

**Literature review checklist**

A literature review work may seem a harmless low risk activity, but it has the potential to cause problems.

*Work hazards*

Individuals should be aware of the possibility of physical injury to wrists or joints and also eye strain. There is also the possibility of back and neck problems occurring due to sitting in a fixed posture for period periods of time.

Name of Student:

E-mail of student user :

Name of project supervisor :

|  |
| --- |
| **Part 1 Describe the task** |
| **Part 2. Determine the hazards that the task poses**  ***Physical problems for the individual***  Will there be extended periods of desktop computer use? Yes  No  Will there be extended periods of laptop use? Yes  No  Will there be extended periods of tablet use? Yes  No  Could the work cause back / postural problems? Yes  No  Could the work cause Eye strain? Yes  No  Is the screen glare and flicker free? Yes  No  Could the work cause Repetitive Strain Injury (hand wrist problems) Yes  No  Will a separate keyboard be used? Yes  No  Will an integrated keyboard be used? Yes  No  Will a mouse be used? ? Yes  No  Will a finger pad be used to control the cursor? Yes  No  ***Environmental hazard information***  Will work be undertaken in the SGUL library? Yes  No  Will work be undertaken in other libraries? Yes  No  *Home working*  Will home working take place? Yes  No  If no go to section 3  Are there any trailing wires? Yes  No  Are electrical sockets overloaded? Yes  No  Is the table large enough for all the necessary equipment? Yes  No  Is the small of the back supported by the chair's backrest? Yes  No  Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?  Yes  No |
| **Part 3 Indicate the level of the risk the task poses using current**  **safety measures**  Explain the reason for your decision (Risk could be Low / Medium / High) |
| **Part 4 Determine ways to further control the risks**  E.g. take more breaks if necessary, acquire, wrist rests, monitor risers or foot rests. Change your chair |
| **Part 5 Review of Risk Assessment**  Date risk assessment was discussed with project supervisor  Signature of student  Signature of project supervisor |