

**Computer Display Screen Equipment (DSE) Self-Assessment Checklist**

Name of computer user :

E-mail of computer user :

Telephone number of user :

Location of computer (room and floor) :

Name of DSE Assessor if applicable:

Name of line manager :

Institute or Organisational Unit :

Date assessment completed :

|  |
| --- |
| This form applies to all individuals using desktops and laptops for work within SGUL in offices or laboratories.  Please carefully read and work through the checklist, ticking either the ‘yes’ or ‘no’ column / boxes against each factor and enter data where necessary in the grey text fields. If changes are required to improve your posture at your workstation, please note these on the form in the “Action to Take” section.  If you identify any problems with your workstation and improvements are required, please discuss these in the first instance with either the designated Display Screen Equipment Assessor in your area or your line manager if your area does not have an assessor. Issues such as the requirement for foot rests or mice can be dealt with by your department  If you feel that you need further assistance, this can be obtained from the Safety Health and Environment Office.  Please ensure you have saved the completed the form to your hard drive with your full name and the date inserted in the document title. You should then email to [health@sgul.ac.uk](mailto:health@sgul.ac.uk) and send a copy to your line manager.  We advise that you print, read and keep pages 8 and 9, as it lists 10 steps to setting up your workstation. |

This page left intentionally blank

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Factors** | **Y** | **N** | **Things to Consider** | **Action(s) to Take** |
|  |  |  |  |  |
| **DISPLAY SCREENS** | | | | |
| Are the characters clear and readable? |  |  | Make sure the screen is clean and cleaning materials are made available.  Check that text and background colours work well together. | *Insert Action Here* |
| Is the text size comfortable to read? |  |  | Software settings may need adjusting to change text size. | *Insert Action Here* |
| Is the image stable, i.e. free of flicker and jitter? |  |  | Try using different screen colours to reduce flicker, e.g. darker background and lighter text.  If problems still exist, get the set-up checked, e.g. by the equipment supplier. | *Insert Action Here* |
| Is the screen's specification suitable for its intended use? |  |  | For example, intensive graphic work or work requiring fine attention to small details may require large display screens. | *Insert Action Here* |
| Are the brightness and/or contrast adjustable? |  |  | Separate adjustment controls are not essential, provided the user can read the screen easily at all times. | *Insert Action Here* |
| Does the screen swivel and tilt? |  |  | Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.  However, you may need to replace the screen if:   * swivel/tilt is absent or unsatisfactory; * work is intensive; and/or * the user has problems getting the screen to a comfortable position. | *Insert Action Here* |
| Is the screen free from glare and reflections? |  |  | Use a mirror placed in front of the screen to check where reflections are coming from.  You might need to move the screen or even the desk and/or shield the screen from the source of reflections.  Screens that use dark characters on a light background are less prone to glare and reflections. | *Insert Action Here* |
| Is the monitor at the correct height and distance from the user? |  |  | Note – the top of the monitor should be level with or slightly below eye level. The monitor screens should be approx. an arm’s length away from the user. | *Insert Action Here* |
| Are adjustable window coverings provided and in good condition? |  |  | Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.  If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help. | *Insert Action Here* |
| **KEYBOARD** | | | | |
| 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 laptop). | *Insert Action Here* |
| Does the keyboard tilt? |  |  | Tilt need not be built in. |  |
| Is it possible to find a comfortable keying position? |  |  | Try pushing the display screen further back to create more room for the keyboard, hands and wrists.  Users of thick, raised keyboards may need a wrist rest. | *Insert Action Here* |
| Does the user have good keyboard technique? |  |  | Training can be used to prevent:  • hands bent up at wrist;  • hitting the keys too hard;  • overstretching the fingers. | *Insert Action Here* |
| Are the characters on the keys easily readable? |  |  | Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.  Use a keyboard with a matt finish to reduce glare and/or reflection. | *Insert Action Here* |
| Is there space in front of the keyboard for the user to rest their wrists and hands between keying activities? |  |  | Note – users should not keep their hands on the keyboards when not inputting data. | *Insert Action Here* |
| **MOUSE, rollerball or trackball** | | | | |
| Is the device suitable for the tasks it is used for? |  |  | 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.  Alternative devices such as touchscreens may be better for some tasks (but can be worse for others). | *Insert Action Here* |
| Is the device positioned close to the user? |  |  | Most devices are best placed as close as possible, e.g. right beside the keyboard.  It is good practice to switch hands occasionally when using the mouse extensively.  Training may be needed to:   * prevent arm overreaching; * tell users not to leave their hand on the device when it is not being used; * encourage a relaxed arm and straight wrist. | *Insert Action Here* |
| Is there support for the device user's wrist and forearm? |  |  | Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.  The user should be able to find a comfortable working position with the device. | *Insert Action Here* |
| Does the device work smoothly at a speed that suits the user? |  |  | See if cleaning is required (e.g. of mouse ball and rollers or reflective surface).  Check the work surface is suitable. A mouse mat may be needed. | *Insert Action Here* |
| Can the user easily adjust software settings for speed and accuracy of pointer? |  |  | Users may need training in how to adjust device settings.  Note – keyboard shortcuts may be used to minimise mouse use. See <http://support.microsoft.com/kb/301583>  or  <http://support.apple.com/kb/ht1343> | *Insert Action Here* |
| **SOFTWARE** | | | | |
| Is the software suitable for the task? |  |  | Software should help the user carry out the task, minimise stress and be user-friendly.  Check users have had appropriate training in using the software.  Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages. | *Insert Action Here* |
| **FURNITURE** | | | | |
| Is the work surface large enough for all the necessary equipment, telephone, papers etc? |  |  | Create more room by moving printers, reference materials etc elsewhere.  If necessary, consider providing new power and telecoms sockets, so equipment can be moved.  There should be some scope for flexible rearrangement. | *Insert Action Here* |
| Can the user comfortably reach all the equipment and papers they need to use? |  |  | 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. | *Insert Action Here* |
| Are surfaces free from glare and reflection? |  |  | Consider mats or blotters to reduce reflections and glare. | *Insert Action Here* |
| Is the chair suitable?  Is the chair stable?  Does the chair have a working:   * seat back height and tilt adjustment? * seat height adjustment? * swivel mechanism? * castors or glides? * does the seat pan support the full length of the thighs |  |  | The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms. The users thighs should be comfortably supported by the seat pan without pressure being exerted behind the knees. | *Insert Action Here* |
| Is the chair adjusted correctly? |  |  | The user should be able to carry out their work sitting comfortably.  Consider training the user in how to adopt suitable postures while working.  The arms of chairs can stop the user getting close enough to use the equipment comfortably.  Move any obstructions from under the desk. | *Insert Action Here* |
| Is the small of the back supported by the chair's backrest? |  |  | The user should have a straight back, supported by the chair, with relaxed shoulders. | *Insert Action Here* |
| Does the user have any lumbar or lower back problems which could be affected by using computers? |  |  | The user should be able maintain a straight back, supported by the chair, with relaxed shoulders. No pressure should be placed on the lower spine. | *Insert Action Here* |
| Are forearms horizontal and eyes at roughly the same height as the top of the monitor? |  |  | Adjust the chair height to get the user's arms in the right position, then adjust the monitor height, if necessary. | *Insert Action Here* |
| Is there space under the work surface for the user to comfortably position their legs? |  |  |  | *Insert Action Here* |
| Are feet flat on the floor, without too much pressure from the seat on the backs of the legs? |  |  | If not, a foot rest may be needed. | *Insert Action Here* |
| **ENVIRONMENT** | | | | |
| Is there enough room to change position and vary movement? |  |  | Space is needed to move, stretch and fidget.  Consider reorganising the office layout and check for obstructions.  Cables should be tidy and not a trip or snag hazard. | *Insert Action Here* |
| Is the lighting suitable, e.g. not too bright or too dim to work comfortably? |  |  | Users should be able to control light levels, e.g. by adjusting window blinds or light switches.  Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces). | *Insert Action Here* |
| Does the air feel comfortable? |  |  | Monitors and other equipment may dry the air.  Circulate fresh air if possible. Plants may help. | *Insert Action Here* |
| 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? | *Insert Action Here* |
| Are levels of noise comfortable? |  |  | Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing. | *Insert Action Here* |

