

Assessment of Display Screen Equipment

Instructions

The function of an assessment is to determine whether all the necessary equipment is present and in working order, and that the environment is appropriate for DSE work. All employee workstations must meet the standard. If the workstation is for students only, it is not covered by the Regulations and does not have to comply with the DSE equipment standards. Nevertheless, it is obviously desirable that workstations for student use are as good as is reasonably practicable.

Whilst it is useful to have the normal user/operator of the work station present, this is not essential and indeed may not be possible with a multi-user set-up.

If the employee is a person with a physical condition which requires the use of special seating (eg a wheelchair or backless stool), this overrides the normal workstation requirements. However, it must be medically recommended.

A copy of the assessment must be kept at/near the workstation and a copy filed away for reference.

Assessments must be repeated if there is any change of workstation furniture, display screen equipment or software or a noticeable increase in the time that the person spends on the equipment.

Department:

Location/identity of the workstation:

Nature: Screen & keyboard Microfiche reader Other:

Is this workstation used by employee(s)?

Normal user/operator (if any):

Name of assessor:

Date of assessment:

A. The workstation

1. Has the person room to move within the workstation?
(eg furniture cramped, desk too small, too much clutter) YES/NO
2. Is a foot rest required for the person's feet to rest
comfortably on the floor? YES/NO
PRESENT/NOT PRESENT
3. Is there room for the person to rest their wrists on the desk
when not actually typing? YES/NO
4. Is there room for the person's wrist to be supported whilst
using the mouse? YES/NO
5. Has the workstation chair: -
 - an adjustable height seat? YES/NO
 - adjustable back support? YES/NO
 - adjustable back depth? YES/NO
 - stable base (normally 5-star)? YES/NOIs it in a reasonable state of repair? YES/NO
6. Can the keyboard rake be adjusted? YES/NO
7. Does the person require a screen-lift to adjust the height of
the screen to an appropriate level YES/NO
PRESENT/NOT PRESENT
8. Does the person require a document holder? YES/NO
PRESENT/NOT PRESENT

B. Visual Factors

1. Is the display easy to read and without flicker? YES/NO
2. Is there glare or reflection on the screen (either now or
reported by the person)?
 - from windows? YES/NO
 - from lights? YES/NO
 - from the work surface? YES/NO
3. Is the general light-level adequate? YES/NO
4. Is the screen clean? YES/NO

C. General Safety

- 1. Has the equipment a current PM32 electrical check sticker? YES/NO
- 2. Are there any tripping hazards associated with the work station (eg loose cables)? YES/NO
- 3. Is there a risk of any equipment being knocked over? YES/NO
- 4. Are the work surfaces:
 - strong & stable enough? YES/NO
 - free from splinters? YES/NO
 - effectively matt finish? YES/NO

D. Environmental Factors

- 1. Does the air seem excessively dry? YES/NO
- 2. Is the equipment noisy enough to affect normal conversation YES/NO

Action Recommended/ required (in priority order)

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Signed: (DSE Assessor)

Date:

