

Display Screen Equipment Guidance

Purpose

The purpose of the guidance is to allow both DSE users and their managers to better understand the DSE assessment process, and their relevant responsibilities.

Staff should complete a DSE assessment as soon as possible after taking up their post and review the assessment regularly. The assessment can be completed using Annex 2. Line Managers are responsible for reviewing DSE Self-Assessment forms with their staff and taking the appropriate follow-up action.

Where issues / problems are identified then Line Managers resolve the issues by either:

- Consulting with the user;
- Providing remedies or solutions to the user;
- With the agreement of the user, a referral to occupational health may be necessary

Where issues cannot be readily resolved, contact the HR team in the first instance.

Assessments are retained locally for the duration of the user's employment or until another assessment is carried out.

Assessments should be reviewed by the user every year or whenever workstation conditions alter (changes in location, office layout etc.); work practices, software or equipment is changed; and after any periods of sickness absence that could be attributed to or exacerbated by DSE use.

Eye care Provision

Users are encouraged to undergo a two-yearly eye examination. Employers are required to pay for eye health tests where they are required and pay for glasses where they are required solely for DSE work.

Where a user has not undergone an eye test within the last two years or is experiencing headaches or eye strain, they should speak to their line manager and request an eye test and ask the Manager to sign the form at Annex 1.

If agreed, the user should arrange for an eye test with their usual optician. Following the eye test, the user should request the Optician to complete and sign DSE eye test optician form (Annex 1).

For prescribed safety eyewear the user will need to apply for either:

- Safety Eyewear Voucher – without eye examination
- Safety Eyewear Voucher – with eye examination.

Cost

The school will contribute towards the costs for the provision of eye and eyesight tests, and of 'special' corrective appliances only as prescribed for display screen work.

Liability for costs will be restricted to payment of the cost of basic appliance only, i.e. of a type and quality adequate for its function. The employer is required to reimburse the cost of a basic pair of glasses.

The provision of 'normal' corrective appliances, i.e. those that would still be required without DSE use, will be at the employee's own expense.

Completing a DSE assessment

The following guidance should be read in conjunction with the DSE self-assessment form.

Screen

Is the image clear and stable?

The image on your screen should be completely clear and stable – movement, flickering or blurring of the image will require the eyes to work harder to automatically adjust – thus increasing the risk of fatigue and eye strain. In most cases, it is the settings on the monitor itself or the computer that are incorrect. If this does not improve the situation, it may require you to change monitors or desktops until resolved. Do not work with the equipment if it is producing a blurred, flickering or unstable image.

Is the brightness and colour adjustable?

All monitors/screens must be fitted with a brightness and colour control. These are located on the screen. The operating system (usually Windows) also has settings for colour and brightness. If you feel these are not set to suit your needs – speak to your ICT provider, who will inform you how to alter these. Colour and Brightness settings can vary according to the users' preferences and the environment in which the DSE is being operated.

Can the monitor be tilted and swivelled (N/A for laptops)?

Monitors must be able to be tilted and swivelled to meet the users' requirements. The tilt and swivel function is an extremely useful function in preventing or reducing glare on a screen. The ideal setting to avoid glare on a screen is a tilt of approximately 5-15° off the vertical.

Do you know how to adjust the screen settings?

All screens should have adjustment settings so as allow the user to alter the size, position, contrast, colour and brightness. Many screens now do this automatically, but should you require adjustment of these settings speak to your ICT provider.

Is the screen free from glare and reflections (from lights, windows etc.)?

Glare and reflections will make an image hard to see and therefore increase how hard your eyes have to work to see a picture. Glare and reflections also make an individual adopt uncomfortable or unsafe positions to compensate. If there is a glare or reflection in your monitor – you can find out the source of it by placing a mirror on the front of your screen. Once identified try adjusting your monitors tilt as suggested earlier or closing blinds/curtains.

Where glare or reflection is still an issue you may need to consider moving the location of the desk or DSE.

As a last resort Anti-glare screens can be fitted to remedy the solution. To prevent or reduce the risk of reflections from windows have the monitor set up at right angles to them.

Is the screen directly in front of you and at the correct height (eyes roughly level with the top of the screen)?

Sitting with your neck twisted or in the wrong vertical position can cause neck and shoulder pain. For vertical positioning, your head should be in balance on your neck most of the time, while your eyes look slightly down. Generally, this means having the top of the visible area at eye height, when you are sitting upright. In the short term you can raise the monitor on anything suitable that you have to hand, it doesn't need to be an adjustable monitor arm, however as a long-term solution, speak to your line manager about providing a monitor riser.

You should be sat directly in front of the monitor screen. A common mistake is placing the monitor in the corner of the desk - Don't - either it will be hard to get close enough to the keyboard, or you will be twisted, and you may develop back and neck problems.

Is the screen a suitable distance away from you?

Sitting too close to the screen will require your muscles in your eye to work too hard. The ideal distance for most people to view the screen comfortably is about 22-26" (55 - 65 cm) away. If you are sitting much closer than this, consider if there is a problem with your eyesight, the screen quality or settings, or the desk depth.

