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28.8 V4 2020

## DSE Workstation Assessment Checklist

Workstation location and PCOMP number: TSO1

User: Dave Pattinson

Checklist completed by: Dave Pattinson

Assessment checked by: Stacey Vivian

Date of assessment: 22.04.20

Any further action needed? ~~YES~~ / NO



Follow-up action completed on: n/a




This checklist can be used as an aid to risk assessment and when completed will be a written record to evidence compliance with the Health and Safety (Display Screen Equipment) Regulations.





Work through the checklist, ticking either the 'yes' or 'no' column against each risk factor:

- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the workstation assessor. The Assessor should record their findings in the 'Action to take' column. Assessors should then relay the findings to the appropriate line manager.

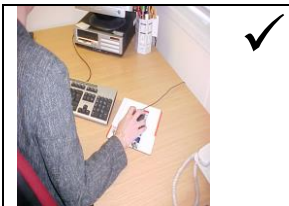

Remember: the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, for example by giving user's health and safety training, and providing for breaks or changes of activity. Further advice or assistance may be obtained from the Health and Safety Team on 07787788811.

RISK FACTOR	TICK ANSWER		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
1. DISPLAY SCREENS				
Are the characters on the screen clear and readable?  	✓		Make sure the screen is clean and cleaning material is available.  Check that text and background colours work well together.	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.
Is the text size comfortable to read?	✓		Software settings may need adjusting to change text size.	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.
Is the image free of flickers and/or jitters?	✓		Try using different screen colours to reduce flicker, e.g. darker background and lighter text.  If problems still exist, get the set-up checked, e.g. by ICT	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.
Is the screen's specification suitable for its intended use?	✓		For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.
Are the brightness and/or contrast adjustable?	✓		Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.

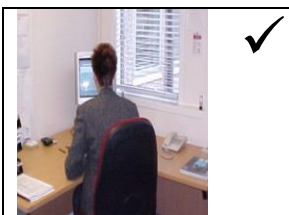

				assessor.
<p>Does the screen swivel and tilt?</p> 	✓		<p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p> <p>However, you may need to replace the screen if:</p> <ul style="list-style-type: none"> <li>Swivel/tilt is absent or unsatisfactory;</li> <li>Work is intensive; and/or</li> <li>The user has problems getting the screen to a comfortable position.</li> </ul>	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.
<p>Is the screen free from glare and reflections?</p>  	✓		<p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflection.</p>	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.
RISK FACTOR	TICK ANSWER		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
Are adjustable window coverings provided and in serviceable condition?	✓		<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>Anti-glare screen filters are a last resort and should only be considered if all else fails.</p>	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.
<b>2. KEYBOARDS</b>				
Is the keyboard separate from the screen?	✓		This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable).	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.
Does the keyboard tilt?		✓	Tilt need not be built in.	To monitor and review regularly, and report

				any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.
<p>Is it possible to find a comfortable keying position?</p> <div>  </div> <div>  </div> <div>  </div> <div>  </div>	✓		<p>Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p> <p>Users of thick, raised keyboards may need a wrist rest.</p>	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.
Does the user have good keyboard technique?	✓		<p>Training can be used to prevent:</p> <ul style="list-style-type: none"> <li>• Hands bent up at wrist;</li> <li>• Hitting the keys too hard;</li> <li>• Overstretching the fingers.</li> </ul>	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.
Are the characters on the keys easily readable?	✓		<p>Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or


				responsible person or assessor.
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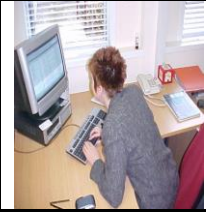
RISK FACTOR	TICK ANSWER		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
3. MOUSE, TRACKBALL, ETC.				
Is the device suitable for the tasks it is used for?	✓		If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices like touch screens may be better for some tasks (but can be worse for others).	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.
Is the device positioned close to the user?  	✓		Most devices are best placed as close as possible, e.g. right beside the keyboard. This will prevent overstretching.  Training may be needed to: <ul style="list-style-type: none"><li>• Prevent arm overreaching;</li><li>• Tell users not to leave their hand on the device when it is not being used;</li><li>• Encourage a relaxed arm and straight wrist.</li></ul>	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.
Is there support for the device user's wrist and forearm?	✓		Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.  The user should be able to find a comfortable working position with the device.	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.
Does the device work smoothly at a speed that suits the user?	✓		See if cleaning is required (e.g. of mouse ball and rollers).  Check the work surface is suitable. A mouse mat may be needed.	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.

