HEALTH AND SAFETY POLICY

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Title:
Display Screen Equipment (DSE)

CONTENTS

DRAFT 2

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REVISION TABLE

Issue Number	Date issued	Revision / change

1.0 INTRODUCTION

1.1 The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to assess potential risks to the health of users of display screen equipment (DSE) and take appropriate action to control them.

This policy is intended to assist the identification of those employees at risk from the use of DSE – and is designed to reduce risks and protect the health of DSE users. It also provides a framework to identify, report and deal with identified problems. It will ensure that DSE use is monitored and will provide support to staff who report any health problems associated with the use of DSE. Whilst it is the employer's obligation to see that the assessment is done, in practice it is much better for employees to assess their own work stations and then discuss their findings with their supervisor.

It is recognised the display screen equipment may cause, in some instances, adverse effects on health. An inappropriate approach to using DSE equipment can lead to a number of serious injuries, which may include chronic back pain and repetitive strain injury (RSI).

2.0 RELEVANT LEGISLATION

In compiling this policy, the following documents have been referred to:

- Health and Safety At Work Act 1974 – Section 2
- Management of Health and Safety At Work Regulations 1999 (amended by the Health Safety (Miscellaneous Amendments) Regulations 2002.
- Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)
- Provision and Use of Work Equipment Regulations 1998 (as amended)

3.0 DEFINITIONS

3.1 **DSE (Display Screen Equipment)** – any alphanumeric or graphic display screen – includes microfiche viewers, computer monitors and laptop computers, but not calculators, cash registers or typewriter.

3.2 **DSE User** – an employees who habitually uses display screen equipment as a significant part of his/her normal work. Including working at their base office workstation, home workstation or at another employees workstation

3.3 **VDU** – Visual Display Unit, an alternative name for Display Screen Equipment

3.4 **Workstation** – the immediate work environment around DSE, including screen, disk drives, keyboard, mouse, telephone, printer, document holder, chair and desk/work surface and modem.

3.5 **Laptop** – a laptop is a portable computer often used for working outside the routine office environment. The screen is attached to the keyboard, which often has an integrated mouse.

Defining DSE 'user'

3.6 As a basic guide, a user is someone who uses a DSE on most days. i.e Intermittently for a total of more than three hours a day or Continuously for periods of at least an hour

3.7 Part-time workers should be assessed using the same criteria – e.g.: if an employee works only two days a week, but spends most of the time on DSE work, that person should definitely be considered a user.

3.8 Students and young persons are not classed as "users", except when they are on work experience with an employer. For those who fall outside this definition, the employer still has a general obligation to ensure their health and safety so the issues discussed are relevant although specific requirements which relate to more intensive use e.g. eye tests, are not required.

4.0 DSE AND HEALTH ISSUES

4.1 The following conditions have been associated with the use of display screen equipment:
- Musculoskeletal disorders such as back pain;
- Upper limb disorders such as pains and discomfort in hands, wrists, arms, neck, shoulders or back (also called Repetitive Strain Injury [RSI], which occurs especially after long periods of uninterrupted DSE work);
- Visual fatigue (including sore eyes, eye strain and headaches),
- Fatigue
- Mental stress
- Photo-sensitive epilepsy, where people may be susceptible to seizures from flickering screens

4.2 Early detection of health problems will allow the Council to tackle the cause and protect staff from permanent damage. Every option will be fully explored, in consultation with staff and Occupational Health.

4.3 Generally potential problems can be prevented by: -

1 Adequate training, instruction and understanding
2 Assessment of the workplace and work patterns
3 Visual assessment (eye and eyesight tests) and appropriate action

5.0 TRAINING, INSTRUCTION AND UNDERSTANDING

5.1 All Managers (and delegated officers) responsible for DSE users can be given training to enable them to identify and assess problems as they occur. Contact the Corporate Health and Safety Team for details.

5.2   Users will get the best out of their equipment and working arrangements if they understand the principles behind good workstation layout and use. Such information can be provided in a variety of ways including via memo, on a wall chart, on a computer disc or a notice board etc.

5.3   However, in particular, they should be able to:

1   **Minimise glare** by adjusting the position of the DSE in relation to room lighting sources and windows.