Do you know to clean screen on a regular basis?

Cleaning the screen of your monitor is your responsibility and it is critical in maintaining a clear and easy to read surface. A dirty screen will not allow the image to project itself correctly and therefore can lead to eye fatigue for the user who will have to strain to clear see an image. As a guide, screens should be cleaned once a month in a normal office environment. Cleaning should be carried out using the correct cleaning agent and in accordance with the cleaning manufacturers and the monitor manufacturer's guidance. The Monitor must be switched off and removed from the source of power before cleaning.

Keyboard and Mouse

Can the keyboard tilt?

If the keyboard tilts, ensure it is set at a suitable angle so as to ensure right angles at your elbow and your wrists remain in line with your forearm.

Are the characters on the keyboard easily readable?

Characters on the keyboard should be clean and visible. A dirty keyboard not only hinders the performance of the keyboard itself it also poses a health risk. The cleaning of the keyboard should be carried out using the authorised and correct cleaners only. The computer must be switched off and removed from the source of power before cleaning.

Do you have a comfortable keying-in position (wrists should not be bent) and without having to lean/reach forward?

To adopt a suitable 'keying -in' position you need to be at the correct distance, level and position to the keyboard. The ideal position will ensure you have your elbows tucked in at your side and your wrists level with your forearms. Your fingers should not be over stretched or your wrists bent. To adopt a suitable position you should;

- Let your upper arms relax by your sides and keep your elbows in.
- Keep your forearms horizontal and at right angles to the upper arm.
- Adjust your distance from the keyboard until you can work with your shoulders and arms in a relaxed position.
- Keep your keyboard parallel to the edge of the desk when using it.

When in comfortable keying-in position; are your hands roughly aligned with your thighs – i.e. there is no spinal twist?

As with the screen you should be sat straight opposite the keyboard in a comfortable position.

Is the mouse positioned close enough to user/keyboard to prevent overreaching?

Dependent on your operations on the DSE, the mouse may be used far more often than the keyboard. Therefore, it is essential that it is located in the correct position. The mouse should be close to the side of the keyboard at all times. If you are using the mouse a lot the following can help reduce the risks of overusing arm muscles;

- Learn to use shortcuts on the keyboard rather than always using the mouse. Most shortcut key combinations are displayed alongside the relevant item in the pull down menu of the application or can be obtained by using the help facility on the programme.
- Try to use the mouse with either hand so that you can change from one to the other. You may need to change the settings of the mouse buttons.
- If you spend a lot of time using the mouse at the side of the keyboard, a keyboard without a numeric keypad (an 84-key keyboard) may be useful as these are usefully narrower than standard keyboards.
- Keep your mouse and mouse mat clean so that you don't spend extra time holding the mouse making small adjustments. If your mouse feels like it is sticking (where appropriate) remove the cover underneath, then carefully take out the ball and clean inside.
- Set up a document using the styles facility, so that you don't have to spend time formatting by hand, with the mouse.

Is there adequate surface support for the user's wrist and forearm when operating the keyboard or mouse?

Dependent on the user and how they obtain the correct position – a wrist support may be required. If, in order to use the keyboard, you have to rest your wrists on the desk, then a wrist support should be considered. When using a mouse, you should be able to get into a comfortable position using the arms of the chair or the desk – where this is not the case a gel type wrist support for using the mouse must be obtained, please speak to your line manager.

Do you know how to adjust software settings for speed and accuracy of pointer linked to mouse?

The speed and accuracy settings of the mouse are a very useful way of controlling the amount of movement required in operating the mouse. Again, the speed and accuracy required will be very individual and therefore you should take time in finding the right setting for you. To adjust the mouse settings, this can be achieved by selecting the start button on the bottom left of the desktop/settings/control panel and then mouse.

Do you know how to clean the mouse?

The mouse you use may vary in type – some are optical and therefore require very little cleaning to function correctly, others are roller type and will require more regular and thorough cleaning to allow them to function properly.

Furniture

Is the working surface area sufficient for the user?

Your desk is an essential part of equipment in ensuring that you can carry out DSE operations safely. This is also key in allowing you to carry out all tasks not only safely but effectively. Dependent on your job role or function the size of your desk will alter. If you are a draughtsman or are required to refer to large drawings regularly, you may require a larger desk than that of a general administrator. If you are having to over stretch or pile up work as there is not enough workspace (and it is being well managed) then you may require a larger desk/surface area to work on. Speak to your Line Manager/HST.

Is the working surface free from glare?

Certain finishes to desks or working surfaces can produce glare. Desks should all have matt or satin finishes. Where glare from a desk is an issue a special adhesive cover can be placed on top of it to remove this issue. Speak to your Line Manager/HSRT.

Can you comfortably reach all equipment/documents you require for the task in hand?

You will need to arrange your desk to ensure that all 'everyday' or frequently accessed equipment is at hand and does not require you to 'stoop' or over lean to obtain.

Does the chair support the small of your back and do you adopt a seating position with a straight back and relaxed shoulders?