Please check ideal workstation setup on page before completing the final questions on page 8

**Following adjustment of your workstation as suggested in page 9 please complete the following questions.**

* Are you experiencing symptoms of: **Y** **N**
  + Postural fatigue – discomfort/pain in back/neck/legs?
  + Upper limb pain – discomfort/pain in hands, wrists, shoulders?
  + Eye fatigue?
  + Headaches?
* Have you experienced any other discomfort or symptoms which you **Y N**

attribute to working with your VDU?

* Have you been advised of your entitlement to eye and eyesight **Y** **N**

testing?

* + Do you wear glasses or contact lenses?
  + When did you last have your eyes tested? *Date of Last Eye Test*

(*State approximate date of last eye test*)

* Do you take regular breaks working away from your VDU? **Y**  **N**

We advise 5 minutes in every 30 min.

* Has the checklist covered all the problems you are may be **Y**  **N**

experiencing working with your VDU?

If no please write details of any problems here and ensure that you discuss them with you line manager or designated person.

**Display Screen Equipment - Checklist for setting up a workstation**



**You should go through these 10 steps before you start work at a workstation.**

1. Sit back well in the seat, adjust the angle (and height if appropriate) of the back rest so your back is well supported.
2. Make sure that the small of your back is well supported.
3. Adjust the height of your chair so that your forearms are approximately horizontal when you place your hands to use the keyboard (see position 7 in the diagram).
4. Check that you don’t have too much pressure on the underside of your thighs and backs of your knees or that your feet are not dangling. If you answer YES to any of these carry out 5. If NO go to 6.
5. Support the feet with a foot rest of suitable height.
6. Make sure that you have enough space under the desk with no obstacles which may restrict your posture.
7. Check again that your forearms are approximately horizontal when using the keyboard.
8. Check that your wrists are in a natural position.
9. Now look at the screen and make sure its height and angle allow you to hold your head comfortably.

You may need a document holder if you do a lot of copy typing.

* Check the screen for glare. (You may need to close blinds, dim lights, reposition the screen to do this).
* Check the characters on the screen are bright enough (but not too bright or they will become “fuzzy”).

1. Check that you have enough space in front of the keyboard to support your hands/wrists during times when you are not using the keyboard.

***Remember is it is important to take breaks during your working day to ensure that your joints remain flexible.***

For more information See the HSE guidance notes [www.hse.gov.uk/pubns/indg36.pdf](http://www.hse.gov.uk/pubns/indg36.pdf)

**Final Actions**

Please ensure you have saved the completed form to your hard drive with your full name and the date inserted in the document title.

Please confirm you have sent a copy to your line manager or a designated departmental person.

Please e-mail a copy to health@sgul.ac.uk.