2   Arrange the **optimum layout** and relative heights of keyboard, screen and seating. See Appendix One.

3   Recognise correct **posture**: limb joints neutral, e.g. back of wrist in line with the forearm, head in line with spine, not bent unnaturally backward or forward. Forearms and thighs parallel to the floor.

4   Appreciate the key role of the **chair** (and footrest if necessary) in permitting the user to adjust seat height and back rest to permit correct posture irrespective of the desk height.

5   **Position work** material; document holders and papers to avoid undue twisting from side to side.

6   Realise the importance of **changing position** regularly and relaxing, to avoid holding fixed positions for long periods.

7   Understand that periodically **changing eye focus** by looking away or even going away from the screen to do a different job helps to prevent fatigue.

8   Make use of an offer of an **eye check.**

9   Use simple **mobility exercises** to keep the body supple. See Appendix Two.

6.0   RISK ASSESSMENT

6.1   Cheshire East Council is required to assess all DSE workstations. In addition all new DSE workstations should be assessed prior to use for the first time and if the nature of the work changes significantly. Appendix Five provides a simple DSE Risk Assessment that can be used locally by employees.

6.2   Service Managers are responsible for:
- Ensuring that workstations are assessed.
- Ensuring that the results of assessments are discussed with employees.
- Assessing health and safety training needs.
- Investigating reported potential cases of ill health associated with DSE equipment. Reports should be forwarded to the Council's Occupational Health Unit, as required.

- Arranging for further assessment if they are advised of a pre-existing health problem.
- Resolving any problems highlighted by the assessments as soon as possible with assistance from Occupational Health or a specialist ergonomic consultant, when required.

6.3   All staff who work with DSE are responsible for:
- Carrying out workstation self assessments for workstations at work (or at home if applicable) and submitting this to their Manager.
- Co-operating with any assessments of their workstation by another employee.
- Adopting good posture at their workstation.
- Organising their work in order to take suitable breaks from their DSE (which allow change of posture).
- Reporting any pain, discomfort or eyestrain to their Service Manager/Supervisor.
- Reporting any medical conditions, so that appropriate action can be taken.

6.4   All existing workstations should be re-assessed when there is a significant change in matters such as software, hardware, furnishings, increased use time, task change, workstation re-location or if there are environmental changes e.g. lighting significantly modified. Any reported ill health associated with DSE use should also trigger a re-assessment. The Council's Corporate Health and Safety team are available to offer advice and assistance, but will not routinely undertake risk assessments.

6.5   The volume of work expected of the user will form part of the assessment and in any event regular breaks will be expected. For most tasks, natural breaks or pauses will occur as a consequence of the work and most 'users' will have some discretion over the organization of their work to introduce appropriate change in activity. Where this is not possible, with jobs such as data entry, then rest breaks should be introduced.

The Health and Safety Executive do not give detailed guidance on rest breaks, but suggest that shorter breaks taken more frequently e.g. five minutes after sixty minutes, are likely to have more beneficial effect than occasional longer breaks.

7   EYESIGHT TESTS

7.1   Whilst there is no evidence that work with DSEs damages the eyes, sometimes, users can experience discomfort and fatigue. Also it may make users with pre-existing vision defects more aware of them. If problems are experienced, it is important that simple physical causes are eliminated like draughts, very dry atmospheres and even staring at the screen – which tends to reduce the rate of blinking.

7.2   The Occupational Health Unit can provide advice and a screening test for employees on request. The equipment is portable and can be taken to workplaces, which enables groups of employees to be screened irrespective of whether they are currently experiencing difficulty. The screening is not a full eye test but it will

give an indication as to whether the physical operation of the eyes in relation to focusing and balance is satisfactory or whether a visit to an optometrist is advisable.

7.3 Under the regulations, users are entitled to a full eye test by an optometrist at the cost of the employer. Should spectacles be prescribed expressly for working with DSE, the employer is again required to provide them without cost to the employee. In practice, it is very rare for this to happen as optometrists will usually prescribe correction (e.g. glasses) which allows for reading at both normal distance and the slightly longer screen distance (typically 60 cm) - **providing that they are told that the employee's work involves DSEs.** The full eye test includes a check for disease and should certainly be taken up if an employee experiences symptoms such as persistent headaches and/or gritty eyes, which cannot be attributed to more general work problems like stress or draughts.
The guidance to the regulations does allow the employer to select optometrists. This facilitates a good professional relationship between the optometrist and the employer's medical advisers.