Your seating position is key to safely carrying out DSE operations. Your chair is paramount in allowing you obtain this position. A DSE chair must offer lower back support and must allow you to adopt a seating position with a straight back and relaxed shoulders. In general, the chair back support must be adjustable in tilt and height. If your chair does not offer this speak to your line manager. Make an effort to sit correctly - very upright. When you sit down the inward curve in your lower back flattens or even curves the other way. This places pressure on the discs in your spine. At first, it may feel comfortable to slump, but in the long term it is bad for your back. Sadly, most people only realise this when it is too late. Most of us have learned to sit habitually in a slumped posture which is very bad for the back. The back support will aid you in obtaining the correct position.

Do you know how to adjust chair seat height and back?

It is a requirement for your chair to be able to do this, so ensure you know how your seat back operates and experiment if required to obtain the optimal position. If you are unsure about the operation of your chair, contact your line manager.

Is the seat height and back easily adjustable?

Ensure it adjusts easily and fully

Are your eyes roughly level with the top of the screen?

As discussed in an earlier section; ensuring your eye level is correct by adjusting the screen or chair height can prevent upper back, shoulder and neck pain.

Are your feet resting flat on the floor?

By ensuring your feet are flat on a surface you are ensuring that the pressure and weight of your lower limbs is being correctly and evenly distributed. If the adjustments are incorrect swelling and pain can occur after prolonged periods. The following diagrams show good and bad practice.

Is the area below the desk free from obstructions preventing a comfortable leg position?

It is unfortunately common practice that files, bags, coats, old papers, the computer base unit, bins and other objects all get placed under your desk. It is essential that you can obtain a comfortable leg position and adjustments (where required) and get your legs in and out from underneath the desk completely unimpeded. Where required move objects that are not required to be stored under the desk and maintain a clean and tidy workspace.

Environment

Is the lighting adequate for the work activity (illumination of paperwork etc.)?

Lighting is an important area in your assessment. Usually, the light levels in an office should be between 300 and 500 lux, comfortable to the eye and appropriate for the tasks. Too much light or too little light can cause the eye to over work and eye strain to occur. It is always best to try to have an office lit by natural light and where this is possible, even on a relatively overcast day, this should be sufficient. However natural light (especially direct sunlight) causes heat and glare and as result blinds or curtains have to be used to exclude this. To prevent glare from windows, ideally set up at right angles to windows, where glare still occurs electrical lighting is used.

Most offices are fitted with specialist lights with diffusers fitted to reduce or prevent glare, however there are still some normal down lighters or spotlights which can cause problems. Where these are identified –either isolate them so the individual light causing the problem is out of service or replace the type of light or bulb to a more suitable one.

Are the levels of noise and heat comfortable?

More and more offices are now becoming ‘open plan’ which is great for morale, sense of space, communication and space saving but can offer problems with noise and heating levels.

Noise levels produced by everyday electrical/office equipment is very rarely at dangerous levels, however constant ‘nuisance’ noise can lead to stress and discomfort

to the user. Where printers, scanners, faxes and photocopiers are present in an office – try to locate these away from workstations or behind screens which will absorb and reflect the noise.

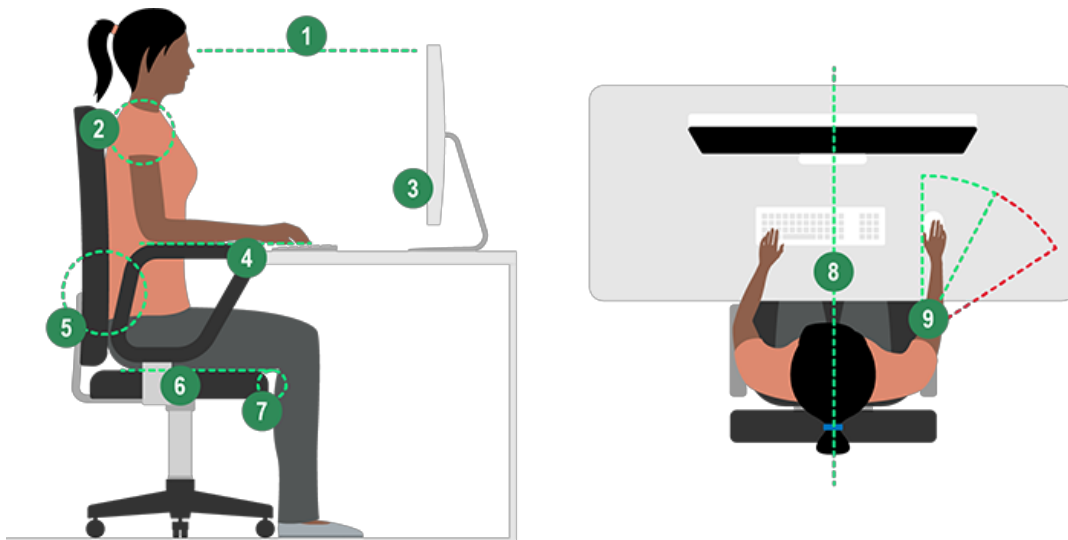
Heating and temperature are very individual, however large amounts of electrical equipment does dry the air and raise temperatures. The best way to cool a building and remove the dryness is to open a window. However, where this is not possible (perhaps in automatic climate controlled offices or persons too near the window) the following can be tried

- Introduce water-loving pot plants to your work area. This helps to keep the humidity at a comfortable level and also makes the working environment more pleasing.
- Wear clothing that is appropriate for your work environment
- Remember that people have different thermal comfort levels so it is worth checking if other people in your workplace are uncomfortable before reporting a problem.

