

DISPLAY SCREEN EQUIPMENT (DSE) RISK ASSESSMENT

A14b

This questionnaire is to be completed for all workstations under the DSE Regulations.
Answer ALL questions. If any of the questions are not appropriate then please mark N/A.

ORGANISATION:		
NAME (primary user):	LOCATION:	
(A) THE DISPLAY SCREEN EQUIPMENT		YES/NO
1	Can the brightness be easily adjusted?	
2	Can the contrast be easily adjusted?	
3	Is the screen free from distractive reflection or glare? (Or can glare etc be eliminated by local controls eg blinds?)	
4	Is the information on the screen legible - ie characters clear, of suitable size and spacing to be read?	
5	Is the screen free from flicker/character movement/jitter?	
6	Can the screen be easily tilted and swivelled?	
7	Can the screen be easily repositioned by user/operator?	
8	Is the keyboard separate from the display screen?	
9	Can the keyboard be tilted?	
10	Is the keyboard able to be positioned to allow adequate space to provide support for wrists between keying?	
11	Are the keys easily readable (clean, no worn letters)?	
12	Are the keys finished with a non-reflective surface?	
13	Is the keyboard layout suitable for its use?	
14	Where appropriate, is a document holder provided? (If not appropriate mark N/A)	
15	Is peripheral equipment (where provided) suitable/sufficient for use? (If none appropriate, mark N/A)	
Detail any shortcomings:		

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(B) THE FURNITURE		YES/NO
1	Does the work surface have a non-reflective surface?	
2	Is the work surface at a suitable height (or have provision to be easily adjusted)?	
3	Is the work surface large enough to comfortably fulfil the function?	
4	Is the furniture stable and of sufficient strength for the equipment placed upon it?	
5	Is there sufficient legroom under the work surface to allow comfortable working?	
6	Is the work chair of a suitable design eg 5-star base?	
7	Is the work chair of a suitable height (or have provision to be suitably adjusted)?	
8	Does the work chair provide sufficient back support (or have provision to be easily adjusted to provide such support)?	
9	Can the user comfortably reach the floor with both feet when seated, or has a footrest been provided?	
Detail any shortcomings:		
(C) THE SURROUNDINGS		YES/NO
1	Is there sufficient working space in the work area?	
2	Is the temperature maintained at a suitable level (after the first hour at work)?	
3	Is ventilation adequate?	
4	Is the lighting level controllable 'locally'?	
5	Is background lighting adequate or is supplementary lighting required? (If so, specify)	
6	Is the lighting/equipment arranged to avoid glare and reflection?	
7	Is the noise from the equipment suitably controlled eg printers fitted with hoods or moved away from user location (where appropriate)?	
Detail any shortcomings:		

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Section D is to be completed for each person using DSE who has been identified as a 'USER'. (Use additional copies of this page as required and attach to workstation assessment.)

'USER' NAME (If different from Section A):	
(D) 'USER' INTERFACE	YES/NO
1 Does 'the job' allow for discretionary breaks and/or working breaks, which do not involve 'screen work' eg, filing, telephone, administration etc?	
2 Are suitable and sufficient 'formal' breaks provided (in addition to above, where appropriate) to prevent fatigue due to continual work at DSE?	
3 Has sufficient training and information been provided on the following:	
a) Adjustment of workstation set-up ie adjusting furniture and equipment to achieve correct set-up?	
b) How to properly adjust controls on screen?	
c) The keyboard - adjustments and functions?	
d) Use and position of the document holder, if provided?	
e) The importance of 'breaks' in DSE work?	
f) The procedure regarding eye and eyesight testing?	
g) The procedure for reporting equipment faults and/or health and safety problems/concerns?	
4 During or after working at DSE, if user suffers from any of the following give details below/overleaf - headache, migraine, blurred/double vision, eyestrain, backache, neckache, pain in arm, wrist, hand, other problems.	
5 Is the software suitable and sufficient for the function/s?	
6 Is the software sufficiently understood by the user to fulfil their job function?	
7 Is sufficient 'help' available from the system help screens, user guide/s or colleagues?	
8 Is the response time of the system adequate to fulfil the function/s?	
Detail any shortcomings:	

I UNDERSTAND & AGREE THE ANSWERS GIVEN WITHIN THIS ASSESSMENT -

Signature (of 'User') Date

Name of Assessor Signature