Can the user easily adjust software settings for speed and accuracy of pointer?	✓		Users may need training in how to adjust device settings. If settings cannot be adjusted contact ITC	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.
<b>4. SOFTWARE</b>				
Is the software suitable for the task?	✓		Software should help the user carry out the task, minimise stress and be user-friendly.  Check users have had appropriate training in using the software.  Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.

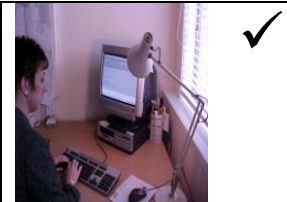
RISK FACTOR	TICK ANSWER		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
5. FURNITURE				
<p>Is the work surface large enough for all the necessary equipment, papers, etc?</p> <div></div> <div></div>	✓		<p>Create more room by moving printers, reference materials etc elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p>	<p>To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.</p>
<p>Can the user comfortably reach all the equipment and documents they need to use?</p>	✓		<p>Rearrange equipment, papers etc to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	<p>To monitor and review regularly, and report any significant changes to the user, equipment or environment. And</p>

				report them to their line manager or responsible person or assessor.
Are surfaces free from glare and reflection?	✓		Consider mats or blotters to reduce reflections and glare.	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.
Is the chair suitable?  Is the chair stable?  Does the chair have a working: <ul style="list-style-type: none"> <li>• Seat back height and tilt adjustment?</li> <li>• Seat height adjustment?</li> <li>• Swivel mechanism?</li> <li>• Castors or gliders?</li> </ul>	✓		The chair may need repairing or replacing if the user is uncomfortable, or if the adjustment mechanisms are not working.	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.

RISK FACTOR	TICK ANSWER		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
Is the chair adjusted correctly?  	✓		<p>The user should be able to carry out their work sitting comfortably.</p> <p>Ensure the user knows how to adopt suitable postures while working.</p> <p>If arms are fitted to the chair they can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p>	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.

	x				
	x				
Is the small of the back supported by the chair's backrest?	✓		The user should have a straight back, supported by the chair, with relaxed shoulders.	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.	
Are forearms horizontal and eyes at roughly the same height as the top of the VDU?	✓		Adjust the chair height to get the user's arms in the right position then adjust the VDU height, if necessary.	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?	✓		If not, a footrest may be needed.	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.	
<b>6. ENVIRONMENT</b>					
Is there enough room to change the position and vary movement?	✓		<p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p>	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.	



Is the lighting suitable, e.g. not too bright or too dim to work comfortably?	✓		Users should be able to control light levels, e.g. by adjusting window blinds or light switches.	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.
				
RISK FACTOR	TICK ANSWER		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
Are heating levels in the area comfortable?	✓		Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.
Are the levels of noise comfortable?	✓		Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.	To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.
<b>7. FINAL QUESTIONS TO USERS...</b>				
Ask if the checklist has covered all the problems they may have working with their VDU. Ask if they have experienced any discomfort or other symptoms that they attribute to working with their VDU. Ask if the user had been advised of their entitlement to eye and eyesight testing. Ask if the user takes regular breaks working away from VDUs.				To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.

Write the details of any problems here:

Assessor to monitor and review and the user also to ensure they monitor and review, and make a note of any significant changes to their line manager or responsible person or assessor.

To monitor and review regularly, and report any significant changes to the user, equipment or environment. And report them to their line manager or responsible person or assessor.

Name of Responsible person or assessor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of User: \_\_\_\_\_

Signature: \_\_\_\_\_