Are blinds provided and working adequately to reduce glare/brightness?

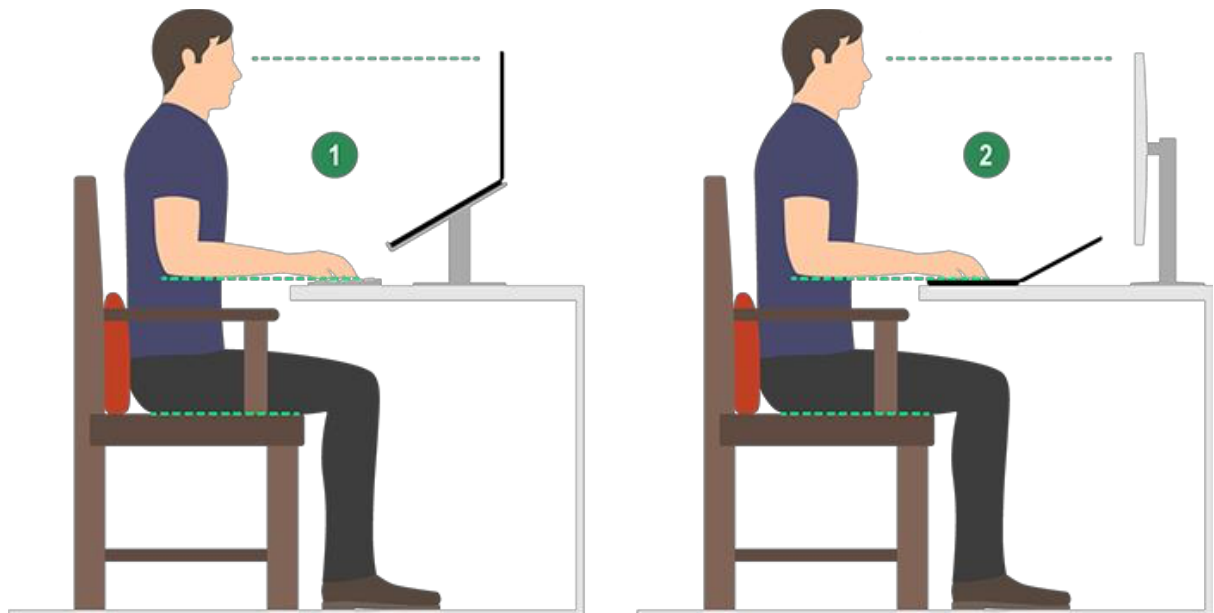
Where windows are nearby workstations, they must be fitted with blinds or some other suitable covering to prevent glare or reflection. Ideally natural light is best, but in the event that glare or reflections are becoming an issue – close the blinds. This may only be required for part of the day (dependent on if it is the sun causing glare).

The Ideal Setup – Desktop



1. Top of screen level with eyes, about an arm's length away
2. Relax your shoulders - try to position yourself high enough so you don't need to shrug your shoulders
3. Computer and screen directly in front of you on desk or other surface
4. Keyboard just below elbow height
5. Back of the seat provides good lower back support (or use cushion, to provide additional back support)
6. Seat height equally supports front and back of thighs (or use cushion to raise seated position)
7. Gap of 2-3 cm between front of seat bottom and back of knee
8. Screen and keyboard central - don't twist your back
9. Mouse in line with elbow

The Ideal Setup – Laptop



10. Keyboard and mouse separate from the laptop so screen can be elevated on a laptop riser or similar

11. Display screen separate from the laptop

Portable DSE Equipment

Equipment Assessment

Is the portable computer the only portable equipment frequently carried by the user?

Laptops generally are quite light – however the laptop is often only one of many things that may require to be carried from one location to the next on a frequent basis. Items such as Projectors, paperwork, additions to the DSE (power pack, mouse etc.) all add to the weight required to be carried.

Wherever possible carry the absolute minimum and where you are frequently required to carry more than just the Portable DSE/Laptop then consider a specialist Portable DSE Laptop or even a wheeled trolley bag.

If you have a history or are experiencing difficulties with manual handling operations these items should be a must, or perhaps even portable equipment may not be suitable for you.

If you are experiencing or have experienced difficulties with manual handling operations inform your and Line Manager immediately.

Does the machine have friction pads to avoid sliding on the work surface?

Your laptop or portable DSE should be fitted with anti-slip pads on the base of the unit to prevent unwanted movement during use. If these are not present speak to your line manager who will arrange these to be fitted.