7.4 Employees wishing to take advantage of "free" optometrist tests and/or special correction (if this is required exclusively for DSE work), should make their request to their Manager who will complete the form incorporated in Appendix Three and send it to the Occupational Health Unit. The Unit will identify the nearest appropriate optometrists and issue a letter for the employee to take. It is essential that this form is counter-signed by the employee's Manager as the charges will be borne by the employees Service.

7.5 If a special separate correction is prescribed and an employee wishes to have other than a basic pair of spectacles, Cheshire East Council will reimburse the cost up to £50.

7.6 For those who need no correction initially, repeat tests or screening should be offered at regular intervals:

- Every 5 years for employees under 40 years of age
- Every 2 years for employees 40 years of age and over

7.7 If in the meantime should employees experience any difficulty they should raise the problem with the Occupational Health Unit.

7.8 The screening and eyesight tests are entirely voluntary and employees cannot be required to have a test against their will. However, if the employer requests an employee to take advantage of a test and the employee refuses, a note of the offer will be made on the employee's personal file.

7.9 It is clearly important that employees being recruited or transferred to work with DSEs are aware of these arrangements. This should be covered in induction and in the pre-employment medical questionnaire.

8 **FLEXIBLE AND MOBILE WORKING AND USE OF LAPTOPS**

8.1 The Council has produced a Flexible and Mobile Working policy (available on the Intranet) which includes brief guidance on health and safety issues for employees who are home working. In addition there is a checklist that managers of employees who are home working, must ensure has been completed (available via {hyperlink}).

8.2 It will be clear from the standard DSE assessment that a laptop computer will not meet the requirements for a standard work station. They are an engineering compromise and whilst being very useful, they should be operated with care.

8.3 Increasingly staff are working with a laptop rather than a conventional PC, in such cases they should comply with guidance on workstation set up, as far as they can. It is important to provide portable DSE users with sufficient training and information to make their own risk assessment.

This training should also include advice on how to set up and use equipment in the locations where it is to be used. In effect repeating the risk assessment process to make an informed judgment whenever starting work in each location.

8.4 Short periods of work or work where typing volume is not intensive should not cause any undue difficulty. However wherever possible and for lengthy or repeated use in the same location the laptop should be "docked" or supplied with separate keyboard, mouse and monitor riser/racking system, which will assist in reduction of repetitive strain injuries see Appendix Four. This is appropriate when using a laptop in the base office or their home office. The use of laptops on users' knees should be avoided and their use in vehicles kept to a minimum.

8.5 Employees using laptops should be aware that some design compromises inherent in portable DSE equipment, can lead to postural or other problems. For example a bent neck or headaches arising from low , fixed position of the screen, for these reasons it is recommended to "dock" the portable DSE equipment wherever possible.

8.6 Employees with laptops who satisfy the criteria of 'users' must complete the DSE assessment and share their results with their Manager. The following practical points should also be considered when selecting portable computers:

- Low weight (less than 3kg if possible). Keep accessories as few and as light as possible.
- Largest screen possible. If possible, choose a detachable or height-adjustable screen.
- Purchase a lightweight carrying case with handle and shoulder straps. To reduce risk of theft or assault, avoid manufacturer-branched cases.
- Specify as long a battery life as possible. Where practicable provide extra transformer cable sets at each main location where the portable is used. So only the computer is carried by the employee.
- Look for tilt-adjustable keyboards on laptops.
- Choose portables capable of being used with a docking station or at least a separate keyboard and mouse.
- Check that the laptop has friction pads to prevent it sliding across work surfaces when in use.

As well as the risks associated with the use of desktop computers, users of laptops need to take into account the risks due to manual handling when moving between locations (Bearing in mind that other equipment, such as spare batteries, printers or papers may add to the burden of the portable equipment itself) The risk assessment should also consider the risk of theft, possibly involving assault.

For equipment other than laptops i.e notebooks and tablets, ensure that such hand held computers for prolonged use are carefully selected for ergonomic features, which match requirements of the tasks undertaken. For example equipment to be used outdoors should be adequately waterproof, legible in bright sunlight and keyboards and screen should be large enough to be used comfortably.

Hot Desking

8.7   The use of 'shared' workstations is becoming increasingly common within Council premises.   These are workstations that are available to any employee who is working under the 'Flexible and Mobile Working' Policy, away from their base or permanent workstation.   Relevant health and safety issues associated with such arrangements include the following:-

- It is essential that the furniture and equipment used in a shared workstation are good quality and appropriate to meet the health and safety standards.   It is foreseeable that the 'Hot Desk' could become the recipient of the unwanted, recycled and even damaged furniture etc. **This will contravene the requirements of the Display Screen Equipment Regulations.**

- Suitable and secure storage should be available, where necessary, for employees to store sensitive or confidential documents in line with data protection.

- Employees who are required to 'Hot Desk' should have received appropriate training and instruction to enable them to arrange the workstation accordingly to reduce their risks to Musculoskeletal disorders and upper limb disorders.   They should be aware of this policy and refer to the diagram in Appendix One.   They should be aware of the Council's booking arrangements for reserving a 'Hot Desk'. They will also be required to complete a DSE Assessment for their **main, or most frequently used,** workstation.

- Extra hygiene precautions are required. Anti Bacterial wipes should be available and used to wipe down telephones and desks where people are 'Hot Desking'. This will help prevent the spread of infection. It is also extremely important that people wash their hands frequently.

9   REFERENCES

9.1   In compiling this policy, the following documents have been referenced:
- HSE information leaflet – INDG36 (rev2)
- HSE Guidance Notes – HSG90 – the law on VDU's, and easy guide
- HSE Guidance Notes – L26 – Work with Display Screen Equipment

- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)
- Flexible and Mobile Working Policy

10 EVALUATION AND REVIEW

10.1 This policy document shall be monitored, and reviewed biennially to evaluate its effectiveness. The document shall be revised as necessary, and in light of such evaluation.

APPENDIX ONE

SEATING AND POSTURE – KEY POINTS FOR OFFICE TASKS

Screen height and angle should allow a comfortable position for the head i.e. the weight of the head should be supported directly by the spine - the head should not be tilted unnaturally forward or back. Generally the top of the screen will be just below eye level to achieve this.

Seat back adjustable and supporting the lower back. With a correctly adjusted seat back it should not be possible to pass a hand between the small of your back and the rest.

Space is needed between the **keyboard** and the user to rest hands when not keying

Seat readily adjustable for height. Forearms should be roughly horizontal when typing. **Hands** should continue the line of the forearm to limit bending the hand up or down at the wrist. This applies also to mouse operations.

It is not obligatory to provide arm rests but if they are available they should be adjusted to provide to avoid any conflict with the points listed above.

Unwanted light is reflected from the rear surface of the screen and is subject to two reductions in passing through the glass whereas light emitted directly from the DSE will be subjected to just one attenuation. Thus the unwanted light is reduced in proportion to the screen image. The more expensive screens also have a polarising filter. As a solution for glare problems there is a weakness as the **DSE brightness controls may not be sufficient** to counteract the effect of the filter, leaving the resulting display too dark. Experiment first before making a final purchase.

There should be ample free **space beneath** the desk to move limbs and change position.

No excess pressure caused by the edge of the chair on the underside of thighs or back of knees. **Thighs** should be roughly **parallel** with the floor.

A **footrest** may be necessary to achieve this.
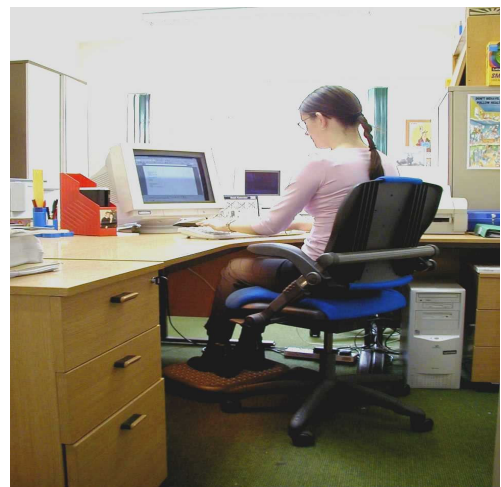
CORRECT WORKSTATION POSITION
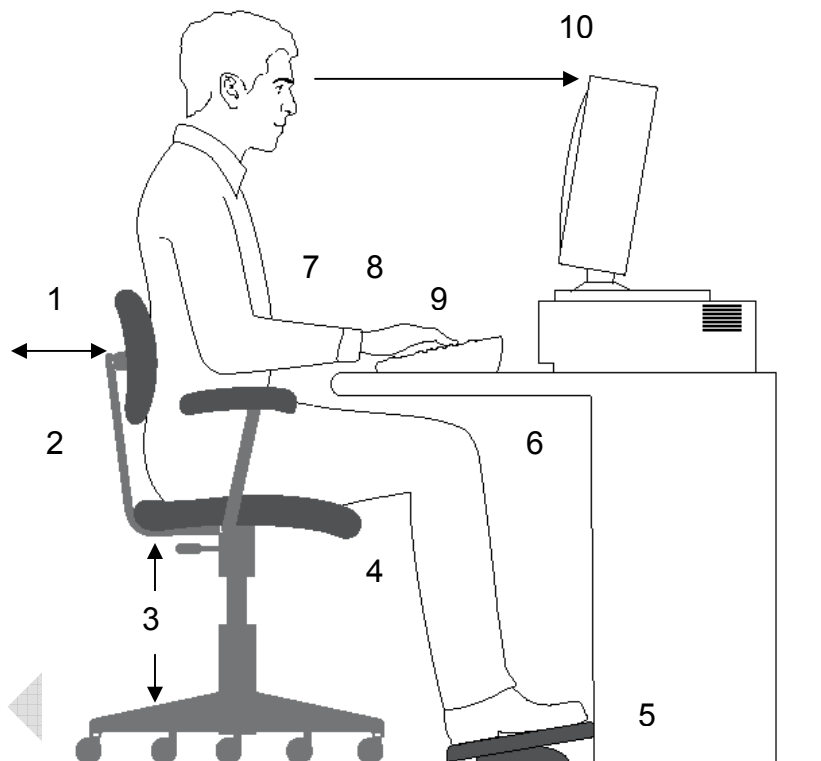
1. Seat back adjustability
2. Good lumbar support
3. Seat height adjustability
4. No excess pressure on underside of knees
5. Foot support if needed
6. Space for postural changes; no obstacles under desk
7. Forearms approximately horizontal
8. Space in front of keyboard to support hands/ wrists
9. Minimal extension, flexion or deviation of wrists
10. Screen height and angle should allow comfortable head position. (the top of the screen should be level with the eyes)

APPENDIX TWO

EXERCISES FOR OFFICE STAFF

If you work in an office it's likely you'll spend much of your working day sitting down at a desk or DSE. Sitting for several hours at a time causes a whole series of physiological changes within your body. For example:

- Muscles stiffen and ache.
- Strain on your neck and back, causes aches and pains.
- Joints stiffen - the liquid that lubricates them is only produced through movement
- Circulation becomes sluggish, straining your heart which is trying to pump blood around your body.
- Blood gravitates downwards and pools in your legs - this may cause your ankles and feet to swell giving aches and pains. You may even feel faint when you stand up after a long period of sitting.
- Oxygen supply to your brain is reduced, affecting concentration and mental alertness.

Your body needs a regular break to prevent these changes occurring. A simple exercise programme of stretching and muscle toning, performed at regular intervals throughout the day, will help keep you alert, efficient and refreshed.

In some office jobs, the same movements are repeated time and again over several hours. This can lead to particular problems in the hands, wrists, arms, shoulders, neck and back. Regular, short breaks with some simple exercises will help prevent and alleviate these stresses.

The exercises overleaf will help you keep supple and mobile, concentrate and stay alert, relieve stress and muscle tension and prevent the aches, pains and stiffness often associated with sedentary office work. They are designed to be performed while you're seated but most can also be done when you're standing or moving around.

- **intensity:** The exercises are not intended to make you hot and sweaty, but rather to stretch, loosen and tone your body so that you feel better and are ready to return to the 'sedentary' job in hand. At no time should any pain or discomfort be felt in any part of the body.

- **Regularity:** the exercises should be done 2 or 3 times a day. You can do the whole sequence, taking a few minutes to complete, or select individual ones to perform more often throughout the day. Try to get into the habit of stretching and moving your body regularly throughout the day - that way you'll help prevent aches and pains.

