrum shall be reduced to negligible levels from the point of view of the protection of operators' or users' health and safety.

Humidity

An adequate level of humidity shall be established and maintained.

Interface between computer and operator/user

In designing, selecting, commissioning and modifying software, and in designing tasks using display screen equipment, the employer shall take into account the following principles:

Software must be suitable for the task;

Software must be easy to use and, where appropriate, adaptable to the level of knowledge or experience of the operator or user; no quantitative or qualitative checking facility may be used without the knowledge of the operators or users;
Systems must provide feedback to operators or users on the performance of those systems;
Systems must display information in a format and at a pace, which are adapted to operators or users;

The principles of software ergonomics must be applied, in particular to human data processing.

Appendix 5 – Workstation layout advice
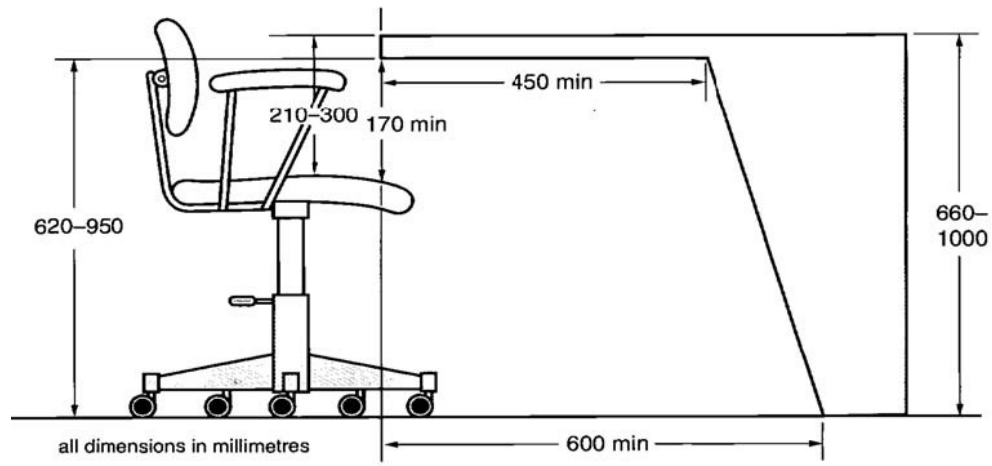
SEAT BACK ADJUSTABLE GOOD LUMBAR SUPPORT SEAT HEIGHT ADJUSTABLE
NO EXCESS PRESSURE ON UNDERSIDE OF THIGHS AND BACKS OF KNEES FOOT SUPPORT IF NEEDED
SPACE FOR POSTURAL CHANGE, NO OBSTACLES UNDER DESK FOREARMS APPROXIMATELY HORIZONTAL
WRISTS NOT EXCESSIVELY BENT (UP, DOWN OR SIDEWAYS)

SCREEN HEIGHT AND ANGLE TO ALLOW COMFORTABLE HEAD POSITION

SPACE IN FRONT OF KEYBOARD TO SUPPORT HANDS/WRISTS DURING PAUSES IN KEYING
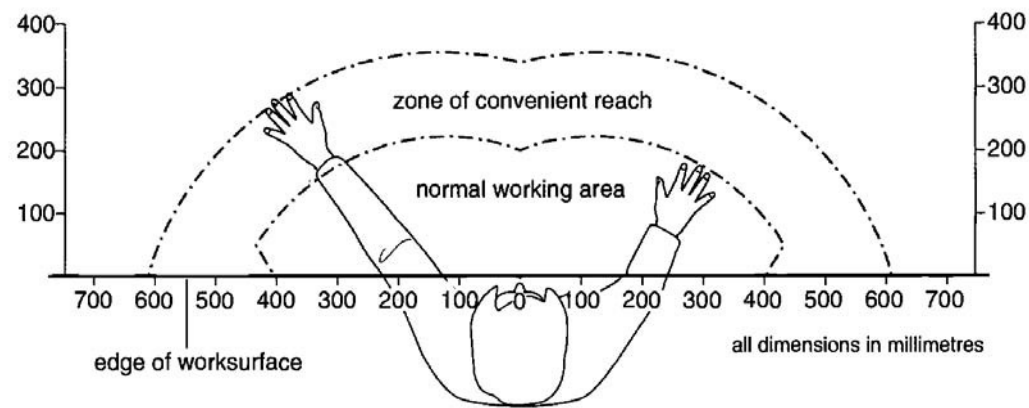
Reach in the horizontal plane. (The distances shown can be reached by 95% of women)

Figure 1: Subjects dealt with in the Schedule

ADEQUATE LIGHTING

ADEQUATE CONTRAST, NO GLARE OR DISTRACTING REFLECTIONS

DISTRACTING NOISE MINIMISED

LEG ROOM AND CLEARANCES TO ALLOW POSTURAL CHANGES
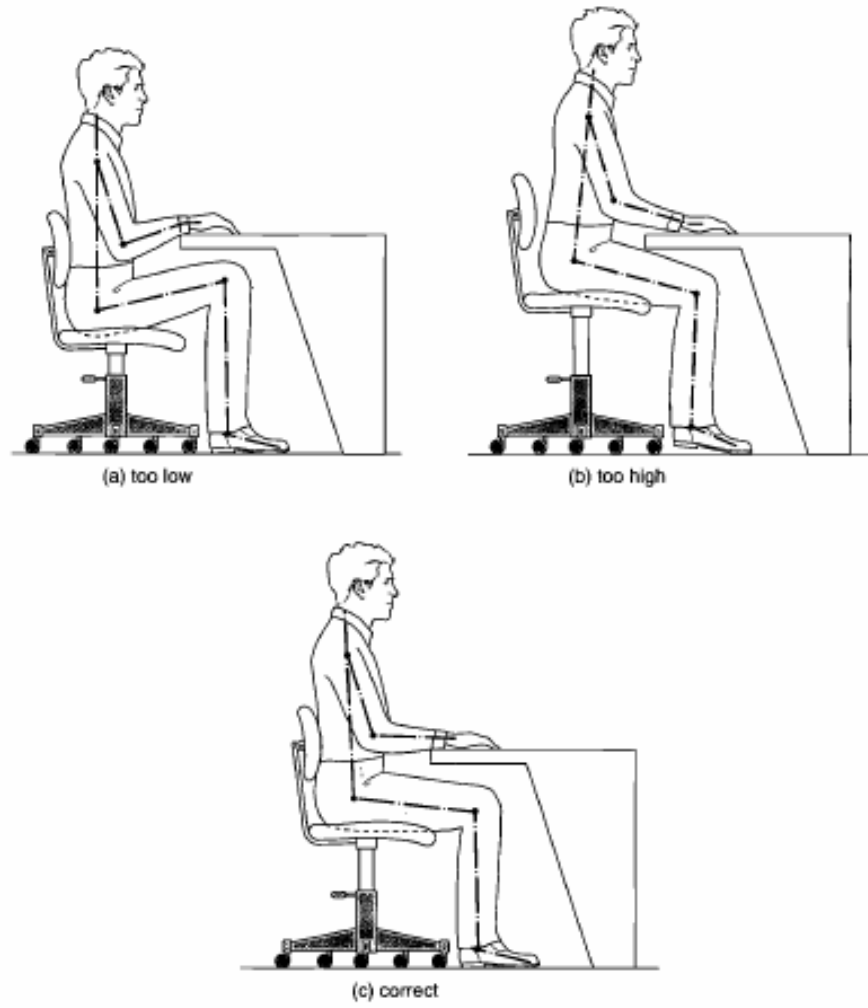
WINDOW COVERING IF NEEDED TO MINIMISE GLARE

SOFTWARE: APPROPRIATE TO TASK, ADAPTED TO USER, PROVIDING FEEDBACK ON SYSTEM STATUS, NO UNDISCLOSED MONITORING

SCREEN: STABLE IMAGE, ADJUSTABLE, READABLE, GLARE/REFLECTION FREE KEYBOARD: USEABLE, ADJUSTABLE, DETACHABLE, LEGIBLE

WORK SURFACE: ALLOW FLEXIBLE ARRANGEMENT OF EQUIPMENT AND DOCUMENTS, GLARE FREE CHAIR: STABLE AND ADJUSTABLE FOOTREST IF USER NEEDS ONE

Appendix 6

<u>Seating posture advice</u>

(a) too low   (b) too high

(c) correct

Well and poorly adjusted seats