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| **ES09b** | **Display Screen Equipment (DSE) User Risk Assessment** | | | | | |
| **Unit Name** |  | | | **Unit Number** | |  |
| **Employee Name** |  | | | **Employee Number** | |  |
| **Workstation Type**  Tick all that apply | Office based  **€** | Home working  **€** | Mobile working  **€** | | Other (please specify)  **€** \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Assessment Completed** | Date | | | Signed | | |
| **1st review** | Date | | | Signed | | |
| **2nd review** | Date | | | Signed | | |
| **3rd review** | Date | | | Signed | | |

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| **Step 1 – Assessment of DSE workstation** | | | |
| Consider the risk factors and answer each question either Yes, No or Not applicable. Consider any office workstations and home workstations you use. Where a No answer is given, consider the possible actions suggested and record what action is taken in the Actions/Comments column. See Figure 1 for guidance on correct set-up of DSE equipment and workstations. After completion of the risk assessment this must be reviewed with your manager, who should support with closing out any outstanding actions.  **Note** - Assessments must be reviewed every 12 months, when there are significant changes to your workstation, or if any DSE related pain or health issues are reported. Risk assessments must be retained for a period of 6 years. | | | |
| **Risk Factors** | **Y/N**  **or N/A** | **Possible Management Action if ‘No’** | **Actions/**  **Comments** |
| Environment *The overall environment should be assessed for suitability and to ensure that you are able to make any necessary adjustments to suit your personal requirements.* | | | |
| Is there enough room for you to change position and vary movement?  Is the lighting suitable i.e. not too bright or too dim to work comfortably?  Does the air feel comfortable?  Is the room temperature comfortable? |  | You should have space to move, stretch and fidget. Consider reorganising the workstation layout if possible. Any cables should be organised so that they are not a trip or snagging hazard.  You should be able to control light levels, by adjusting window blinds, turning lights on/off etc.  Consider shading or repositioning light sources and using desk lamps (but ensure these do not create glare).  Display screens and other equipment may dry the air. You should be able to increase the supply of fresh air if possible. Ensure windows operate correctly.  If you can, adjust the room temperature and increase ventilation as necessary and move workstations away from heat sources. |  |

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| **Risk Factors** | **Y/N**  **or N/A** | **Possible Management Action if ‘No’** | **Actions/**  **Comments** |
| 1. Environment, continued Are noise levels comfortable? |  | Consider moving sources of noise e.g. printers, photocopiers away from the workstation where this is reasonably possible. |  |
| **2. Display Screens and Telephony Equipment**  *If a display screen is provided it should be assessed to ensure it is suitable for the intended purpose, that it functions correctly and is in good condition. NOTE: If individuals will be using a laptop, then a laptop riser should be provided.* | | | |
| Are the characters on the screen clear and readable?  Is the text size adjustable?  Is the image stable i.e. clear of flicker?  Is the screen’s specification suitable for its intended use?  If you are using a separate screen does the screen swivel and tilt?  Are adjustable window coverings provided and in good condition?  Is the screen free from glare and reflections?  Where telephone headsets are worn, can volume levels be reduced?  Is the telephone headset fitted with an acoustic shock limiter, which protects against uncontrolled peaks of noise?  (e.g. electronic interference or deliberate loud noises through the telephone call). |  | Make sure the screen is clean and that cleaning materials are available.  Alter the setting where software settings allow.  If there are any issues with the device it may need to be replaced.  If you are carrying out intensive graphic work or fine attention to detail on a laptop or desktop computer, you may require a larger screen size.  Swivel and tilt mechanisms may not be fitted but if they are they should function correctly. The screen may need replacing if the mechanism is absent/unsatisfactory or if your work is intensive.  Check that blinds/curtains work.  Consider anti-glare screen filters as a last resort.  The screen or desk may need to be moved and/or the screen may need shielding.  Replace telephone headsets with those fitted with suitable volume controls.  Replace telephone headsets with those fitted with suitable acoustic shock limiters. |  |

