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| --- | --- | --- | --- |
| **User’s Name:** |  | **Workstation location:****(Site/ Building/ Room)** |  |
| **School/ Institute/ Service :** |  | **Unit:** |  |
| **Telephone:** |  | **Assessment Date:** |  |
| **Is the person completing this form the same as the user?**  | **Yes** | **No** | **If answered ‘No’ print name?** |  |

| **Ref** | **Assessment question** | **Ways of reducing the risk** | **Y/ N** | **Comments/Actions** |
| --- | --- | --- | --- | --- |
| **1. Display Screens** |
| 1.1 | Is the screen positioned correctly? | * Position the monitor approximately one arms length away i.e. 22" - 26" (55 - 65 cm)
* Adjust the height of the monitor, so the top of the screen is at eye level. If this is too low, you will need to purchase an adjustable monitor stand.
* Make sure the screen is clean and cleaning materials are made available.
* Check that text and background colours work well together.
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| 1.2 | Is the text size comfortable to read? | Software settings may need adjusting to change text size. Do you know how to adjust settings?* Training is available from IT Services in various aspects of computer use and software packages that are most commonly used within the University.
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| 1.3 | Is the image stable, i.e. free of flicker and jitter? | Try using different screen colours to reduce flicker, e.g. darker background and lighter text.* If problems still exist, log a request for repair with the IT Services.
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| 1.4 | Is the screen’s specification suitable for its intended use? | For example, intensive graphic work or work requiring fine attention to small details may require larger display screens. |  |  |
| 1.5 | Are the brightness and/or contrast adjustable? | Separate adjustment controls are not essential, provided you can read the screen easily at all times. |  |  |
| 1.6 | Is it possible to easily tilt and swivel the screen? | A tilt mechanism does not need to be built in and correct positioning can be obtained by using a separate adjustable base or arm. However, you may need to replace the screen if:* Swivel/ tilt is absent or unsatisfactory;
* Work is intensive; or
* are having problems getting the screen to a comfortable position
 |  |  |
| 1.7 | 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
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| 1.8 | Are adjustable window coverings provided and in adequate condition? | * 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.
 |  |  |
| **2. Keyboards** |
| 2.1 | 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). |  |  |
| 2.2 | 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. |  |  |
| 2.3 | Do you have good keyboard skills? | Training from IT services can be used to prevent:* hands bent up at wrist
* hitting the keys too hard
* overstretching the fingers
 |  |  |
| 2.4 | 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.
* Use a keyboard with a matt finish to reduce glare and/or reflection.
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| **3. Mouse** |
| 3.1 | Is the device suitable for the tasks it is used for? | * A mouse is the most suitable device for many tasks, and is available in a variety of shapes and sizes.
* If you are having problems, try a different device such as an ergonomic mouse etc.
 |  |  |
| 3.2 | Is the device positioned close to you? | Most devices are best placed as close as possible, e.g. right beside the keyboard. * Make sure you move the mouse by moving your shoulder and arm, not by resting your hand/ forearm on the desk, and just moving your wrist
* Your wrist should move across desk with the mouse).
* Avoid gripping onto to the mouse instead just rest your hand on top of the mouse.
 |  |  |
| 3.3 | Is there support for your wrist and forearm? | * Keep your elbows close to your body and directly underneath your shoulder
* Make sure your wrist is straight and flat, and not bent when holding the mouse,
* Support can be gained from the desk surface or arm of a chair. You may need to consider a wrist rest.
 |  |  |
| 3.4 | Does the device work smoothly at a speed that suits you? | * It is preferable to use an optic mouse instead of a trackball which will require periodic cleaning.
* Check the work surface is suitable or use a mouse mat, if required.
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| 3.5 | Can you easily adjust software settings for speed and accuracy of pointer? | Training is available from IT Services in various aspects of computer use and in use of the software packages that are most commonly used within the University.  |  |  |
| **4. Software** |
| 4.1 | Is the software suitable for the task? | Software should help you carry out the task, minimise stress and be user-friendly. Ensure that you have had appropriate capability in using the software.Software should respond quickly and clearly to your input, with adequate feedback, such as clear help messages. |  |  |
| **5. Furniture** |
| 5.1 | 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.
 |  |  |
| 5.2 | Can you comfortably reach all the equipment and papers they need to use? | * Rearrange equipment, papers etc to bring frequently used things within easy reach.
* Position your phone within easy reach, on your non-dominant side.
* A document holder may be needed, positioned to minimise uncomfortable head and eye movements.
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| 5.3 | Are surfaces free from glare and reflection? | Consider mats or blotters to reduce reflections and glare. |  |  |
| 5.4 | Is the chair suitable and stable? | If after all the correct adjustments have been made you still find the chair uncomfortable, or you cannot use the adjustment mechanisms, then contact your manager or Safety Coordinator. Does the chair have a working:* seat back height and tilt adjustment?
* seat height adjustment?
* swivel mechanism?
* castors or glides?
 |  |  |
| Spine in upright positionWrist straight on keyboardLumbar support (thickest part of backrest) of chair is supporting lower backFeet touching the floor or use footrestKnees at 90ºThighs parallel to the floorArea under desk must be free from obstructionsSeat right up to back of chair  |
| 5.5 | Is the chair adjusted correctly? | * You should be sitting comfortably whilst carrying out your work.
* See illustration above on how to adopt a suitable posture while working.
 |  |  |
| 5.6 | Is the small of the back supported by the chair’s backrest?  | The user should have a straight back, supported by the chair, with relaxed shoulders. |  |  |
| 5.7 | Are your forearms horizontal and eyes at roughly the same height as the top of the monitor? | Adjust the chair height to get the user’s arms in the right position and then adjust the height of the monitor, if necessary. |  |  |
| 5.8 | Are your feet flat on the floor, without too much strain from the seat on the backs of the legs? | If not, a foot rest may be needed. |  |  |
| 5.9 | Is there sufficient space below the desk to enable the user to achieve a comfortable position? | Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment. |  |  |
| **6. Environment** |
| 6.1 | Is there enough room to change position and vary movement? | * Adequate space is needed to move, stretch etc.
* Consider reorganising the office layout and check for obstructions.
* Cables should be tidy and not create a trip or snag hazard.
 |  |  |
| 6.2 | 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).
 |  |  |
| 6.3 | Does the air feel comfortable? | * Computers and other equipment may dry the air.
* Circulate fresh air if possible. Plants may help.
* Consider a humidifier if discomfort is severe.
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| 6.4 | Are levels of heat comfortable? | * Can the heating be controlled better?
* More ventilation or fans may be required if there is a lot of electronic equipment in the room.
* Consider moving your workstation away from the source of heat?
 |  |  |
| 6.5 | Are levels of noise comfortable? | Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing. |  |  |
| **7. Other** |
| 7.1 | Can you plan your work routine to allow for regular breaks away from the workstation? | Any other office tasks such as filing, photocopying, or even a short walk to the printer or to get a drink of water is considered a sufficient break away from your computer. |  |  |
| 7.2 | Are you aware of your responsibility to identify and address computer hazards and report computer workstation related incidents or ill health? | Report any problems with your workstation to your manager or Safety Coordinator |  |  |
| 7.3 | Do you understand the University’s arrangements for eye and eyesight tests? | An eye test is available free of charge from your optician. See SEPS guidance ‘Safe use of computers’ |  |  |
| 7.4 | Do you use a laptop top for work? | **IF** a laptop is essential for work purposes ensure:* It is only used when it is appropriate to do so and is not used for prolonged periods – do not use longer than 60 mminutes
* If the laptop has to be used for extended periods then a docking station must be used. Whenever possible, connect a standard keyboard, mouse and monitor to provide better working arrangements.
* An appropriate and adjustable chair is used.
* It is placed on a firm surface. The position of the keyboard should allow for relaxed shoulders and horizontal forearms.
* The screen of the laptop should be at an adequate height and angled to:
* Keep reflections and glare to a minimum.
* Ensure a correct posture is achieved and the head does not have to be noticeably inclined.
 |  |  |
| If your DSE Self assessment identifies issues that cannot be resolved with your manager, further advice/guidance can be obtained from your local Safety Coordinator |
| **8. Adjustments made and any additional comments** |
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| **DSE User:**  |  | **Date action taken** |  | **Signature** |  |
| **Line Manager:**  |  | **Date action taken** |  | **Signature** |  |
| **Safety Coordinator:**  |  | **Date action taken** |  | **Signature** |  |