DSE Workstation Assessment Checklist

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Date: |  | |
| Workplace: |  | |
| Workstation location or number (if applicable) |  | |
| **Service:** |  | |
| **Council Department:** |  | |
| **Line Manager:** |  | |
| **Date discussed with line manager:** | | **(date)** |
| **Further action needed?** | | **YES**  **NO** |
| **Follow-up action completed on:** | | **(date)** |
| **Work through this assessment checklist, ticking either the “Yes” or “No” column against each risk factor. Return the completed Checklist to your line manager.**  **Your manager should read through the Checklist, discuss any problems identified with you and decide what action to take. Managers will record decisions in the “Action to take” column and make sure that any action needed is taken within a reasonable timeframe. If problems are not resolved by the action taken, speak to your manager again.**  The Display Screen Equipment E- learning module is available on Bradford Council’s Evolve System. | | |

Issued by Occupational Safety Team

Last Revised: April 2020

| **Risk Factors** | **Tick answer** | | **Things to consider** | **Action to take** |
| --- | --- | --- | --- | --- |
| **Yes** | **No** |
| 1. **Display Screen** | | | | |
| Are the characters clear and readable? |  |  | Make sure your screen is clean. Cleaning materials should be available.  Check that text and background colours on your screen work well together. |  |
| Is the text size comfortable for you to read? |  |  | Your software settings may need adjusting to change text size. |  |
| Is the image stable, i.e. free of flicker and jitter? |  |  | Try using different screen colours to reduce flicker, e.g. darker background and lighter text.  If you still have problems, ask to have the set-up checked, e.g. by equipment supplier. |  |
| Is the screen specification suitable for its intended use? |  |  | e.g. intensive graphic work or work requiring fine attention to small details may require larger display screens. |  |
| Are the brightness and/or contrast adjustable? |  |  | Separate adjustment controls are not essential provided you can read the screen easily at all times. |  |
| Does the screen swivel and tilt? |  |  | The screen may need to be replaced if:-   * swivel/tilt is absent or unsatisfactory * you have problems getting the screen to a comfortable position |  |
| Is the screen at a height that is comfortable for you?  Can the screen be raised? |  |  | All screens should be height adjustable including ones for shared workstations.  A screen raiser can be used to achieve the correct height |  |
| Is the screen free from glare and reflections? |  |  | You might need to move your screen or even your desk and/or shield the screen from the source of reflections.  Flat screen monitors and screens set with dark characters on a light background are generally less prone to glare and reflections. |  |
| Are adjustable window coverings provided and in adequate condition? |  |  | Check that blinds work. Blinds with vertical slats can be more suitable that horizontal ones.  If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help on window coverings from Facilities Management Service. |  |
| 1. **Keyboards** | | | | |
| Is the keyboard separate from the screen? |  |  | This is a requirement, unless the task makes it impracticable (e.g. where a lap top computer is being used )  Best practice would be to use a separate keyboard where possible |  |
| Does the keyboard tilt? |  |  | Tilt need not be built in. |  |
| Is it possible for you to find a comfortable keying position? |  |  | Try pushing your display screen further back to create more room for your keyboard, hands and wrists.  If you use a thick, raised keyboard, you may need a wrist rest.  **Tip:**  Centralise the middle of the keyboard with the central line of your chest  Look at the alphanumeric keys only ignoring the number keys on the right side;  Line up keys H and J with the centre of your chest.. This will reduce any twist of the back and shoulders. |  |
| Are the characters on the keys easily readable? |  |  | Keyboards should be kept clean. If you still can’t read the characters, the keyboard may need modifying or replacing.  Use a keyboard with a matt finish to reduce glare and/or reflections. |  |
| Do you have a good keyboard technique? |  |  | Prevent hands becoming bent up at wrist.  Don’t hit the keys too hard.  Don’t clench your fists when typing with one finger |  |
| 1. **Mouse/Trackball etc** | | | | |
| Is the device suitable for the tasks it is used for? |  |  | If you are having problems, try a different device. The mouse and trackball are general purpose devices suitable for many tasks, and available in a variety of shapes and sizes.  Alternative devices like touch screens may be better for some tasks (but can be worse for others) |  |
| Is the device positioned close to you? |  |  | Most devices are best placed close to you, e.g. beside your keyboard.   * Prevent your arm overreaching * Don’t leave your hand on the device when it is not being used * Relax your arm and keep your wrists straight |  |
| Do you need support for your wrist and forearm? |  |  | Best practice is not to rest your wrist or forearm on the desk surface as it can lead to poor posture and pains in the neck and shoulders.  If you need support for your wrist and forearm then you can from the desk surface when not typing or using the mouse.  If you do support then a separate supporting device may help. |  |
| Does the device work smoothly at a speed that suits you? |  |  | Check the work surface is suitable or for faults with the device.  You may need a mouse mat. |  |
| Can you easily adjust the software settings for speed and accuracy of pointer? |  |  | Ask someone to show you how to adjust your settings if you don’t know how. |  |
| 4. Software | | | | |
| Is the software suitable for the task? |  |  | Software should help you to carry out the task, minimise stress and be user-friendly.  Do you need special training or additional training to use the software?  Software should respond quickly and clearly to your input and give you adequate feedback, such as clear help messages. |  |