Does the user have a suitable pointing device such as an external mouse or touchpad?

Most laptops are now fitted with on board touch pads and for SHORT TERM (i.e. maximum of one hour) these are sufficient to carry out operations on. However, should you require frequent episodes of longer term use or regular mouse use – we strongly advise that you use a separate mouse. The reason for this is that the use of the centre touchpad often promotes an unnatural posture, which over long periods of use will promote the onset of shoulder, neck and upper limb pain. If you do not have an external/separate mouse – speak to your Line Manager who will arrange this.

Does the user have a suitable carry case with handle/shoulder strap and without manufacturer branding?

The laptop or portable device must be equipped with a suitable carry bag. Laptops and Portable devices must never be carried without these for security and safety reasons. It is important again that the bag is unbranded so as to reduce the risk of theft/mugging.

Is the speed and memory sufficient for its purpose?

Your laptop will need to be suitable for the operations you are asking it to do. A slow or under powered laptop will expose you, the user, to needless time exposed to the potential risks of DSE use. If your laptop is not performing correctly or you believe it is under powered – Speak to your ICT provider. Do not attempt to repair it yourself.

Theft and Mugging

Extra care must be taken in public places and at night

As night falls the risk of theft and mugging increases. In wintertime this can be during normal working hours (i.e. between 9am and 5pm). Take this into account. You do not have to take your laptop home every night or take it to every meeting.

If you have to travel at night with your portable DSE Equipment, limit the distances to an absolute minimum. Walk in heavily populated and well-lit areas, park in well-lit and managed facilities and ensure the Portable equipment is not on show.

Portable equipment should not be used in a parked car and care should be taken when used on public transport

For security reasons the use of mobile equipment in these circumstances can promote extremely bad techniques so far as your posture is concerned and it also heightens the risk of theft/mugging.

When storing the portable equipment ensure it is out of sight, (i.e. in the boot) in an unmarked case with the vehicle locked.

Manual Handling

If necessary, consider requesting a backpack to cut down strain on arms
As discussed in earlier sections – manual handling is a considerable risk with portable DSE. Where possible cut down manual handling weights to an absolute minimum by good planning and preparation.

Where it is frequently required to transport your portable DSE and other items from one place to another – consider Backpacks or wheeled trolleys as these will significantly reduce the risk of a manual handling injury.

Do not carry other equipment or papers unless necessary. Try to avoid carrying heavy papers by sending them in advance by post or email to your destination or storing them electronically on the portable device.

Working with Portable DSE

Breaks should be taken from using portable DSE more often and for longer than usual, and the user should stop working if pain or discomfort sets in.

It is advised that you take a two to three minute break every thirty minutes when operating Portable DSE (laptops). This break need only be a change of task which will allow you to change position and rest your eyes (i.e. filing, tidying your desk, making a drink, toilet break etc.). These regular short duration, short frequency breaks will help your body recover quickly.

Avoid using portable DSE in cramped situations such as on public transport.
As explained earlier in theft and mugging – working on public transport heightens the risk of robbery and requires the user to often adopt a harmful position.

Ensure equipment is included in regular three-yearly PAT Testing cycle at office base

Your Portable DSE will require PAT testing (Portable Appliance Testing) at least every three years according with our organisation procedure. This duration may be less than this dependent on where the Portable DSE equipment is used, the likelihood of damage or failing or local procedures/policies. Speak to your line manager with regards to the frequency your equipment will require PAT.

When setting up portable DSE ensure that enough space is available to work comfortably and that a suitable desk is available for use.

The provision of a desk and the workspace provided to you should be like that of fixed DSE users. You may not be given storage space, drawers or large work desks for your activities, but you must still have enough room to set the Portable DSE up in a safe and suitable manner.

When setting up the portable DSE the user will adopt (where possible) the correct position and understands what that position is.

As with all DSE it is essential your posture and positioning is correct so as to prevent the possible harm that DSE use can cause.

In general, for longer term use (i.e. over 1 hour) you should;

- Have a chair that is adjustable in height and provides back support – which is also adjustable.
- Be able to rest your feet flat on a stable surface.
- Be sat so that your knees are bent at approximately right angles to the floor and that the pressure in your legs is evenly distributed throughout.
- Have your arms level with your thighs, with relaxed shoulders and your wrists level with your forearms.
- Be sat directly in front of the screen approximately an arm's length away.
- Have your eyes level with the top of the screen.

Even for short duration use, these points should be adhered to.

When using Portable DSE for long periods of time or frequently at one location – docking stations are used.

The best way to prevent the potential problems with Portable DSE use is to turn the Portable DSE into a normal computer. The most common issue with portable DSE use is the fact that normally the screen is too low in comparison to the users' eye level. So, by turning the laptop into a desktop you will overcome this issue. This can be achieved by the use of a docking station, adding an external keyboard and mouse straight into the computer or linking the laptop to a second monitor.

Any problems or symptoms of discomfort related to work with portable DSE (such as headaches, eye pain, muscle or skeletal problems) are to be reported to your line manager and reported along with other accidents and incidents.

