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| **ES04a** | **DSE Workstation Assessment** |
| **Address** |  |
| **Workstation location** |  |
| **Assessment Completed** | Date | Signed |
| **1st review** | Date | Signed |
| **2nd review** | Date | Signed |
| **3rd review** | Date | Signed |

**Note** - Assessments must be reviewed every 3 years, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years.

Sections 1 to 6 of this DSE Workstation Assessment should be completed for each workstation, whether or not they are used by defined DSE Users. ES04a DSE User Assessment must be completed by each DSE user to identify whether they are a ‘Defined DSE User’.

Consider each of the risk factors and answer each question either Yes, No or Not applicable. Where a No answer is given, consider the possible management actions suggested and record what action is taken in the Action/Comments column.

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| **Risk Factors** | **Y/N****or N/A** | **Possible Management Action if ‘No’** | **Actions/****Comments** |
| 1. EnvironmentIs there enough room 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?Are noise levels comfortable? |  | Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be organised so that they are not a trip or snagging hazard.Adjust light sources e.g. by adjusting window blinds or light switches.Consider shading or repositioning light sources or providing local lighting e.g. desk lamps.Display screens may dry the air. Increase supply of fresh air if possible.Adjust the room temperature and increase ventilation. Move users away from heat sources.Consider moving sources of noise e.g. printers, photocopiers away from the user. If not, consider the use of dividers or screen around workstations to reduce noise. |  |

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| **Risk Factors** | **Y/N****or N/A** | **Possible Management Action if ‘No’** | **Actions/****Comments** |
| **2. Display Screens and Telephony Equipment**Are the characters clear and readable?Is the text size comfortable to read?Is the image stable i.e. clear of flicker?Is the screen’s specification suitable for its intended use?Are the brightness and/or contrast adjustable?Does the screen swivel & tilt?Is the screen free from glare and reflections?Are adjustable window coverings provided and in good condition?Where telephone headsets are worn can volume levels be reduced by the user?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 & that cleaning materials are availableCheck that text and background colours work well together. Software settings may need adjusting to alter text sizeAdjust text & background colours. If problems persist, arrange for repairIntensive graphic work or fine attention to detail may require a larger screen sizeSeparate adjustment controls are not essential if the user can read the screen at all timesSwivel & tilt mechanisms may not be fitted but can be added. The screen may need replacing if the mechanism is absent/unsatisfactory, work is intensive or the user has problems getting a comfortable positionThe screen or desk may need to be moved and/or the screen may need shielding. Screens that use dark characters on a light background are less prone to glare & reflectionsCheck that blinds work. Vertical blinds can be better than horizontal onesIf this does not work, consider anti-glare screen filters as a last resort Replace telephone headsets with those fitted with suitable volume controlsReplace 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**Is the keyboard separate from the screen?Does the keyboard tilt?Is it possible to find a comfortable keying position Does the user have good keyboard technique?Are the characters on the keys easily readable? |  | This is a requirement, unless the task makes it impracticable (e.g. when there is a need to use a laptop computer)Provide a keyboard that tiltsEnsure the users arms are bent at the elbow & forearms and wrists horizontal.Try pushing the keyboard further back to create more room for the keyboard, hands and wrists. Users of thick keyboards may need a wrist rest.Provide training to prevent users:* hands being bent at the wrist
* hitting the keys too hard
* overstretching the fingers.

Keyboards should be kept clean. If characters still cannot be read, the keyboard may need modifying or replacing.Use a keyboard with a matt finish to reduce glare and/or reflection. |  |
| **4. Mouse, Trackball etc.**Is the device suitable for the tasks it is used for?Is the device positioned close to the user?Is there support for the device user’s wrist and forearm?Can the speed and accuracy of the pointer be adjusted by software settings? |  | If the user is having problems, try a different device – they are available in a variety of shapes and sizes. Touch screens may be better for some tasks but can be worse for others.Most devices are placed as close as possible i.e. right beside the keyboard. Training may help prevent:* arm overreaching
* the user leaving their hand on the device when it is not being used
* a relaxed arm and straight wrist

Support may be gained from the desk or chair arm. If not, a separate supporting device may help the user find a comfortable working position.Train users to be able to adjust software settings. |  |

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| **Risk Factors** | **Y/N****or N/A** | **Possible Management Action if ‘No’** | **Actions/****Comments** |
| 5. SoftwareIs the software suitable for the task? |  | Ensure that the software enables the user to carry out the task required, minimises stress and is user-friendly. It should respond quickly & clearly to user input, with adequate help facilities such as clear help messages.Train users how to use the software efficiently. |  |
| **6. Furniture**Is the work surface large enough for all the necessary equipment, papers etc?Can the user comfortably reach all the equipment & papers they need to use?Is the chair suitable and stable? Does the chair have a working:* seat back height and tilt adjustment
* seat height adjustment
* swivel mechanism
* castors or glides?

Is the chair adjusted correctly?Is the small of the back supported by the chair’s backrest?Are forearms horizontal and eyes at roughly the same height as the display screen?Are feet flat on the floor without too much pressure from the seat on the backs of the legs? |  | Create more room by moving printers, reference material etc. elsewhere. If necessary, consider providing new power and telecom sockets so equipment can be moved. There should be some scope for flexible arrangement. Rearrange equipment, papers etc. to bring frequently used things within easy reach.A document holder may be needed, positioned to minimise uncomfortable head & eye movements.The chair may need repairing or replacing if the user is uncomfortable or cannot use the adjustment mechanisms.Ensure that the user can carry out their work sitting comfortably.Train the user in how to adopt suitable postures whilst working.Ensure that the arms of chairs do not stop the user getting close enough to use the equipment comfortably.Move any obstructions from under the desk.Adjust the backrest so that the user can sit with a straight back, supported by the chair, with relaxed shoulders.Adjust the chair height to get the user’s arms in the right position, and then adjust the screen height, if necessary.Provide a footrest if required. |  |