| 5. Furniture | | | | |
| Is the work surface large enough for all the DSE equipment, papers, etc is suitable for your work tasks? |  |  | Set your workstation up to suit the task taking place.  **Tip:**  If you are using reference notes make sure they are in a comfortable position so they are easily seen when typing  If you are using mouse more than the keyboard then move it out of the way, so the mouse can be brought closer to the body without reaching.  Only have the items the on the desk that you need e.g. Computer, keyboard. Mouse, doc holder, telephone, note pad. |  |
| Can you comfortably reach all the equipment and papers you need to use? |  |  | Rearrange your equipment, papers etc to bring frequently used items within easy reach.  You may need a suitable document holder. If so, this should be positioned to avoid uncomfortable head and eye movements. |  |
| Is the height of the work surface suitable for you to work comfortably? |  |  | You may need a higher work surface to achieve a comfortable working posture if you are very tall. |  |
| Are work surfaces free from glare and reflections? |  |  | Consider mats or blotters to reduce reflections and glare. |  |
| Is your chair suitable?  Is your chair stable?  Is the seat too large or too small?  Does your chair have a working:-   * Seat back height adjustment? * Seat back tilt adjustment? * Seat height adjustment? * Swivel mechanism? * Castors or glides? |  |  | The chair may need repairing or replacing if you are uncomfortable or cannot use the adjustment mechanisms.  If the chair has arms then they should not stop you from getting close enough to use the equipment comfortably.  **Note**: if they are any faults with the chair answer “No” to the question |  |
| Is your chair adjusted correctly? |  |  | You should be able to sit comfortably to carry out your work.  Spend time to ensure the chair is set correctly before setting up the rest of the workstation.  Please refer to the [Adjusting DSE Chair Guidance](https://www.bradford.gov.uk/hands/index.asp?a=Display%20Screen%20Equipment) to enable you adjust the chair correctly.  If you have a specialist chair then refer to the manufacturers instructions on how to adjust the chair.  Remove any obstructions from under the desk to allow free leg movement  Make sure you know how adopt a suitable posture whilst working.  **DO NOT PERCH ON THE FRONT OF THE CHAIR** |  |
| Is your back supported by the chair’s backrest? |  |  | You should have a straight back, supported by the chair, with relaxed shoulders. |  |
| Are your forearms horizontal and eyes at roughly the same height as the top of the screen? |  |  | Adjust the chair height so your arms are in the correct position, and then adjust the screen height if necessary. |  |
| Are your feet flat on the floor, without too much pressure from the seat on the back of your legs? |  |  | If not, you may need a footrest. |  |
| 6. Environment | | | | |
| Is there enough room for you to change position and move about? |  |  | You need space to move, stretch and fidget even whilst sat.  Consider reorganising the office layout and check for obstructions.  Cables should be tidy and not be a trip or snag hazard. |  |
| Does the air feel comfortable? |  |  | DSE and other equipment may dry the air.  Fresh air should be circulated.  Plants help to maintain humidity. |  |
| Is the lighting suitable, e.g. not too bright or too dim to work comfortably? |  |  | You should be able to control the light level, e.g. by adjusting window blinds or light switches.  Consider shading or repositioning light sources, or providing local lighting e.g. desk lamps.  Make sure any lights provided don’t cause glare by reflecting off walls or other surfaces. |  |
| Are levels of heat comfortable? |  |  | Could heating be better controlled? More ventilation may be needed if there is a lot of electronic equipment in the room. |  |
| Are levels of noise comfortable? |  |  | If you are distracted by noise from work equipment, you will need to consider whether sources of noise, e.g. printers, need to be moved away. Sound proofing may be needed, e.g. a screen placed between you and the source of the noise. |  |
| 7. Training | | | | |
| Have you been trained in the health and safety aspects of working with DSE? |  |  | Please refer to EVOLVE system for all DSE and other health and safety E- Learning modules  Please discuss this with your manager/supervisor if you have not had training |  |
| Are you aware of the procedures to follow if you have problems with display screen work? |  |  | Ask your manager/supervisor. |  |
| Do you know about the arrangements for eye tests? |  |  | Ask your manager/supervisor.  Please refer to the [DSE Guidance for Managers](https://www.bradford.gov.uk/hands/index.asp?a=Display%20Screen%20Equipment) |  |
| 8. General | | | | |
| Do you take regular breaks away from the DSE? |  |  | Don’t work continuously for more than 1 hour at a time without a task break of at least 5 minutes away from the screen. |  |
| Are you experiencing any discomfort or other symptoms that you think might be caused by working with display screen equipment? |  |  | If yes, please give details in the box below and inform your manager/supervisor. |  |
| Record the details of any concerns here: | | | | |
| **I understand the importance of this assessment, and realise the need to report any physical symptoms of pain or discomfort to my supervisor or line manager if they occur.**  Signed: …     …………………… Date: ……     ……… | | | | |
|  | | | | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Workstation Assessments should be re-assessed annually or sooner if there is a significant change (e.g. new software; new work routines; changes to the layout or position of workstation).  The original retained DSE Workstation Assessment Checklist can be used as the reference document as part of the review. Changes can be recorded in the checklist and or noted below to record the changes or to confirm no issues identified.   |  |  |  | | --- | --- | --- | | **Review date** | **Comments** | **Line manager signature**  **confirming review** | |  |  |  | |  |  |  | |  |  |  | | | | | | |