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| DSE Workstation Assessment | | | | | | | PETA R - TCS - Full Colour |
| Completed by (Full Name) |  | | | Department |  | | |
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| The following checklist forms the PETA Risk Assessment for Display Screen Equipment (DSE) and complies with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.    Step 1: DSE User  Please work through the checklist, ticking either the ‘Yes’ or ‘No’ column against each risk factor and return to your Line Manager.  Step 2: DSE Assessor (Line Manager)  Check through the assessment, ‘Yes’ answers require no further action. ‘No’ answers will require investigation and/or remedial action by you and recorded in the ‘Action to take’ column. Once all actions have been completed or resolved, the form is to be forwarded to the IMS Administrator for upload to intranet. If content is of a personal nature, the form is to be passed to the PA to the Director and a note made on the intranet.  This form relates to the [Display Screen Equipment Policy](http://peta-fs-03/Pages/SHE%20Documentation/Policies/Display%20Screen%20Equipment.doc) which should be referred to for further details. | | | | | | | |
| Risk Factors | Yes | No | Things to Consider | | | Action to Take | |
| Display Screens |  |  |  | | |  | |
| Are the characters clear and readable? |  |  | Make sure the screen is clean. Cleaning materials are available from the ICT Technician  Check that text and background colours work well together | | |  | |
| Is the text size comfortable to read? |  |  | Software settings may need adjusting to change text size | | |  | |
| Is the image stable, ie free of flicker and jitter? |  |  | Try using different screen colour to reduce flicker, eg darker background and lighter text  If problems still exist, get the set-up checked by the ICT Technician | | |  | |
| 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? |  |  | Swivel and tilt need not be built in as long as the screen can be repositioned | | |  | |
| Is the screen free from glare and reflections |  |  | Use a mirror placed in front of the screen to check where reflections are coming from.  You might need to move the screen or even the desk and/or shield the screen from the source of reflections.  Screens that use dark characters on a light background are less prone to glare and reflections. | | |  | |
| Are adjustable window coverings provided and in adequate condition? |  |  | Check that blinds work where needed | | |  | |
| Keyboards | | | | | | | |
| Do you have use of a keyboard that is separate from the screen, if needed? |  |  | This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable laptop, tablet, etc) | | |  | |
| Does the keyboard tilt? |  |  | Tilt need not be built in | | |  | |
| Is it possible to find a comfortable keying position? |  |  | Try pushing the display screen further back to create more room for the keyboard, hands and wrists. | | |  | |
| Do you have good keyboard technique?   * Hands are not bents at wrists * Keys are not hit too hard * Fingers are not overstretched |  |  | Training can be given to help you with this | | |  | |
| Are the characters on the keys easily readable? |  |  | Keyboards should be kept clean. If characters still can’t be read the keyboard may need modifying or replacing | | |  | |
| Mouse, pad, etc | | | | | | | |
| Is the device suitable for the tasks it is used for? |  |  | With a pad on a laptop, it may be preferable to use a mouse – see the ICT Technician for a suitable device | | |  | |
| Is the device positioned close to the user? |  |  | Most devices are best placed as close as possible, eg right beside the keyboard, ensure:   * Arm is not overreaching * Your hand is not left on the device when it is not being used * Have the arm relaxed and a straight wrist | | |  | |
| 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. A comfortable working position with the device should be found | | |  | |
| Does the device work smoothly at a speed that suits the user? |  |  | See if cleaning is required and check the work surface is suitable/clean. | | |  | |
| Can the user easily adjust software settings for speed and accuracy of the pointer? |  |  | Seek assistance from the ICT Technician if you need to change to the settings but don’t know how to. | | |  | |
| Software |  |  |  | | |  | |
| Is the software suitable for the task? |  |  | Software should help you carry out the task, minimise stress and be user-friendly.  Do you need appropriate training in using the software?  Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages | | |  | |
| Furniture |  |  |  | | |  | |
| Is the work surface large enough for all the necessary equipment, papers etc? |  |  | Create more room by moving printers, reference materials etc elsewhere  If necessary, consider providing new power and telecoms sockets, so equipment can be moved  There should be some scope for flexible rearrangement | | |  | |
| Can the user comfortably reach all the equipment and papers they need to use? |  |  | Rearrange equipment, papers etc to bring frequently used things within easy reach  A document holder may be needed, positioned to minimise uncomfortable head and eye movements | | |  | |
| Are surfaces free from glare and reflection? |  |  |  | | |  | |
| Is the chair suitable?  Is the chair stable?  Does the chair have a working:   * Seat back height and tilt adjustment * Seat height adjustment * Castors or glides |  |  | The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms | | |  | |
| Is the chair adjusted correctly? |  |  | You should be able to carry out your work sitting comfortably  The arms of chairs can stop you getting close enough to use the equipment comfortably  Move any obstructions from under the desk | | |  | |
| Is the small of the back supported by the chair’s backrest? |  |  | You should have a straight back, supported by the chair, with relaxed shoulders | | |  | |
| Are forearms horizontal and eyes at roughly the same height as the top of the VDU? |  |  | Adjust the chair height to get yourself in the right position, then adjust the VDU height, if necessary | | |  | |
| Are feet flat on the floor, without too much pressure from the seat on the backs of the legs? |  |  | If not, a foot rest may be needed | | |  | |

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| Environment | | | |  | |  | |  | | | | |  | | | |
| Is there enough room to change position and vary movement? | | | |  | |  | | Space is needed to move, stretch and fidget  Consider reorganising the office layout and check for obstructions  Cables should be tidy and not a trip or snag hazard | | | | |  | | | |
| Is the lighting suitable, eg not too bright or too dim to work comfortably? | | | |  | |  | | It may be necessary to adjust window blinds | | | | |  | | | |
| Does the air feel comfortable? | | | |  | |  | | VDUs and other equipment may dry the air  Circulate fresh air if possible. Plants may help  Consider a humidifier if discomfort is severe | | | | |  | | | |
| Are levels of heat comfortable? | | | |  | |  | | Can heating be better controlled? More ventililation 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? | | | | |  | | | |
| Are levels of noise comfortable? | | | |  | |  | | Consider moving sources of noise, eg printers, away from the user. | | | | |  | | | |
| Final questions | | | |  | |  | |  | | | | |  | | | |
| Has the checklist covered all the problems you have with the use of your VDU? | | | |  | |  | |  | | | | |  | | | |
| Are you aware of your entitlement to eye and eyesight testing? | | | |  | |  | |  | | | | |  | | | |
| Are you able to take regular breaks working away from VDUs? | | | |  | |  | |  | | | | |  | | | |
| Comments (use this section for details of any problems) | | | | | | | | | | | | | | | | |
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| On completion, please forward by email to your Line Manager. | | | | | | | | | | | | | | | | |
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| DSE Assessor (Line Manager) | |  | | | | | | | | | | |  | Date | |  |
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| Any further action needed? | | | Yes | |  | | No | |  |  | | Follow up action completed on | | | |  |
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| Re-assessment due | | | |  | | | | | | | | | | | | |
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| Please refer to the [Display Screen Equipment Policy](http://peta-fs-03/Pages/SHE%20Documentation/Policies/Display%20Screen%20Equipment.doc) in the event of query. | | | | | | | | | | | | | | | | |
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| **Line Manager to ensure all actions have been addressed and denoted, fully complete form and email to IMS Administrator for record retention.** | | | | | | | | | | | | | | | | |