



# Display Screen Equipment DSE Assessment

Workstation Location and number (if applicable):		
User:		
Date Completed:		
Checklist completed by:		
Assessment checked by:		
Any further action needed:	Yes	No
Follow up action completed on:		

The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

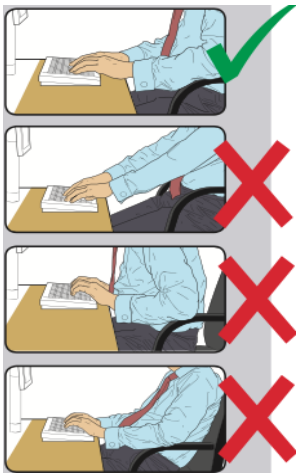
The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying. You will not be able to address some of the questions and 'Things to consider', e.g. on reflections on the screen, or the user's comfort, until the workstation has been installed. These will be covered in the risk assessment you do once the workstation is installed.

Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:

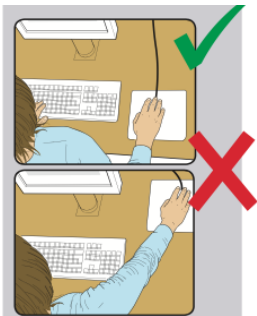
- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.

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, e.g. by giving users health and safety training, and providing for breaks or changes of activity. For more advice on these see [Working with display screen equipment \(DSE\): A brief guide](#).

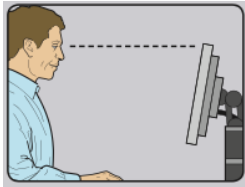
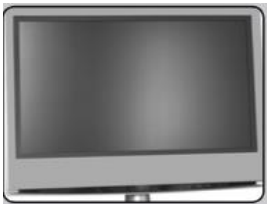
# Keyboard

Risk Factors	Yes / No	Things to Consider	Action to Take
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)	
Does the keyboard tilt?		Tilt need not be built in	
<p>Is it possible to find a comfortable position?</p> 		<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>	
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 the wrist</li> <li>• Hitting the keys too hard;</li> <li>• Overstretching the fingers</li> </ul>	
Are the characters clear and 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>	

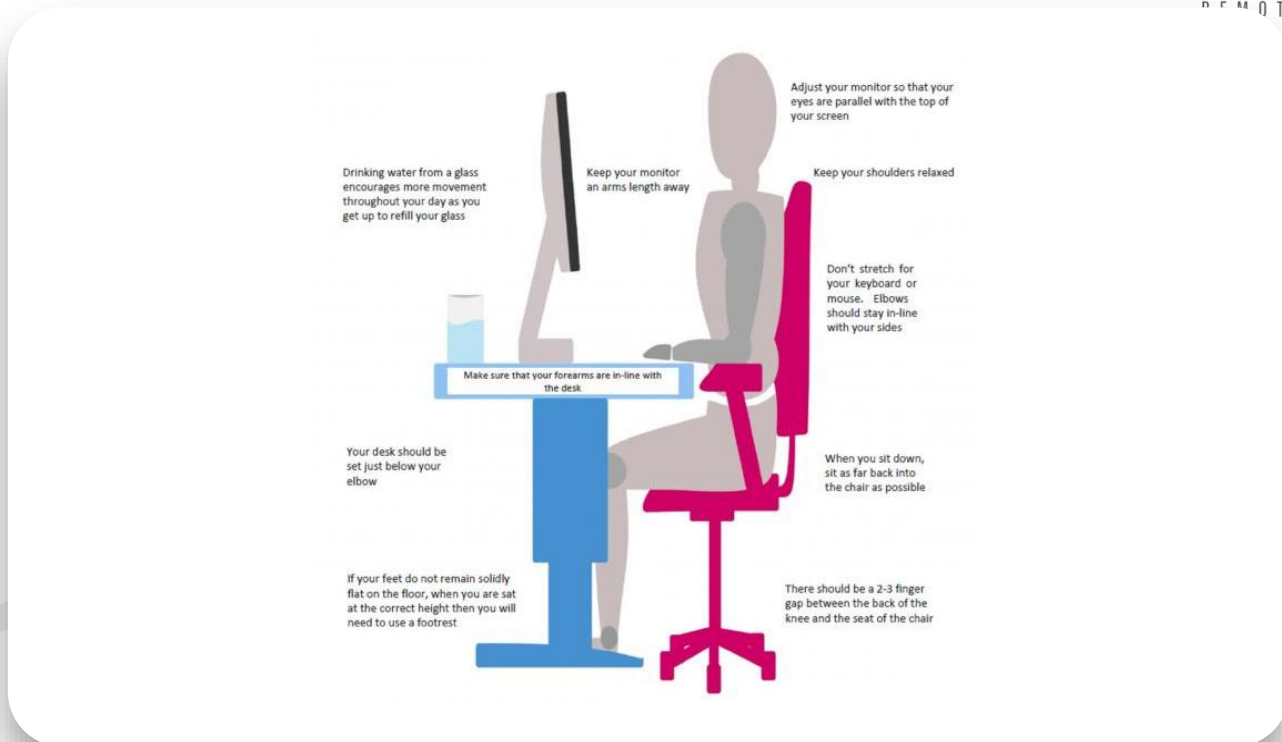
# Mouse

Risk Factors	Yes/No	Things to Consider	Action to Take
<p>Is the device suitable for the tasks it is used for?</p>		<p>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 such as an ergonomic mouse, or touch screens may be better for some tasks (but can be worse for others)</p>	
<p>Is the device positioned close to the user?</p> 		<p>Most devices are best placed as close as possible, e.g. right beside the keyboard.</p> <p>Training may be needed to:</p> <ul style="list-style-type: none"> <li>• Prevent arm overreaching;</li> <li>• Encourage users not to leave their hand on the device when it is not being used;</li> </ul> <p>Encourage a relaxed arm and straight wrists.</p>	
<p>Is there support for the device user's wrist and forearm?</p>		<p>Support can be gained from. For example, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>The user should be able to find a comfortable working position with the device.</p>	
<p>Does the device work smoothly at a speed that suits the user?</p>		<p>See if cleaning is required (e.g. of mouse ball and rollers)</p>	
<p>Can the user easily adjust software settings for speed and accuracy of pointer?</p>		<p>Users may need training in how to adjust device settings.</p>	

Risk Factors	Yes / No		Things to Consider	Action to Take
Does your screen need repositioning?			<p>Place your screen approximately arm's length from you.</p> <p>Have your eyes level with the top of the screen.</p>	
<p>Are the characters clear and readable?</p> <div data-bbox="212 775 496 1061" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <div style="background-color: #ADD8E6; padding: 5px; border: 1px solid #ADD8E6; text-align: center;"> <p>Health and safety</p> </div> <div style="background-color: #DC143C; padding: 5px; border: 1px solid #DC143C; text-align: center; color: white;"> <p>Health and safety</p> </div> </div>			<p>Make sure the screen is clean and cleaning materials are available.</p> <p>Check that the text and background colours work well together.</p>	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, i.e. free of flicker and jitter?			<p>Try using different screen colours to reduce flicker, e.g. darker background and lighter text.</p> <ul style="list-style-type: none"> <li>If there are problems, get the set-up checked, e.g. by the equipment supplier.</li> </ul>	
Is the screen specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	

<p>Are the brightness and/or contrast adjustable?</p>			<p>Separate adjustment controls are not essential, provided the user can read the screen easily at all times.</p>	
<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> </ul> <p>The user has problems getting the screen to a comfortable position.</p>	
<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 the reflection.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections</p>	
<p>Are adjustable window coverings provided and in adequate condition?</p>			<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	

## DSE Assessment Guide:



## Software


Risk Factors	Yes / No	Things to Consider	Action to Take
Is the software suitable for the task?		<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	

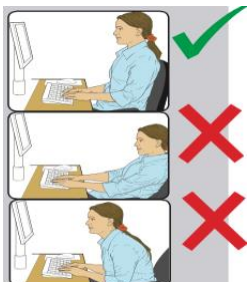
## Laptop & Mobile Devices

Risk Factors	Yes / No		Things to Consider	Action to Take
Do you have access to a docking station or laptop stand?			Where laptops are used for extended periods of time it is advisable to try and replicate a full sized DSE set up as far as possible	
Can you position the screen to sit comfortably?			The screen should be angled so that the head does not have to be noticeably inclined and the line of sight is perpendicular to the screen	
Do you have access to a separate keyboard and mouse?			The height of the keyboard should allow for relaxed shoulders and horizontal arms.	
Do you have access to a suitable chair?			An adjustable chair is advisable – refer to section 6	
Do you have access to a wheeled carry case?			This can be a useful alternative to carrying loads on your back	

## Furniture

Risk Factors	Yes / No		Things to Consider	Action to Take
Can the user comfortably reach all the equipment and papers they need to use?			<p>Rearrange equipment, papers etc to bring frequently used things within easy reach.</p> <p>A document holder maybe needed, positioned to minimise uncomfortable head and eye movements.</p>	

<p>Is the work surface large enough for the necessary equipment, papers etc?</p> 			<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 scope for flexible rearrangement.</p>	
<p>Are surfaces free from glare and reflection?</p>			<p>Consider mats or blotters to reduce reflections and glare</p>	
<p>Is the space under the desk clear?</p>			<p>The user should be able to change position, stretch legs. By not working in a cramped position, promotes circulation, reduces stiffness and reduces fatigue.</p>	
<p>Is the chair suitable?</p> <p>Is the chair stable?</p> <p>Does the chair have a working:</p> <ul style="list-style-type: none"> <li>• Seat back height and tilt adjustment?</li> <li>• Seat height adjustment?</li> <li>• Castors or glides?</li> </ul> <p>Have 5 feet?</p>			<p>The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms</p>	
<p>Is the small of the back supported by the chairs backrest?</p>			<p>The user should have a straight back, supported by the chair, with relaxed shoulders. If not consider a lumbar roll, this can provide pressure and comfort to the small of the back</p>	

<p>Is the chair adjusted correctly?</p> 		<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk</p>	
<p>Are the forearms horizontal and eyes at roughly the same height as the top of the DSE?</p>		<p>Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.</p>	
<p>Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?</p>		<p>If not, a footrest may be needed.</p>	

## Environment

Risk Factors	Yes / No	Things to Consider	Action to Take
<p>Is there enough room to change position and vary movement?</p>		<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>	

<p>Is the lighting suitable, e.g. not too bright or too dim to work comfortably?</p>			<p>Users should be able to control light levels, e.g. by adjusting window blinds or light switches.</p> <p>Consider shades or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p>	
<p>Does the air feel comfortable?</p>			<p>DSE and other equipment may dry the air.</p> <p>Circulate fresh air if possible. Plants may help.</p> <p>Consider a humidifier if discomfort is severe.</p>	
<p>Are levels of heat comfortable?</p>			<p>Can heating be better controlled?</p> <p>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?</p>	
<p>Are levels of noise comfortable?</p>			<p>Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.</p>	

You

- Has the checklist covered all the problems you may have working with your DSE?
- Have you experienced any discomfort or other symptoms which could be attributed to working with your DSE (aches & pains to upper limbs, headaches, focusing difficulties)?
- Has the user been advised of their entitlement to eye and eye sighting testing?
- Do you take regular breaks working away from DSE?

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Write down the details of any problems here: