DSE ASSESSMENT
GUIDANCE FOR SCHOOLS

HEALTH & SAFETY - DISPLAY SCREEN ASSESSMENT FORM

Where the user works regularly at different workstations a separate assessment should be completed.

Name of DSE user		**Job title**	
Location / workstation			
Checklist completed by:		**Date of assessment**	

Complete the rest of the checklist and then return to this page and complete the sections below

Action taken during the assessment to reduce risks

Further action to be taken to reduce risk	By whom	By when	Date completed

Please tick *Yes* or *No* as appropriate for each question and discuss any remedial action with your supervisor and /or DSO is.

Risk factors	Tick answer		If 'no'- some things to consider	Action needed
	Y	N		
1. Chair				
Is the chair in good condition and stable?			Is it a suitable chair or if faulty check whether it is still under guarantee - chairs are mostly guaranteed for 5 years.	
Is the seat height adjustable?				
Is the back height adjustable and tiltable?				
Are the castors suitable for the type of flooring?			Hard castors are suitable for carpet. Soft / rubberised castors or "glides" are recommended for vinyl / hard floors.	
2. Display Screen				
Does the screen swivel and tilt?			Is it damaged or unsuitable?	
Are the brightness and contrast adjustable?			Adjust them for comfortable viewing – they may need adjusting during the day as ambient lighting conditions change.	
Is the display screen image clear and free from flicker?			Sometimes different screen colours e.g. lighter text on a darker background can help Sometimes other electrical equipment (e.g. fans) close by may cause interference. Flat screens are not usually subject to flicker. Contact IT support to see if screen needs replacing.	
Is the display screen clean?			Cleaning materials should be made available e.g. order via normal departmental purchasing route	

Risk factors	Tick answer Y	Tick answer N	If 'no'- some things to consider	Action needed
Is the screen free from disturbing reflections?			Move the screen to avoid the reflection. Screen the light source e.g. window blinds. Colour schemes with dark text on a light background are less susceptible to reflections.	
3. Keyboard and mouse				
Are keyboard symbols legible?			Replace keyboard.	
Is the keyboard free from reflection and glare?				
Is the keyboard separate from the screen?			Laptops and notebooks are not recommended for prolonged use – try to use a desktop PC. If laptop or notebook use is unavoidable, consider a separate mouse/keyboard for the laptop and support for the laptop/screen.	
Can the user find a comfortable keying position?			Can the screen be pushed back to make more room for the keyboard, hands and wrists?	
Does the user have a good keyboard technique?			Check that the users hands are not bent up or down and that they don't hit the keys too hard or overstretch their fingers	
Is the mouse or other input device right for the job?			If the user finds their mouse uncomfortable request suitable alternative	
Does the mouse work smoothly and at a comfortable speed?			Check that the mouse is clean and if used the mat is suitable	
Is the mouse close enough to the user?			Advisable for the mouse to be positioned next to the keyboard and close to the user to avoid over stretching the arm	

HEALTH & SAFETY - DISPLAY SCREEN ASSESSMENT FORM

Risk factors	Tick answer Y	Tick answer N	If 'no'- some things to consider	Action needed
Are the user's wrists and forearms supported?			Ensure user comfortable with the forearm supported on the desk.	
4. Work surface				
Is there adequate space in front of keyboard to rest the wrists when not keying?			Could some items be moved to create more room e.g. printer, system unit, reference material?	
Is there adequate space on the work surface to accommodate and allow a flexible arrangement of the equipment?			Would different storage facilities create more room? Flat screens take up far less room than the CRT screens. Is a larger work surface needed?	
Is space under the desk adequate?			The space under the desk should be kept clear and not used for storage.	
Does the space allow the user to change position?				
Is the work surface matt and non reflective?			Should it be replaced with a matt surface?	
Is the area free from sharp corners / edges, trailing cables?			Could sharp corners be re-fashioned or removed? Does the desk have a cable management system that could be used? Can the cables be better arranged?	
5. Work Environment				
Is the noise level acceptable and without excessive distraction in the work area?			Could they be relocated or avoided?	

HEALTH & SAFETY - DISPLAY SCREEN ASSESSMENT FORM

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Is the noise at a level that doesn't interfere with the ability to hear normal speech or effect concentration?			Can the source of the noise be repositioned? Can equipment noise be reduced e.g. by servicing / replacing / insulation? If not, could sound insulating screening / partitions be used	
Are the lighting levels suitable?			Ask EM for help with trying alternative bulbs / light fittings	
Is the environment free from glare e.g. light shining in the user's eyes?			Can the user move to avoid the light source? Can the light source be screened e.g., blinds	
Apart from unavoidable exceptions e.g., heat waves, are the temperature and humidity levels acceptable?			If dry atmosphere – plants may help, or if severe discomfort a humidifier	
6. Software				
Is the software appropriate and easy to use?			Has the user had appropriate training? Is better software available? Discuss with manager and / or IT helpdesk advice?	
Is the software adequate for the job?				
Is the system's speed adequate?			Does the system need upgrading? Ask IT for advice	
7. Posture				
Is the head positioned upwards and with the eyes looking forward most of the time?			What are they looking at? Would a document holder help? Does the screen need raising / lowering / moving in front of the user? If looking at the keyboard – would learning to touch type help?	

HEALTH & SAFETY - DISPLAY SCREEN ASSESSMENT FORM

Risk factors	Tick answer Y	N	If 'no'- some things to consider	Action needed
Are the shoulders relaxed and not hunched?			Is the seat too low? Are the chair armrests too high?	
Are the upper arms held close to the body?			Can the items they are using be moved closer? Is the user holding their hand on the mouse when not using it?	
Are frequently used items in easy reach and over stretching to reach them avoided?			Is something preventing them getting close enough to the desk?	
Are the forearms and wrists in a neutral position?			Can the user sit with their upper arms relaxed by their sides, and forearms and wrists horizontal? Try adjusting the seat height. Try altering the keyboard angle.	
With the chair at the correct height are the feet supported?			Try a footrest	
Is the mouse held comfortably in the correct position and not too tightly?			Is the user holding a mouse shaped for the right hand in their left hand? Is the mouse too small? Could the user try relaxing their grip on the mouse? Is the mouse clean, functioning properly, and on an appropriate surface?	

HEALTH & SAFETY - DISPLAY SCREEN ASSESSMENT FORM

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	Y	N		
Is the lower back supported?			Is the backrest adjusted so that it supports the curve in the lower back? Are they are leaning forwards to get closer to the screen, or to reach things? Are they sitting away from the backrest because the seat is too deep to sit back? If they sat back in the chair would the armrests stop them getting close enough to the desk?	
Are they free from uncomfortable pressure on the underside of the thighs?			Is there sufficient padding on the chair? Is the chair too deep? Could the seat pan be tilted downwards slightly? Is a footrest necessary?	
8. Work organisation				
Does the user take regular breaks from prolonged periods of work e.g. a break or change of activity after an hour or more			Varying work tasks, taking short frequent breaks e.g. to get up and walk about. Ensure lunch breaks are taken (away from the workstation).	
Does the user feel able to cope with the demands of their work?			Has the workload increased? Has the work changed – do they have the appropriate skills / training? Do they have little control over their work / work methods?	
Other considerations				
Is the viewing distance to the screen acceptable?			Adjust the distance of the screen. A flat screen can be helpful in creating a greater viewing distance. It may be helpful to alter the text size.	

Risk factors	Tick answer		If 'no'- some things to consider	Action needed
	Y	**N**		
Are they free from any other problems that could be related to their DSE work not covered by the assessment?			Do they need help from Occupational Health?	

Additional questions to ask the user: *(Please circle)*

Is the user familiar with the University's DSE policy and accompanying guidance leaflets? **Yes No**

Does the user have any difficulties with the work itself e.g., pace, workload task or content? **Yes No**

Does the user believe that their work with DSE is causing any discomfort, aches or pain? **Yes No**

Is there anything not covered in the assessment that the user would like to mention? **Yes No**

DSE User signature .... Date ....

Manager's signature .... Date ....