

Itchen College Display Screen Equipment (DSE)

Workstation Self-Assessment Checklist

This self-assessment should be completed after you have completed the Essential Health & Safety training module.





Work through the following workstation assessment checklist and tick either 'Yes' or 'No' against each risk factor. If 'No' has been ticked against any factor, the DSE assessor will contact you regarding how the issue may be resolved.

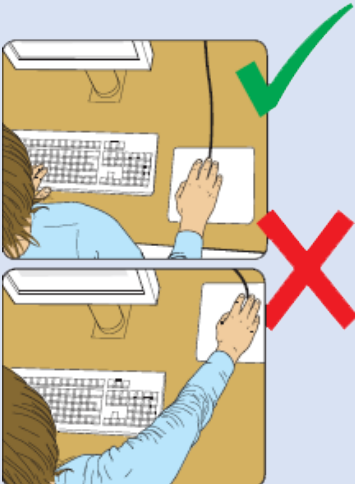
This form may be completed on-screen and emailed to dse@itchen.ac.uk or printed and handed to the DSE Assessor

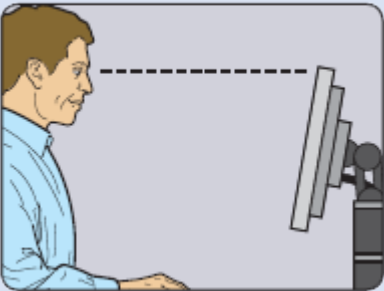
Name of DSE User:


Date of Self-Assessment:



Location/Room Number:


Risk factors Keyboard	Yes	No	Things to consider
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).
Does the keyboard tilt?			Tilt need not be built in.
<p data-bbox="97 412 531 524">Is it possible to find a comfortable keying position?</p> <div data-bbox="97 546 488 1223">     </div>			<p data-bbox="691 546 1559 613">Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p> <p data-bbox="691 636 1559 680">Users of thick, raised keyboards may need a wrist rest.</p>
Do you have good keyboard technique?			<p data-bbox="691 1234 1559 1279">Training can be used to prevent:</p> <ul data-bbox="691 1301 1559 1413" style="list-style-type: none"> • hands bent up at the wrist; • hitting the keys too hard; • overstretching the fingers.
Are the characters clear and readable?			<p data-bbox="691 1525 1559 1603">Keyboards should be kept clean. If the characters still can't be read, the keyboard may need modifying or replacing.</p> <p data-bbox="691 1626 1559 1704">Use a keyboard with a matt finish to reduce glare and/or reflection.</p>

Risk factors Mouse, trackball, etc	Yes	No	Things to consider
Is the device suitable for the tasks it is used for?			<p>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.</p> <p>Alternative devices such as touch screens may be better for some tasks (but can be worse for others).</p>
<p>Is the device positioned close to the user?</p> 			<p>Most devices are best placed as close as possible, eg right beside the keyboard.</p> <p>Training may be needed to:</p> <ul style="list-style-type: none"> • prevent arm overstretching; • encourage users not to leave their hand on the device when it is not being used • encourage a relaxed arm and straight wrist.
Is there support for the device user's wrist and forearm?			<p>Support can be gained from, eg, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>The user should find a comfortable working position with the device.</p>
Does the device work smoothly at a speed that suits the user?			<p>See if cleaning is required.</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p>
Can the user easily adjust software settings for speed and accuracy of pointer?			<p>The speed of the mouse tracking can be adjusted. The size of the cursor can be adjusted. Settings can be configured for left-handed users.</p> <p>Training is available on how to adjust device settings.</p>

Risk factors Display Screens	Yes	No	Things to consider
<p>Are the characters clear and readable?</p> <div> <div>Health and safety</div> <div>Health and safety</div> </div>			<p>Make sure the screen is clean and cleaning materials are available.</p> <p>Check that the text and background colours work well together.</p>
Is the text size comfortable to read?			Software settings may need adjusting to change text size.
Is the image stable, ie free of flicker and jitter?			<p>Try using different screen colours to reduce flicker, eg darker background and lighter text.</p> <p>If there are still problems, get the set-up checked by IT Support.</p>
Is the screen's specification suitable for its intended use?			Intensive graphic work or work requiring fine attention to small details 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.
<p>Does the screen swivel and tilt?</p> 			<p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p> <p>However, you may need to replace the screen if:</p> <ul style="list-style-type: none"> • swivel/tilt is absent or unsatisfactory • work is intensive; and/or • the user has problems getting the screen to a comfortable position.

Risk factors	Yes	No	Things to consider
<p>Is the screen free from glare and reflections?</p> 			<p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/ or shield the screen from the source of reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>
<p>Are adjustable window coverings provided and in adequate condition?</p>			<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort.</p>
Risk factors Software	Yes	No	Things to consider
<p>Is the software suitable for the task?</p>			<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Have you had appropriate training in using the software?</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>

Risk factors Furniture	Yes	No	Things to consider
<p>Is the work surface large enough for all the necessary equipment, papers etc?</p> <div></div> <div></div>			<p>Create more room by moving trays, reference materials etc elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be some scope for flexible re-arrangement.</p>
<p>Can the user comfortably reach all the equipment and papers they need to use?</p>			<p>Re-arrange equipment, papers etc to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>
<p>Are surfaces free from glare and reflection?</p>			<p>Consider mats or blotters to reduce reflection and glare.</p>
<p>Is the chair suitable?</p> <p>Is the chair stable?</p> <p>Does the chair have a working:</p> <ul style="list-style-type: none">• seat back height and tilt adjustment?• seat height adjustment?• castors or glides?			<p>The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.</p>

Risk factors Furniture	Yes	No	Things to consider
<p>Is the chair adjusted correctly?</p> 			<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p>
<p>Is the small of the back supported by the chair's backrest?</p>			<p>The user should have a straight back, supported by the chair, with relaxed shoulders.</p>
<p>Are forearms horizontal and eyes at roughly the same height as the top of the DSE?</p>			<p>Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.</p>
<p>Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?</p>			<p>If not, a footrest may be needed.</p>

Risk factors Environment	Yes	No	Things to consider
Is there enough room to change position and vary movement?			Space is needed to move, stretch and fidget. Consider re-organising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.
Is the lighting suitable, eg not too bright or too dim to work comfortably?			Users should be able to control light levels, eg by adjusting window blinds or light switches. Consider shading or re-positioning light sources or providing local lighting, eg desk lamps (but makes sure lights don't cause glare by reflecting off walls or other surfaces).
Does the air feel comfortable?			DSE and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.
Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?
Are levels of noise comfortable?			Consider moving sources of noise, eg printers, away from the user. If not, consider sound proofing.

Final questions to consider

Has the checklist covered all the problems you may have working with DSE? *	
Have you experienced any discomfort or other symptoms which you may attribute to working with DSE?	
Are you aware of your entitlement to eye and eyesight testing?	
Do you take regular breaks working away from DSE?	

***Use this space to record any additional problems you may have working with DSE.**