

User Details

First Name:

Example

Surname

Report

Job Title:

Example Job Title

Department:

Example Department

Checklist completed by:

Example Report

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You can either complete this assessment yourself or seek assistance from the person responsible for DSE assessments in your company.

Notice:

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 box against all the questions, having taken account of the 'Things to consider', you are complying.

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

- 'Yes' answers require no further action.
- No' answers will require investigation and/or remedial action by the person responsible for DSE assessments in your company.

Who are you sending this report to?

Name:

Jo Blood

Email Address:jo@posturepeople.co.uk

1. Keyboards

Is the keyboard separate from the screen?

- Yes

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Things to consider:

Use a separate keyboard to prevent over-reaching for the device: This is a requirement unless it's impractical to do so (e.g. using a portable)

Does the keyboard tilt?

- Yes

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Things to consider:

If your keyboard is tilted it may put extra strain on your wrists. However, it's not a requirement for the tilt to be built in.

Is it possible to find a comfortable keying position?

- No

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Things to consider:

Aim to create a neutral typing position to avoid unnecessary strain on the wrists, forearms and shoulders. Your desk should be free of unnecessary clutter. This will allow you to keep your keyboard close to you.

↑ Further action may be required regarding the previous question. ↑

Do you have a good keyboard technique?

- Yes

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Things to consider:

Review how you type - have you spotted any bad habits?
Keep your elbows close to your side, sit close to your desk and keep your wrists and hands in a neutral position. Keep your forearms and wrists parallel to the keyboard to avoid bending your wrists. Try not to hit the keys too hard or overstretch your fingers as you type.

Are the characters clear and readable on the keyboard?

- Yes

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Things to consider:

Keyboards should be kept clean. If characters still can't be read, the keyboard may need to be modified or replaced. Debris behind the keys or missing keys can make it difficult to type. Clean with compressed air or seek an alternative if you are finding it difficult to type.

2. Mouse, trackball, etc**Is the mouse suitable for the tasks it is used for?**

- Yes

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Things to consider:

If you are having problems, try a different mouse. Mice are available in a variety of shapes and sizes to better suit specific tasks and job roles. Familiarize yourself with keyboard shortcuts to see if you can cut-down on unnecessary mouse clicks.

Is the mouse positioned close to you?

- No

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Things to consider:

Most mice are best placed as close as possible to the right or left-hand side of the keyboard. Avoid over-reaching for the mouse or leaving your hand on the mouse when it's not being used. If you don't use the number pad daily, compact keyboards are available so that you can keep your mouse arm closer to your body.

↑ Further action may be required regarding the previous question. ↑

Is there support for your wrists and forearm when using the mouse?

- Yes

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Things to consider:

Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.

You should be able to find a comfortable working position with the device.

Does the mouse work smoothly and at a speed that suits you?

- Yes

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Things to consider:

See if the mouse requires cleaning (e.g. the underside of the mouse).

Some surfaces make it difficult for the mouse to register - use a mouse mat or a sheet of paper if the device does not work smoothly.

Can you easily adjust software settings for speed and accuracy of the mouse pointer?

- Yes

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Things to consider:

You may need training on how to adjust the mouse settings to better suit your tasks.

3. Display screens

Are the characters clear and readable?

- Yes

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Things to consider:

Make sure the screen is clean. Cleaning materials should be available.

As a rule of thumb, your screen should be positioned at arms-length.

If you are struggling to see the screen from this distance, make sure that you have had a recent eye test to see if you need glasses.

Is the text size comfortable to read?

- Yes

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Things to consider:

Software settings may need adjusting to change text size. Speak to your IT provider about zoom options, contrast and screen calibration if applicable.

Is the image stable, i.e. free of flicker and jitter?

- Yes

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Things to consider:

Try using different screen colours to reduce flicker, e.g. darker background and lighter text.

If there are still problems, get the set-up checked, e.g. by the equipment supplier.

Is the screen's specification suitable for its intended use?

- Yes

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Things to consider:

For example, intensive graphic work or work requiring fine attention to small details may require large display screens.

Is your screen brightness and/or contrast adjustable?

- Yes

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Things to consider:

Separate adjustment controls are not essential, provided you can always read the screen easily.

Does the screen swivel and tilt?

- No

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Things to consider:

Swivel and tilt need not be built in; you can add a swivel and tilt mechanism with a separate monitor arm. However, you may need to replace the screen if:

- swivel/tilt is absent or unsatisfactory
- work is intensive
- and/or you have problems getting the screen to a comfortable position.

↑ Further action may be required regarding the previous question. ↑

Is the screen free from glare and reflections?

- Yes

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Things to consider:

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 the reflections.

Screens that use dark characters on a light background are less prone to glare and reflections.

Speak to your IT provider to adjust your screen brightness if you are struggling to see the screen.

Are adjustable window coverings provided and in adequate condition?

- Yes

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Things to consider:

Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.

If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.

4. Software

Is the software suitable for the task?

- Yes

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Things to consider:

Check users have had appropriate training in using the software. The software should respond quickly and clearly to user input.

5. Furniture

Is the work surface large enough for all the necessary equipment, papers etc?

- No

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Things to consider:

Create more room by moving printers, reference materials etc elsewhere. Clear your work area of clutter so that you can maximise space for your essential equipment.
If necessary, see if power, telecoms and equipment can be moved. There should be some scope for flexible rearrangement.

↑ Further action may be required regarding the previous question. ↑

Can the user comfortably reach all the equipment and papers they need to use?

- Yes

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Things to consider:

Rearrange equipment, papers etc to bring frequently used things within easy reach.

If you use a lot of paperwork in your role, a document holder is a good solution to prevent you from dropping your neck to review your documents and minimise uncomfortable head and eye movements.

Are surfaces free from glare and reflection?

- Yes

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Things to consider:

Consider mats or blotters to reduce reflections and glare.

Is the chair suitable? Is the chair stable? Is the chair comfortable?

- No

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Things to consider:

The chair may need repairing or replacing if you are uncomfortable or cannot use the adjustment mechanisms. If the chair cannot be adjusted to support you, then it may not be suitable. If your chair does not stay at the same height, it could be that the seat height adjustment is broken.

Does your chair have a working:

- Back height and angle adjustment?
- Seat height adjustment
- 5 functional castors (wheels) or glides (flat feet).

↑ Further action may be required regarding the previous question. ↑

Is the chair adjusted correctly?

- Yes

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Things to consider:

You should be able to carry out your work sitting comfortably.

Consider asking for training on how to adopt suitable postures while working.

The arms of chairs can stop you from getting close enough to use the equipment comfortably.

Move any obstructions from under the desk.

Please Refer to our [self-help guides](#) to see if you can successfully set up the chair to suit your work environment.

Is the small of your back supported by the chair's backrest?

- Yes

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Things to consider:

You should have a straight back, supported by the chair, with relaxed shoulders.

Are your forearms horizontal and eyes at roughly the same height as the top of the screen?

- Yes

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Things to consider:

To find the right forearm position you will need to adjust the height of your chair. Pull the height adjustment lever on your chair so that your armrests are level with the top of the desk. You may need to raise or lower the screen to ensure it's in-line with your eyebrows.

Are your feet flat on the floor, without too much pressure from the seat on the backs of the legs?

- Yes

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Things to consider:

If your feet don't touch the floor when your armrests are level with the desk then you will need a footrest.

There should be a three-finger gap between the edge of your chair and the back of your knees.

If you have a height-adjustable desk, raise or lower the desk using your armrests as a guide.

6. Environment**Is there enough room to change position and vary movement?**

- Yes

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Things to consider:

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, e.g. not too bright or too dim to work comfortably?

- Yes

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Things to consider:

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?

- Yes

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Things to consider:

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?

- Yes

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Things to consider:

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 you asked to be moved away from the heat source?

Are levels of noise comfortable?

- Yes

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Things to consider:

Consider moving sources of noise, e.g. printers, away from you. If not, consider soundproofing.

7. Final questions to you...

- Has the checklist covered all the problems you may have with your workstation?
- Have you experienced any discomfort or other symptoms which you attribute to working with your equipment?
- Have you been advised of your entitlement to eye and eyesight testing? Have you had an eye test in the last two years?
- Do you take regular breaks working away from your screen?

Write down the details of any problems below. This is an opportunity to disclose any further issues or conditions that affect your comfort, workstation or working life:

This is a box where people can highlight any of their concerns and add any comments that they would like

↑ Further action may be required regarding the previous question. ↑