If you have any problems which you believe may be caused using DSE contact your line manager

User Knowledge

Are you aware that you are entitled to a free eye test every two years or anytime if you feel the use of DSE is causing you eye pain, headaches etc.? Also, if the result of the test indicates that corrective equipment is required for DSE work, the school will contribute towards the basic cost of prescription.

We strongly recommend that you have your eyes examined every two years through this scheme and at any time you feel your eyes/eyesight may be causing issues (i.e. headaches, blurred vision, eye pain etc.

Are you aware you should take breaks of five minutes every hour if you are engaged in continuous keying work?

Shorter more frequent breaks are more refreshing to the body than longer but further spaced ones. Although we state at least 5 minutes every hour; a 2–3-minute break every half an hour will be just as, if not more, beneficial. The break may not require you to even leave your work area. A change of task (i.e. filing, tidying your desk, writing etc.) which will allow you to change your position and rest your eyes is all that is needed.

Are you aware that if the layout of your workstation could be improved or you have any problems you should speak to your line manager or contact the H&S team?

Any improvements that you think could be made – speak to line manager or the H&S team. It may be an excellent idea which we can implement organisation wide.

Do you have any existing or pre-existing health problems related to DSE use, e.g. RSI, WRULD's etc.?

You are required by law to inform us of anything which may lead to you being injured or otherwise harmed at work. If you have an existing health problem that may be aggravated or even made worse by DSE operations – you must tell us. Technology has advanced dramatically in the area of providing DSE to those who have recognised conditions that can be caused, made worse or aggravated by DSE.

If you have or have had a condition such as Work Related Upper Limb Disorders (WRULDS), Repetitive Strain Injury (RSI), Eye problems diagnosed by a professional or just suspected by yourself – tell us immediately.

We will ensure you get the correct medical attention and diagnosis and that a specialist assessment carried out by an expert occupation health specialist on your DSE and workspace and that their recommendations are followed to reduce or eliminate the risks.

Annex 1: DSE eye test optician form

Please ensure you accurately describe your Display Screen Equipment (DSE) workstation and general working environment to your optician, particularly the distance at which you view the screen.

Staff name:Click or tap here to enter text.
Work address:Click or tap here to enter text.
Manager's name:Click or tap here to enter text.
Manager's signatureClick or tap here to enter text.

I confirm that I have examined the above person's eyes and recommend the following:
(Please only tick one option)

- 12. Spectacles are not required
- 13. Spectacles are required for general use
- 14. Spectacles are required solely for DSE use
- 15. Spectacles are required, which incorporate a special prescription specifically for DSE use


Signed:Click or tap here to enter text.
Date:Click or tap here to enter text.
Optician's name (print) Click or tap here to enter text.
Optician's address Click or tap here to enter text.
Optician's official stamp Click or tap here to enter text.

Annex 2: Display Screen Equipment (DSE) assessment form

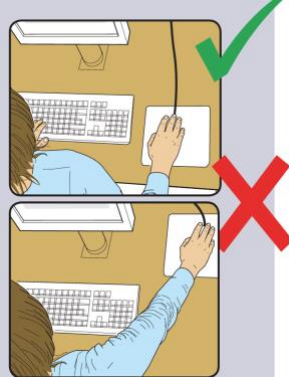
User	Click or tap here to enter text.
Line Manager	Click or tap here to enter text.
Directorate	Click or tap here to enter text.
Service Area	Click or tap here to enter text.
Workstation location	Click or tap here to enter text.
Date	Click or tap here to enter text.
Next review date	Click or tap here to enter text.


Answer all questions and return your completed assessment to you manager. You must refer to the DSE assessment guidance when completing this self-assessment. Use the advice provided to make your own adjustments to make your workstation as safe and comfortable as possible.

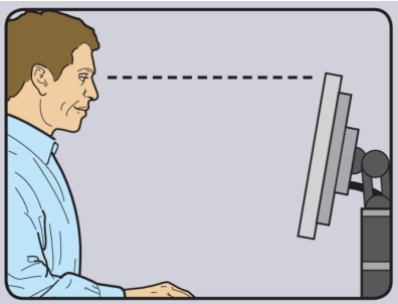

Risk factors: Keyboards	Y/N	Things to consider	Actions to take
Is the keyboard separate from the screen?	<input type="checkbox"/>	This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable computer/laptop).	Click or tap here to enter text.
Does the keyboard tilt?	<input type="checkbox"/>	Tilt need not be built in.	Click or tap here to enter text.


