



Display Screen Equipment/Workstation Risk Assessment:

Introduction

The following checklist is designed to allow an assessment of individual Display Screen Equipment (DSE) workstations to be carried out, in terms of the Health and Safety (Display Screen Equipment) Regulations 1992, and associated guidance.

Users should be encouraged to carry out their own risk assessment, which will then be checked by the Local Safety Adviser. A new risk assessment needs to be carried out if there is a change of user, a change in equipment, or in location/set up.

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 Local Safety Adviser. 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.

Please note that, though a characteristic of the workstation may not precisely match the advice given in the Regulations and Guidance, remedial action will not require to be applied if the user in question is satisfied with the item, and desires no change.

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, for example by giving users health & safety training, and providing for breaks or changes of activity. Advice on these is given in the main text of the guidance.




Record of Assessment

Workstation location: (School, Division, Unit etc., building, room no & floor)	
Name of User:	
Assessment completed by:	
Assessment checked by:	
Date of Assessment:	
Any further action needed? Yes / No Please specify action required.	
<i>Follow up action completed on:</i>	


Assessment Checklist



Risk Factors	Yes / No	Things to Consider	Action to take
1. DISPLAY SCREENS			
Are the characters clear and readable?		Make sure the screen is clean and cleaning materials are made available. Check that text and background colours work well together.	
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?		Try using difference screen colours to reduce flicker, e.g. darker background and lighter text, increase refresh rate of monitor setting. If problem persists, contact your IT support.	
Is the screen's specification suitable for it's intended use?		For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and /or contrast		Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	

adjustable?			
Does the screen swivel and tilt?			<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"> - Swivel/tilt is absent or unsatisfactory - Work is intensive; and/or -The user has problems getting the screen to a comfortable position. <p>The height of the screen should be roughly at eye level. A monitor stand may be required. If using an LCD screen, ensure it is adjustable in height, alternatively use a monitor stand.</p>
Is the screen free from glare and reflections?			<p>Find the source of the reflections.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of the reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>
Is the user facing the screen.			<p>Position the screen in front of the user, to avoid any twisting.</p>
Are adjustable window coverings provided and in adequate condition?			<p>Check that curtains/blinds are in good working order. If not, report to Estates and Buildings. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>
2. KEYBOARDS			
Is the keyboard separate from the screen?			<p>This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable computer).</p>
Does the keyboard tilt?			<p>Tilt need not be built in</p>
Is it possible to find a comfortable keying			<p>Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p>

<p>position?</p>  <p>YES</p>  <p>NO</p>  <p>NO</p>		<p>Keep elbows close to the body, do not overstretch the arms.</p> <p>Users of thick, raised keyboards may need a wrist rest.</p> <p>Users may find the use of a compact mini-keyboard more comfortable.</p>	
<p>Does the user have good keyboard technique?</p>		<p>Training can be used to prevent: - hands bent up at wrist - hitting the keys too hard - overstretching the fingers</p>	
<p>Are the characters on the keys easily readable?</p>		<p>Keyboards should be kept clean. If characters still cannot 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>	

3. MOUSE, TRACKBALL, ETC

<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 touch screens may be better for some tasks (but can be worse for others).</p> <p>Check the device has been set to suit the user (for right or left hand user).</p>	
<p>Is the device positioned close to the user?</p>  <p>NO</p>		<p>Most devices are best placed as close as possible e.g. right beside the keyboard.</p> <p>Training may be needed to: -prevent arm overreaching -tell users not to leave their hand on the device when it is not being used - encourage a relaxed arm and straight wrist.</p> <p>A compact keyboard will help the user to avoid overreaching.</p>	

 <p>YES</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. If not, a separate supporting device (gel filled) 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>Check if cleaning is required (e.g. of mouse ball and rollers).</p> <p>Check the work surface is suitable. A mouse mat may be needed.</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>	
<p>4. SOFTWARE</p>			
<p>Is the software suitable for the task?</p>		<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 messages.</p>	
<p>5. FURNITURE</p>			
<p>Is the work surface large enough for all the necessary equipment,</p>		<p>Create more room by moving printer, reference materials etc elsewhere. Use multilevel trays for papers/documents.</p> <p>If necessary, consider providing new</p>	

papers etc?		<p>power and telecom sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p>	
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 may be needed, positioned to minimise uncomfortable head and eye movements.</p>	
Are the surfaces free from glare and reflection?		<p>Consider mats or blotters to reduce reflections or glare.</p>	
<p>Is the chair stable & suitable for the user?</p> <p>Does the chair have a working: - seat back height and tilt adjustment? - Seat height adjustment? - Swivel mechanism? - Castors or glides?</p>		<p>The chair may need repairing or replacing if the user is uncomfortable, or the adjustment mechanisms are faulty.</p> <p>Contact the University Furniture Office.</p>	
Is the chair adjusted correctly?		<p>The user must be familiar with the chair adjustments.</p> <p>Adjust the chair height to sit with elbows at approx. 90° & 2cm above the desk when touching the G & H keys.</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</p>	

		<p>equipment comfortably. Consider chairs without armrests or alternatively, adjustable armrests.</p> <p>Move any obstructions from under the desk.</p>	
Is the lower back supported by the chair's backrest?		The user should have a straight back, supported at all times by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the screen?		Adjust the chair height to get the user's arms in the right position; adjust the monitor height/tilt if necessary.	
6. ENVIRONMENT			
Is there enough room to change position and vary movement?		<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>	
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?		<p>Users should be able to control light levels, e.g. by adjusting window blinds or light switches.</p> <p>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).</p>	
Does the air feel comfortable?		<p>VDUs and other equipment may dry the air. Green plants may help to increase moisture levels in the air.</p> <p>Circulate fresh air if possible. As a last resort, if discomfort is severe, consider a humidifier.</p>	
Are levels of heat comfortable?		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 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.	
7. ELECTRICAL			
Have you carried out a user check (visual inspection) of the visually accessible parts of the equipment and it's cable, plug and extension cable.		<p>See http://www.docs.csg.ed.ac.uk/Safety/Policy/Part3.pdf for more information on user checks.</p> <p>Carry out a user check when the equipment has been relocated.</p> <p>Any faults or significant wear and tear, must be reported and repaired as soon as possible (contact your local computing support)</p> <p>Do not use any equipment if defective. Remove from operation and label 'DO NOT USE - EQUIPMENT FAULTY'.</p>	

Final Questions to Users:

- Is a portable computer being frequently used? If so, reduce its use to a minimum. Alternatively, have a docking station (separate keyboard, separate screen or screen elevated, separate mouse or tracking device). More detailed guidance on working with laptop computers is available at <http://www.docs.csg.ed.ac.uk/Safety/health/DSE.pdf>.
- Has the checklist covered all the problems the user may have working with the DSE?
- Has the user been advised of their entitlement to eye and eyesight testing, and advised to contact the Occupational Health Unit or the Health and Safety Office to arrange appropriate eye sight testing?
- Does the user take regular breaks working away from the DSE?
- Has the user read the leaflet "Are you keying comfortably"?

Who to Contact:

- For furniture replacement or repair, contact Furniture Office, Estates and Buildings 50 2077
- For Blinds, curtains, etc EBIS Repair, Works Division

- For Computing equipment / software contact Information Services (i.e. normal contact)
- For Electrical defects contact Works Division 50 2485
- For Work environment factors (ventilation, noise, etc) contact Occupational Hygiene Unit Occupational.Hygiene@ed.ac.uk
- Following implementation and trial of any changes - For on-going Health issues related to DSE use contact the Occupational Health Unit 50 8190 / Occupational.Health@ed.ac.uk