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| **Risk Factors** | **Y/N**  **or N/A** | **Possible Management Action if ‘No’** | **Actions/**  **Comments** |
| **3. Keyboards**  *Where a laptop is used for extended periods, a separate keyboard should be provided.* | | | |
| Does the keyboard tilt?  Is there enough room between the keyboard and the edge of the desk or table to allow you to find a comfortable typing position?  Are the characters on the keys easily readable? |  | Ensure the keyboards tilts. This mechanism is usually provided by small feet which fold out of the underside of the keyboard.  Ensure the desk or table is large enough to accommodate all required equipment and for you to obtain a comfortable typing position.  Keyboards should be kept clean. If characters cannot be read, the keyboard may need modifying or replacing.  Select a keyboard with a matt finish to reduce glare and/or reflection. |  |
| **4. Mouse, Trackball etc.**  *Where a laptop is used for extended periods a separate mouse should be provided* | | | |
| Is the device ergonomically suitable for the tasks it is used for?  Is the device able to be positioned close to you?  Is there support for your wrist and forearm?  Does the device work smoothly  and at a speed that suits you?  Can the speed and accuracy of the pointer be adjusted by software settings? |  | Consider a different shape or size if necessary.  The device should be close to you, e.g. directly next to the keyboard. You should not have to overreach. Avoid resting your hand on the device when it is not being used. You should keep your arm relaxed and your wrist straight.  This can be on the desk surface or the arm of the chair. Otherwise, a wrist rest may be required.  Keep the device clean.  If the surface is not suitable a mouse pad may be required.  Ensure you know how this can be adjusted in the computer’s software settings. |  |
| **5. Furniture** | | | |
| Is the desk or table large enough for all the necessary equipment, papers etc?  Can you comfortably reach all the equipment and papers you need to use? |  | The desk or table should be a suitable size for all intended equipment. Create more room by moving printers, reference material etc. elsewhere.  You should have enough space to rearrange equipment, papers etc. to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements. |  |
| **Risk Factors** | **Y/N**  **or N/A** | **Possible Management Action if ‘No’** | **Actions/**  **Comments** |
| 5. Furniture, continued Are permanent desks free from glare and reflection?  Is the chair suitable and stable?  If the chair has a seatback height and tilt adjustment, seat height adjustment, swivel mechanism and/or castors or glides, do these work?  Is there enough room to manoeuvre the chair?  If the chair has arms, do they prevent the chair being placed close to the desk?  Is your chair comfortable?  Is the small of your back supported?  Are your forearms horizontal and eyes approximately level with the top of your screen?  Are your feet flat on the floor, without too much pressure from the seat on the back of your legs? |  | Consider mats or blotters to reduce reflection and glare.  Consider an alternative solution.  The chair may need repairing or replacing if it is not functioning correctly.  Ensure there is enough room for the chair to be manoeuvred to comfortably get in and out of the chair.  Ensure the arms do not prevent you from sitting close to the desk. If arms are not adjustable then they may need removing to allow the chair to fit under the desk.  You should be able to carry out your work sitting comfortably. If your chair is adjustable ensure it is set up correctly. Where an adjustable chair is not being used, consider an alternative.  If you are carrying out a DSE work for a significant amount of time you should consider a chair that supports your back. For short periods a cushion or similar can be used as support.  Adjust the chair height so that your arms can be in the correct position, then readjust the screen height if required.  If not, consider a footrest. |  |
| **6. Electrical equipment** | | | |
| Has all Company issued portable electrical equipment PAT tested?  Are all cables, plugs and sockets in good order?  Does any Company issued equipment run hot or overheat? |  | If you are unsure of current testing or if equipment has not been tested, raise this with your manager.  Check equipment regularly and report or replace any defected equipment.  Report any concerns to your manager. |  |

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| **Risk Factors** | **Y/N**  **or N/A** | **Possible Management Action if ‘No’** | **Actions/**  **Comments** |
| **7. Agile working (use of mobile devices, including tablets and mobile phones)**  *Do you regularly use a mobile device, such as a tablet or smart phone as part of your role? If yes, answer the following questions.* | | | |
| Do you use your mobile device phone for detailed work?  Is the screen kept clean and in good condition?  Are you mindful of your posture while using your mobile device?  Do you use your smart phone for phone calls? |  | Detailed work should be carried out on a desktop or laptop with a suitable DSE set up.  Ensure you clean the screen regularly. If cracked or otherwise damaged the screen may need replacing.  Ensure you are not hunched when using the device. Hold it at eye level and avoid leaning on your elbows.  If yes, consider using an earpiece or headphones to avoid holding the phone to your ear. |  |
| **NOTE:** Always remain aware of your surroundings when using your mobile device. Do not walk and text/type. Do not operate whilst driving or operating machinery. | | | |
| **8. Additional considerations for homeworkers** | | | |
| Do you have a smoke alarm fitted?  In the event of an emergency are you able to exit the building swifty? |  | Consider installing a smoke alarm.  Consider the location of your workstation so you are always able to exit the building without delay. |  |
| **Risk Factors** | **Y/N**  **or N/A** | **Possible Management Action if ‘No’** | **Actions/**  **Comments** |
| **Other:** |  |  |  |

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| **Step 2 – Manager review confirmation** | | | |
| Review the completed Risk Assessment with the employee and support them in with closing out any reported issues, adding any required or completed action in the actions/comment column. The employee must review this risk assessment every 12 months, when there are significant changes to their workstation, or if any DSE related pain or health issues are reported. | | | |
| **Initial Review** | Manager Name | Date | Signed |
| **1st review** | Manager Name | Date | Signed |
| **2nd review** | Manager Name | Date | Signed |
| **3rd review** | Manager Name | Date | Signed |

Figure 1. Correct Set up of Display Screen Equipment and Workstation

