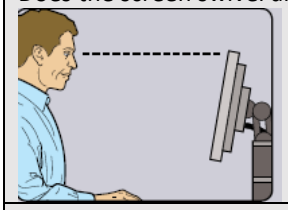
# Workstation Assessment

| | | | |
|---|---|---|---|
| Full Name | | Job Title | |
| Site/Department | | Contact Details | |
| Main Duties involving Display Screen Equipment: List here | | | |

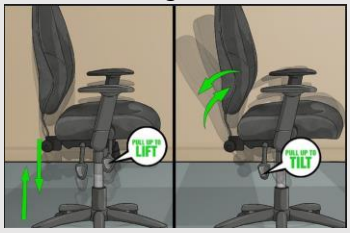
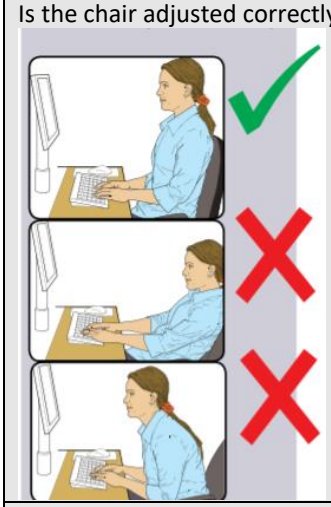
| Instructions for Completion | |
|---|---|
| Colleague Self-Assessment<br>• New medical condition – request Doctors Note and refer Colleague to HR/ Occupational Health<br>• Existing medical condition – refer to previous Medical guidance for DSE. Advice can be sought from HR/Occupational Health | Line Manager Follow up<br>• Review each question completed as "No"<br>• Adopt considerations where possible to make changes<br>• Further advice can be obtained from H&S Team<br>• Has Workstation Assessment been completed correctly – if not complete with User. |

| Risk Factor | Ticked Answer | | Things to Consider | Line Manager's Consideration |
|---|---|---|---|---|
| | Yes | No | | |
| **Mouse** | | | | |
| Is the device suitable for the tasks it is used for? | ☐ | ☐ | | If the user is having problems, try a different device |
| Is the mouse positioned close to the user? | ☐ | ☐ | | Most devices are best placed as close as possible, e.g. right beside the keyboard. Training may be needed :-<br>• prevent arm overreaching;<br>• encourage users not to leave their hand on the device when it is not being used;<br>• encourage a relaxed arm and straight wrist. |
| Is there support for the device user's wrist and forearm? | ☐ | ☐ | Support can be gained from, e.g. the desk surface or arm of a chair | If not, a separate supporting device may help. |
| Does the device work smoothly at a speed that suits the user? | ☐ | ☐ | See if cleaning is required (e.g. of mouse ball and rollers). | A mouse mat may be needed.<br>Cleaning mouse ball and rollers can improve ease of use<br>Is work surface suitable for use of mousse<br>Is a mouse mat required |
| Can the user easily adjust software settings for speed & accuracy of pointer? | ☐ | ☐ | | Users may need training in how to adjust device settings. |
| **Display Screens** | | | | |
| Are the characters clear and readable? | ☐ | ☐ | Make sure the screen is<br><br>Check that the text and background colours work well together. | Make sure the screen is clean and screen cleaning materials are available.<br><br>Check that the text and background colours work well together |
| Is the text size comfortable to read? | ☐ | ☐ | Check that the text and background colours work well together | Check that the text and background colours work well together |

# Workstation Assessment

| Risk Factor | Tick Answer | | Things to Consider | Line Manager's Consideration |
|---|---|---|---|---|
| | Yes | No | | |
| **Display Screens cont'd.** | | | | |
| | | | | |
| Is the image free of flicker and jitter? | ☐ | ☐ | Try using different screen colours to reduce flicker, e.g. darker background and lighter text. | Try using different screen colours to reduce flicker, e.g. darker background and lighter text.<br><br>If there are still problems, get the set-up checked by IT. |
| Are the brightness and/or contrast adjustable?<br><br>Can the screen be read easily at all times? | ☐<br><br>☐ | ☐<br><br>☐ | | |
| Does the screen swivel and tilt?<br>  | ☐ | ☐ | | You may need to replace the screen if the user has problems getting the screen to a comfortable position. |
| Is the screen free from glare and reflections? | ☐ | ☐ | Screens that use dark characters on a light background are less prone to glare and reflections. | You might need to move the screen or even the desk and/or shield the screen from the source of the reflections.<br><br>Use a mirror placed in front of the screen to check where reflections are coming from |
| **Furniture** | | | | |
| Is the work surface large enough for all the necessary equipment, papers etc?<br> | ☐ | ☐ | Create more room by moving printers, reference materials etc elsewhere.<br><br>There should be some scope for flexible rearrangement. | If necessary, consider providing new power and telecoms sockets, so equipment can be moved. |
| Can the user comfortably reach all the equipment and papers they need to use? | ☐ | ☐ | Rearrange equipment, papers etc so frequently used things are within easy reach. | A document holder may be needed, positioned to uncomfortable head and eye movements |
| Are surfaces free from glare and reflection? | ☐ | ☐ | | Consider mats or blotters to reduce reflections and glare. |
| Is there enough room to change position and vary movement? | ☐ | ☐ | Space is needed to move, stretch and fidget. Cables should be tidy and not a trip or snag hazard. | Consider reorganising the office layout and check for obstructions |

# Workstation Assessment

| Risk Factor | Tick Answer | | Things to Consider | Line Manager's Consideration |
|---|---|---|---|---|
| | Yes | No | | |
| **Furniture contd.** | | | | |
| | | | | |
| Is the chair suitable?<br>Is the chair stable?<br>Does the chair have a working:<br>• seat back height and tilt adjustment?<br>• seat height adjustment?<br>• castors or glides?<br>  | ☐<br>☐<br>☐<br>☐<br>☐ | ☐<br>☐<br>☐<br>☐<br>☐ | | The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms. |
| Is the chair adjusted correctly?<br>  | ☐ | ☐ | You should be able to carry out your work sitting comfortably.<br><br>The arms of chairs can stop you getting close enough to use the equipment comfortably.<br><br>Move any obstructions from under the desk. | Consider training the user in how to adopt suitable postures while working. |
| Does the chair's backrest support the small of the back? | ☐ | ☐ | You should have a straight back, supported by the chair, with relaxed shoulders. | |
| Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?<br> | ☐ | ☐ | | If not, a footrest may be needed. |

# Workstation Assessment

| Risk Factor | Tick Answer | | Things to Consider | Action to take |
|---|---|---|---|---|
| | Yes | No | | |
| **Environment** | | | | |
| | | | | |
| Is the lighting suitable, e.g. not too bright or too dim to work comfortably? | ☐ | ☐ | You should be able to control light levels, e.g. by adjusting window blinds or light switches. | Consider shading 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). |
| Does the air feel comfortable? | ☐ | ☐ | DSE 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? | ☐ | ☐ | | 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? |
| Are levels of noise comfortable? | ☐ | ☐ | | Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing. |

## Line Manager's Follow up Notes & Action

Line Manager's Follow up Notes:

Line Manager's Follow up Action:

Has any identified risk been resolved by the Line Manager's actions: Yes: ☐ No: ☐

If Yes: Monitor DSE user over the coming Months to ensure changes have been effective. Review regularly and at least annually to ensure these changes remain effective and record on User's records

If No: Contact your Health & Safety Advisor and discuss issues in the first instance