

Display Screen Equipment (DSE) / Visual Display unit (VDU)

Self-Assessment Form

This is a free example of a safety template. For further information, guidance or for help if you find a problem and don't know what to do about it, please email us for a free site assessment.

info@orbisenvironmental.com, call us on 01656 470044 or visit our website www.orbisenvironmental.com

Workstation location:	
User:	
Line Manager / Supervisor:	
Date of assessment:	

This form is to be used by employees working on computers or other computer workstations. It satisfies the requirement for a Workstation Assessment as defined in the Health & Safety (Display Screen Equipment) Regulations.

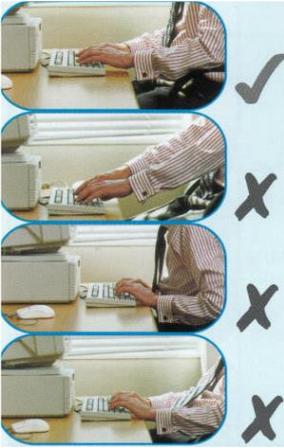
When completed, these Self-Assessment Forms are to be passed to your line manager for review. If any remedial action has been identified, your line manager will make further arrangements.

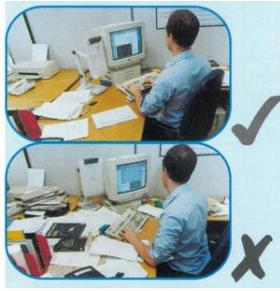
Work through the form, ticking in either the 'Yes' or 'No' column against each risk factor:

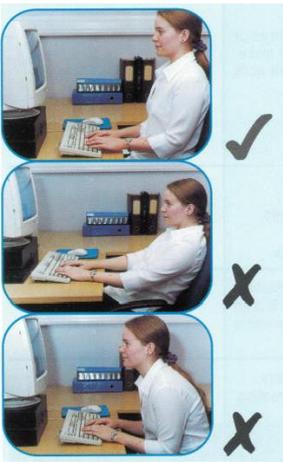
- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action to be taken.

Risk factors	Tick answer		Things to consider	Action Required
	Yes	No		
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 different screen colours to reduce flicker e.g. darker backgrounds and lighter text. If problems still exist, get the set up checked by IT, Health & Safety or by equipment supplier.	

Risk factors	Tick answer		Things to consider	Action Required
	Yes	No		
Is the screen specification suitable for its intended use?			For example, intensive graphic work or work requiring close attention to small detail may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt? 			Swivel and tilt need not be built in. Within the 6 KP building most screens use an adjustable arm mechanism. However, you may need to replace the screen / arm if: <ul style="list-style-type: none"> • Swivel/tilt is absent or unsatisfactory; • And / or the User has problems getting the screen to a comfortable position. 	
Is the screen free from glare and / or reflection? 			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 desk and/or shield the screen from the source of reflection. Screens that use dark characters on a light background are less prone to glare and reflections. Where fitted, blinds with vertical slats can be more suitable than those with horizontal ones. If these measures do not work seek specialist help from Health & Safety.	
2. Keyboards				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impractical (e.g. where there is a need to use a laptop)	

Risk factors	Tick answer		Things to consider	Action Required
	Yes	No		
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 wrist. Users of thick, raised keyboards may need to use a wrist rest.	
Do you have good keyboard technique?			Training can be used to prevent: <ul style="list-style-type: none"> • Hands bent up at wrist • Hitting the keys too hard • Overstretching the fingers 	
Are the characters on the keys easily readable?			Keyboards should be kept clean. If the characters can't be clearly seen, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	
3. Mouse, trackball etc				
Is the device suitable for the tasks it is used for?			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. Alternately devices such as touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user? 			Most devices are best placed as close as possible to the keyboard. Training may be needed to: <ul style="list-style-type: none"> • Prevent arm overstretching; • Tell users not to leave their hand on the device when it is not being used; • Encourage a relaxed arm position and straight wrist. 	

Risk factors	Tick answer		Things to consider	Action Required
	Yes	No		
Is there support for the User's wrist?			Support can be gained from the desk surface or arm of a chair. If not a separate wrist rest may be required. The User should be able to find a comfortable working position.	
Does the mouse work smoothly at a speed that suits the User?			Is cleaning of mouse ball / rollers required? Check the work surface is suitable. A mouse mat may be needed.	
If required can the User easily adjust software settings for speed and accuracy of the mouse pointer?			Users may need training in how to adjust device settings. <ul style="list-style-type: none"> • Click on "Start" • Click on "Control Panel" • Click on specific hardware to be adjusted 	
4. Software				
Is the software suitable for the task?			Software should help the User carry out the task, minimise stress and be user friendly. Have you had appropriate training in using software? Software should respond quickly and clearly to User input and provide adequate feedback, such as clear help messages.	
5. Furniture				
Is the work surface large enough for all the necessary equipment, papers etc? 			Create more room by moving printers, reference material etc elsewhere. If necessary, consider providing new power and telecoms sockets so equipment can be moved. If using the telephone for long periods and typing consider a headset. There should be some scope for flexible rearrangements.	
Can the User comfortably reach all the equipment and papers they need to use?			Rearrange equipment, papers etc to bring frequently used things within easy reach. A document holder may be needed. This should be positioned to minimise head movements.	

Risk factors	Tick answer		Things to consider	Action Required
	Yes	No		
Are work surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
Does the chair comply with the regulations? Is the seat back adjustable in height and tilt? Is the seat height adjustable? Is the chair stable with 5 castors on the base?			The chair may need repairing or replacing if the User is unable to achieve a safe working position.	
Is the chair adjusted correctly? 			<p>The User should be able to carry out their work whilst sitting comfortably.</p> <p>User training in how to adopt suitable postures while working may be required.</p> <p>The arms of the chair can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p>	
Is the small of the back supported by the chairs backrest?			The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are your forearms horizontal and are your 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 and then adjust the monitor height if necessary.	
Are your feet flat on the floor?			If not a foot rest may be needed.	
6. Environment				
Is there enough room to change position and vary movement?			<p>Space is needed to allow the User to move and to stretch.</p> <p>Consider reorganising the office layout to remove obstructions.</p> <p>Cables should be tidy and not cause a trip or snag hazard.</p>	

Risk factors	Tick answer		Things to consider	Action Required
	Yes	No		
<p>Is the lighting suitable i.e. 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 by switching on / off lights.</p> <p>Consider shading or repositioning light sources or providing task 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>Display screen equipment may dry the air.</p> <p>Circulate fresh air if possible.</p> <p>Plants may help.</p> <p>Consider a humidifier if discomfort is severe.</p>	
Are heating levels comfortable?			<p>Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electric equipment in the room. Or, can Users be moved away from the heat source?</p>	
Are levels of noise comfortable?			<p>Consider moving sources of noise e.g. printers away from the User. If not practicable, consider soundproofing.</p>	

7. Final questions for users:	Yes / No	
<ul style="list-style-type: none"> • Has this checklist covered all the issues you have working with Display Screen Equipment? • Are you free from any discomfort or other symptoms (e.g. aches/pains in arms/wrists, headaches) which you can attribute to working with your Display Screen Equipment? • Have you been advised of your entitlement to free eye and eyesight tests? • Do you take regular breaks working away from display screen equipment? 		
8. Summary of Action Required:		
Signature of User:	Date:	
Signature of Line Manager/Supervisor:	Date:	
9. This assessment should be reviewed after one year or sooner if circumstances change: Review Date: Review Date: Review Date: Review Date:		