

# Workstation Assessment DSE 1 Form (HS.1.05.1F)

## Are you Sitting Comfortably?

This checklist is used as an aid to risk assessment and to help comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992.

The aim is to ensure you are sitting comfortably and to ensure good use and condition of your workstation to prevent any illness, injury or fatigue.

User: \_\_\_\_\_

Workstation location & number: \_\_\_\_\_

Date of assessment: \_\_\_\_\_

Any further action needed: Yes  No


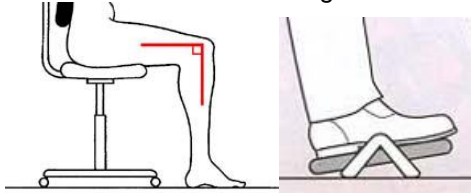
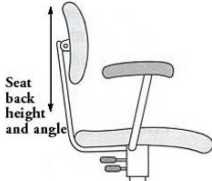
Follow-up action completed on: \_\_\_\_\_

Signed & Dated: \_\_\_\_\_

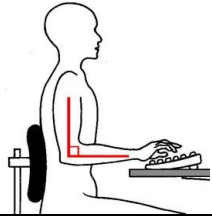
About you and your computer use

	YES	NO	COMMENT
Do you use a computer on a daily basis?			
Do you regularly use a computer for over an hour at a time?			
Is computer based work a significant part of your job?			

**Tick answer**

Risk factors	YES	NO	Things to consider	Actions/Comments
<b>1. SEATING POSTIION</b>				
				
<b>1.1 Seating Position</b>				
Is your chair height adjustable?			You should adjust your chair so that your arms are at a height which is comfortable for using your workstation keyboard and mouse.	
Are your feet resting flat on the floor?			<p>The feet should be supported so that there is not excess pressure on the back of you legs or behind your knees. Not all users are of a height that the chair can be adjusted to allow correct positioning of the arms with feet flat on the floor. In this instance a foot rest should be used to ensure the knee is at 90degrees.</p> 	
Is the back of the chair adjustable?			<p>Both the height and tilt of the back of the chair should be fully adjustable.</p> 	
Does the chair provide good lumbar support?			The chair back should be adjusted so as to provide good support of the lower back.	
Does the chair have a 5 arm base?			This ensures stability.	
Does the chair move freely and swivel?			The chair should be on castors which move freely allowing you to reach all parts of your workstation.	

**Tick answer**

Risk factors	Tick answer		Things to consider	Actions/Comments
	YES	NO		
Is there sufficient leg room?			Keep the area under your desk clear.	
<b>1.2 Position of Screen</b>				
Can the screen be adjusted in terms of height and tilt angle?			The screen should be at a comfortable height and angle, with your eyes at the same height as the top of the VDU.	
<b>1.3 Positioning of Keyboard</b>				
Does the keyboard tilt?			A Tilt mechanism does not need to be built in but must be comfortable.	
Is there adequate space to position the keyboard to allow for comfortable use?			<p>The keyboards should allow your arms to be horizontal, with your elbow at 90 degrees and your wrists straight. You may have to clear or rearrange your desk</p> 	
Is your keying technique good?			If you have a poor technique or you type for prolonged periods you may require a wrist support.	
<b>2. EQUIPMENT</b>				
<b>2.1 Keyboard</b>				
Are the keys on your keyboard legible?			The lettering should be easy to read and clean, not dirty and faded.	
Is your keyboard separate from the computer?			Laptop users should have a separate keyboard for periods of prolonged DSE use.	
<b>2.2 Screen</b>				
Is the screen specification suitable for the intended use?				
Is your screen free from glare and reflection?			If there is glare or reflection identify the source and rearrange workstation / use blinds. If this does not resolve an anti-glare screen may be used. Dark characters on a light background are less prone to glare.	
Is the screen stable and free from flicker?			If adjustments can be made then do so but equipment may required checking by expert.	
Can you adjust the brightness and contrast where necessary?			Be sure you can read the screen comfortably at all times.	

**Tick answer**

Risk factors	Tick answer		Things to consider	Actions/Comments
	YES	NO		
Is the text on your screen clear and easy to read?			<p>The text size should be easily read and there should be sufficient contrast between text and back ground colours.</p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>Health and Safety</b></p> </div> <div style="margin: 0 10px;">✓</div> </div> <div style="display: flex; align-items: center; justify-content: center; margin-top: 5px;"> <div style="background-color: #e0e0ff; padding: 5px; text-align: center; color: #ccc;"> <p>Health and Safety</p> </div> <div style="margin: 0 10px;">✗</div> </div>	
<b>2.3 Mouse</b>				
Does your mouse move easily and at a suitable speed?			<p>You may need to clean the tracker ball and use a mouse mat. The speed of the cursor may need to be adjusted to suit your preferences.</p>	
Is there sufficient space for the mouse to be operated?			<p>You may need to tidy or reorganise your workstation. You should have the mouse close to you to avoid stretching.</p>	
<b>2.4 Desk</b>				
Is your desk of a sufficient size?			<p>You should have room for all items required to carry out your work. You may need to tidy or reorganise your workstation.</p>	
Is your desk organised so as to minimise fatigue?			<p>Consider organisation: you may wish to move telephone to other side, remove hardware such as printers, improve filing and storage of papers. Set up your desk so as to avoid stretching.</p>	
Is your desk clean and free from glare?			<p>Cleaning materials should be available and used. Matt surfaces are less prone to glare.</p>	
Can documentation be viewed comfortably?			<p>A document holder may be required for long spells of copy-typing.</p>	
<b>2.5 Software</b>				
Is the software sufficient for the tasks undertaken?			<p>Software should be compatible with the task and should minimise stress to the user.</p>	
Are you adequately trained in use of the software?				
<b>3. ENVIRONMENT</b>				
Is there enough space to change position and vary movement?			<p>You need room to move, stretch and fidget. Ensure no clutter under desk and consider reorganising office layout.</p>	
Are cables tidy and organised?			<p>Ensure there are not trip or snag hazards.</p>	
Is the lighting suitable?			<p>Not too dim or too bright. Ensure lighting is not causing glare or reflection.</p>	
Is the temperature comfortable?			<p>Can heating be controlled? Use natural ventilation where possible but avoid</p>	

**Tick answer**

Risk factors	Tick answer		Things to consider	Actions/Comments
	YES	NO		
			drafts. VDUs and other equipment may dry the air. Circulate fresh air if possible. Plants may help.	
Are noise levels comfortable?			Noise sources eg printers can be moved or enclosed to reduce disturbance.	
<b>4. DSE MANAGEMENT</b>				
Do you take regular breaks away from your DSE?			Regular breaks are recommended. Breaks can usually for part of your normal work load by carrying out non-screen based functions. If this is not possible talk to your line manager about establishing a programme for breaks.	
Do you have good computer skills and keyboard technique?			Take the time to practice good technique, this can reduce fatigue and the risk of medical issues.	
Are you aware of your right to eye tests?			In line Regulations, Aberdeen City Council will provide facilities for eye and eyesight testing free of charge for all members and staff who are DSE 'users' and request such facilities. Talk to your line manager if this is required.	
Are hygiene wipes or other suitable cleaning equipment available for you o keep your DSE clean?			Line management should ensure hygiene wipes are available. Keeping your DSE clean will help the spread of illness and disease.	

<p>If you currently suffer from any back pain or upper limb discomfort then please give details here (include whether or not medical advice has been sought):</p>
<p>Please use this space if you have you any further comments or issues?</p>

**On completion please return to your operational line manager.**