Risk factors: Keyboards	Y/N	Things to consider	Actions to take
<p>Is it possible to find a comfortable keying position?</p>  <p>Does the user have good keyboard technique?</p>	<input type="checkbox"/>	<p>Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p> <p>Users of thick, raised keyboards may need a wrist rest.</p> <p>Training can be used to prevent:</p> <ul style="list-style-type: none"> • Hands bent up at the wrist. • Hitting the keys too hard. • Overstretching the fingers. 	<p>Click or tap here to enter text.</p>
<p>Are the characters clear and readable?</p>	<input type="checkbox"/>	<p>Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	<p>Click or tap here to enter text.</p>

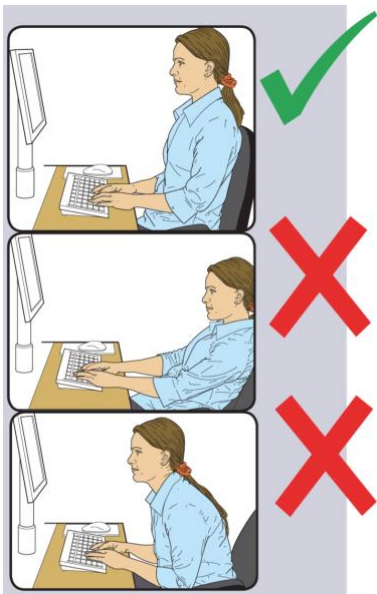
Risk factors: Mouse, trackball etc.	Y/N	Things to consider	Actions to take
<p>Is the device suitable for the tasks it is used for?</p>	<input type="checkbox"/>	<p>If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).</p>	<p>Click or tap here to enter text.</p>

Risk factors: Mouse, trackball etc.	Y/N	Things to consider	Actions to take
<p>Is the device positioned close to the user?</p> 	<input type="checkbox"/>	<p>Most devices are best placed as close as possible, e.g. right beside the keyboard.</p> <p>Training may be needed to:</p> <p>Prevent arm overreaching.</p> <p>Encourage users not to leave their hand on the device when it is not being used.</p> <p>Encourage a relaxed arm and straight wrist.</p>	<p>Click or tap here to enter text.</p>
<p>Is there support for the device user's wrist and forearm?</p>	<input type="checkbox"/>	<p>Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>The user should be able to find a comfortable working position with the device.</p>	<p>Click or tap here to enter text.</p>
<p>Does the device work smoothly at a speed that suits the user?</p>	<input type="checkbox"/>	<p>See if cleaning is required (e.g. of mouse ball and rollers)</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p>	<p>Click or tap here to enter text.</p>
<p>Can the user easily adjust software settings for speed and accuracy of pointer?</p>	<input type="checkbox"/>	<p>Users may need training in how to adjust device settings.</p>	<p>Click or tap here to enter text.</p>

Risk factors: Display screens	Y/N	Things to consider	Actions to take
<p>Are the characters clear and readable?</p> 	<input type="checkbox"/>	<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>	<p>Click or tap here to enter text.</p>
<p>Is the text size comfortable to read?</p>	<input type="checkbox"/>	<p>Software settings may need adjusting to change text size.</p>	<p>Click or tap here to enter text.</p>

Risk factors: Display screens	Y/N	Things to consider	Actions to take
Is the image stable, i.e. free of flicker and jitter?	<input type="checkbox"/>	Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If there are still problems, get the set-up checked.	Click or tap here to enter text.
Is the screen's specification suitable for its intended use?	<input type="checkbox"/>	For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	Click or tap here to enter text.
Are the brightness and/or contrast adjustable?	<input type="checkbox"/>	Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	Click or tap here to enter text.
Does the screen swivel and tilt? 	<input type="checkbox"/>	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 comfortable position.	Click or tap here to enter text.
Is the screen free from glare and reflections? 	<input type="checkbox"/>	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 the reflections. Screens that use dark characters on a light background are less prone to glare and reflections.	Click or tap here to enter text.
Are adjustable window coverings provided and in adequate conditions?	<input type="checkbox"/>	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.	Click or tap here to enter text.

Risk factors: Software	Y/N	Things to consider	Actions to take
Is the software suitable for the task?	<input type="checkbox"/>	<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have 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>	Click or tap here to enter text.
<p>Is the work surface large enough for all the necessary equipment, papers etc.?</p> 	<input type="checkbox"/>	<p>Create more room by moving printers, 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 rearrangement.</p>	Click or tap here to enter text.
Can the user comfortably reach all the equipment and papers they need to use?	<input type="checkbox"/>	<p>Rearrange equipment, papers etc. to bring frequently used things with easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable and eye movements.</p>	Click or tap here to enter text.
Are surfaces free from glare and reflection?	<input type="checkbox"/>	Consider mats or blotters to reduce reflections and glare.	Click or tap here to enter text.
<p>Is the chair suitable?</p> <p>Is the chair stable?</p> <p>Does the chair have working:</p> <ul style="list-style-type: none"> • Seat back height and tilt adjustment? • Seat height adjustment? • Castors or glides? 	<input type="checkbox"/>	The chair may need repairing or replacing if the user is uncomfortable or cannot use the adjustment mechanisms.	Click or tap here to enter text.

Risk factors: Software	Y/N	Things to consider	Actions to take
<p>Is the chair adjusted correctly?</p> 	<input type="checkbox"/>	<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in 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>	Click or tap here to enter text.
Is the small of the back supported by the chair's backrest?	<input type="checkbox"/>	The user should have a straight back, supported by the chair, with relaxed shoulders.	Click or tap here to enter text.
Are forearms horizontal and eyes at roughly the same height as the top of the DSE?	<input type="checkbox"/>	Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.	Click or tap here to enter text.
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?	<input type="checkbox"/>	If not, a footrest may be needed.	Click or tap here to enter text.

Risk factors: Environment	Y/N	Things to consider	Actions to take
Is there enough room to change position and vary movements?	<input type="checkbox"/>	<p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p>	Click or tap here to enter text.
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?	<input type="checkbox"/>	<p>Users should be able to control light levels, e.g. by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, e.g. desk</p>	Click or tap here to enter text.

Risk factors: Environment	Y/N	Things to consider	Actions to take
		lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).	
Does the air feel comfortable?	<input type="checkbox"/>	DSE and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	Click or tap here to enter text.
Are levels of heat comfortable?	<input type="checkbox"/>	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?	Click or tap here to enter text.
Are levels of noise comfortable?	<input type="checkbox"/>	Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.	Click or tap here to enter text.

Annex 3: Risk assessment checklist for homeworking

Name of homeworker Click or tap here to enter text.
Contact number Click or tap here to enter text.
Work activity Click or tap here to enter text.
Line manager Click or tap here to enter text.
Service area Click or tap here to enter text.
Date Click or tap here to enter text.
Next review date (annual) Click or tap here to enter text.

This document should be completed by the homeworker and submitted to their manager to agree on the actions required (if any). Once completed, the document should be retained by a line manager.

General working environment	Y/N	Manager/Homeworker action required?	Done?
Does the homeworker have sufficient task lighting?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>
Do lighting or windows cause glare on their monitor?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>
If windows cause glare, are curtains or blinds fitted?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>
Does the homeworker find the heating and ventilation acceptable?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>

Electrical equipment	Y/N	Manager/Homeworker action required?	Done?
Is the fixed electrical system (i.e. your mains electrical supply) in good condition (e.g. no damaged sockets or wiring)?	<input type="checkbox"/>	It would be the home worker's responsibility to ensure this is maintained in their own home	<input type="checkbox"/>
Are there enough sockets?	<input type="checkbox"/>	daisy chaining extension leads must be avoided, talk to your manager about purchasing a suitable extension lead	<input type="checkbox"/>
Does the homeworker understand how to safely maintain portable appliances and how to visually check them for faults? See the link	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>

Electrical equipment	Y/N	Manager/Homeworker action required?	Done?
Has PAT testing been undertaken for HC provided electronic devices? When (state the date)?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>
Are there any faults on existing portable electrical equipment?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>

Fire	Y/N	Manager/Homeworker action required?	Done?
Are flammable materials (e.g. paper) and ignition sources (e.g. cigarettes) kept to a minimum?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>
Do you have an escape plan in case of fire?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>
Is there a smoke detector or fire alarm that is regularly checked?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>

Workspace and storage	Y/N	Manager/Homeworker action required?	Done?
Is there enough space for the homeworker to work comfortably?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>
Does the work area provide enough privacy and freedom from disturbances and distractions? Are these distractions significantly worse than in the office environment?	<input type="checkbox"/>	You should discuss this with your line manager.	<input type="checkbox"/>
Does the homeworker have enough storage space for their work equipment and documents?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>
Are you able to safely reach all work equipment and documents stored at height in your remote workspace?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>
Are there any slip or trip hazards in your workspace?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>

Long working	Y/N	Manager/Homeworker action required?	Done?
Does the homeworker have any concerns about managing their working hours or work-life balance?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>
Is the homeworker aware of arrangements for managing the risk of driving at work?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>
Is the homeworker aware of arrangements for lone working?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>
Is the homeworker aware of arrangements and requirements for communication and reporting to their team or line manager?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>
Does the homeworker aware of how to get help with safely using their work equipment, where required?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>
Does the homeworker have to carry out significant manual handling? (If yes, you need to carry out a manual handling assessment)	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>
Does the homeworker feel safe in the homeworking environment?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>
Does the homeworker have any health and safety issues or concerns, or if there was an incident that required reporting, do they know how to report them?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>
Are there any other significant hazards in the homeworker's workspace that they are not able to manage?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>

Workstation and computer use	Y/N	Manager/Homeworker action required?	Done?
Has the homeworker completed a Display Screen Equipment assessment form, which has been reviewed by their line manager?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>

Laptops	Y/N	Manager/Homeworker action required?	Done?
Does the homeworker need a screen, separate keyboard & mouse, or docking station? (these will be needed if the laptop is regularly used for long periods)	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>
Does the homeworker need a rucksack or trolley bag to transport their laptop and other equipment (e.g. into the office)?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>
Does the homeworker understand the importance of predominantly using their laptop / computer for written work and reading, as opposed to handheld devices or smartphones for written communication?	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>

If the homeworker fills in this form and the manager does not personally see the office, it's a good idea to attach a photograph or plan of the room showing the workstation and where the windows doors and sockets are (this is optional).

PLEASE ATTACH PHOTOGRAPHS TO YOUR EMAIL WHEN RETURNING THIS FORM TO YOUR MANAGER.