Additionally – out of work time:

- **Aerobic fitness** is also important for your health and wellbeing. It can be improved by walking, swimming, cycling, aerobics, dancing - and, if you're fit enough, jogging, aim for 15-30 minutes, 3 to 5 times a week, at a moderate intensity; look for ways of incorporating physical activity into your lifestyle - lunchtime walk, use stairs instead of lifts, etc. - and remember it doesn't have to hurt to do you good!

1. ARM RAISES

Interlock fingers and turn palms outwards. Keeping arms straight, slowly raise hands above head, stretching upwards.

Repeat 5 times.

2. SHOULDER GIRDLE ROTATION
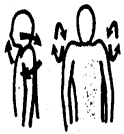
Lift shoulders and rotate them backwards, downwards and forwards in a large circular manner, 5 times.

Repeat in opposite direction.

3. NECK ROTATION
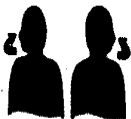
Turn head slowly sideways to the right as far as is possible, then to the left.

Repeat 5 times.

4. CHIN TUCK 'N' PUSH

Tuck chin into neck as far as possible, then push chin forwards as far as possible without dropping it on to chest.

Repeat slowly 5 times.

5. WRISTS 'N' FINGERS
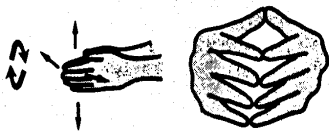
Put hands together in prayer position
Repeat each exercise 5 times
Point fingers down to toes, then up to ceiling
Point fingers to left, then to right
Circle fingers anticlockwise
Circle fingers clockwise
Pull palms away from each other, keeping fingers in contact

6. KNEE RAISES

Raise alternate knees as high as possible.

Repeat 10 times at moderate, rhythmic pace.

7. HEEL – TOE

Lift heels as high as possible, then rock back on to heels and lift toes as high as possible.

Repeat 10 times.

8. KNEE EXTENSION

Slowly raise right foot and straighten leg, hold for 3 seconds, feeling tension in thigh, then slowly lower foot back to floor.

Repeat 5 times with each leg.

APPENDIX THREE

Flow chart for eye tests

Employee requests an eye test

Is employee a 'user'?
i.e. they use DSE for continuous or near-continuous spells of at least an hour at a time and use them more or less daily and have to transfer information quickly to or from the DSE and also need to apply high levels of attention or are highly dependent on DSE (or have little choice about using it)

Yes

No

Does the employee already wear glasses/ contact lenses?

No entitlement to an eye test

No

Yes

Offer vision screening at OHU or full eye test at Boots

Advise employee to carry on going to their own optician at their own expense. **However,** they may have a free eye test at Boots if they wish. Cheshire East Council makes no contribution to glasses / lenses other than where they are required for DSE use **only**

Employee chooses either

Vision screening at OHU

Boots eye test

Employee attends OHU for vision screening – see over

Employee gets purchase order form which has been authorised by manager and informs OHU. PO number put on Boots form by OHU and issued to employee. N.B. Boots form only sent to employee once PO number included.

If Boots advise glasses required for DSE use only employee sends Boots certificate to OHU. NB **Cheshire East Council will only pay for glasses if the Boots Certificate says glasses are required for VDU use only**

Another line added to original PO (again authorised by manager) and sends this to OHU. PO number put on Boots form by OHU and sent to Boots

Employee makes arrangement to collect glasses from Boots

Employee attends OHU for vision screening

No defect in vision identified

Defect in vision identified

Employee goes away happy

Employee chooses to have full eye test at Boots

Employee gets purchase order form which has been authorised by manager and informs OHU. PO number put on Boots form by OHU and issued to employee. N.B. Boots form only sent to employee once PO number included.

If Boots advise glasses required for DSE use only employee sends Boots certificate to OHU. **NB Cheshire East will only pay for glasses if the Boots Certificate says glasses are required for VDU use only**

Another line added to original PO (again authorised by manager) and sends this to OHU. PO number put on Boots form by OHU and sent to Boots

Employee makes arrangement to collect glasses from Boots

DISPLAY SCREEN EQUIPMENT - REQUEST FORM FOR EYESIGHT SCREENING OR EYE TEST.

Eligible employees

The facility is available to all employees who use DSE's on most working days:

- Intermittently for more than 3 hours per day overall
- or, continuously for periods of at least an hour

The employer is under an obligation to provide an eye test free of charge to eligible employees if they request it. A simpler screening check can be performed at the working location by arrangement between local management and the Occupational Health Unit. For those who prefer the full eye test, this will normally be done by an optometrist in the area, selected by the Occupational Health Safety Unit. **It is an essential condition that prior application is made on this form to the Occupational Health Unit.**

The application should be made by the Manager and sent to:

The Occupational Health Unit
Nexus House
Thackeray Drive
Vicars Cross
Chester
CH3 5LP

Directorate/ Service ……………………..…………………………..

Work address…………………….………………Telephone No. for contact…………….

This is a request for: screening at the workplace / an eye test by an optometrist?*
* Delete whichever does not apply.   (Continue table of names overleaf if necessary)

Employee name	Employee No	Occupation	Currently using glasses?

I certify that the above mentioned employees meet the criteria for a DSE user and are eligible for an eyesight test. I understand that the charges for screening, full eye test and any spectacles specifically required will be borne by my service.

Signed ……..…………………………   **Date** ....…

Designation (Manager etc)……………………………

Text of the letter which will be sent to the optometrist (for information)

Re: Mr/Mrs/Miss/Ms

……………………………………………………………. **Of (Works Address)**

Occupation ……………………........................

This person is a DSE user, employed by Cheshire East Council and subject to the Health and Safety (Display Screen Equipment) Regulations.

The Council has agreed to pay the cost of an eyesight test to establish whether correction is necessary.

In accordance with the regulations, if special correction is needed expressly for working with DSE's the Council will meet this cost up to £50. If a more costly appliance is chosen, the employee will be expected to fund the additional cost.

If you do have any problems with this I would be grateful if you could ring the Occupational Health and Safety Unit on 01244 603388.

Thank you for your help.

Yours sincerely

Additional employees requiring screening / eye test*

***Delete whichever does not apply**

Employee name	Employee No	Occupation	Currently using glasses?

APPENDIX FOUR

DOCKING STATION DESIGNS

Docking stations are a way to avoid many of the ergonomic disadvantages of portables by allowing the use of a full-sized screen and/or keyboard (and mouse or other peripherals). Designs vary: some resemble a full-sized PC with a slot for the portable to be inserted; or comprise a screen, keyboard, mouse and/or other peripherals connected to the portable by cables or wireless links (see figure 1). There are also systems that provide a full-sized keyboard plus raiser blocks to enable the portable's own screen to be viewed at a more convenient height (see figure 2). Racking systems for laptops or notebook computers are also available (see figure 3). In setting up any kind of docking station, the aim is for the user to achieve a comfortable working position allowing some variation in posture and having sufficient space for documents and anything else needed for their work tasks.

Example of a docking station (figure 1):   Example of a Raiser block station (figure 2):

Examples of racking systems (figure 3):

APPENDIX FIVE
DISPLAY SCREEN EQUIPMENT (DSE): SELF ASSESSMENT FORM

	Name of employee:	PC user number:	Date of assessment:
Cheshire East Council			
	Department/team:	Name of Line Manager:	Review date:
	Workplace assessed (home/office/other)		

The DSE self assessment form is to be used to assess an individuals' display screen use and the risks associated with their work activity. The assessment should be completed: during the first week of employment, following changes to work stations, relocation of staff and for staff who work under the flexible and mobile working policy. The form should be completed for the primary work station. Employees who 'hot desk' should always adjust the 'hot desk' to their specific needs before commencing work – see DSE guidance on the intranet.

The employee should tick either yes or no and make any relevant comments. The form should then be passed to the line manger for comment before both parties meet to agree on any action required. The form should be retained by the Manager and a copy sent to HR to attach to the individuals' personnel file.

JOB AND PERSONAL DETAILS	
Roughly what percentage of your work involves using a display screen?	
What jobs do you do on your DSE? *(e.g. copy typing, data inputting, occasional memos)*	
What are the maximum spells of time you spend at the screen daily? *(e.g. excluding short breaks)*	
Are you able to break frequently from your screen? *(e.g. 5-10 mins/hour doing different activities)*	
Have you had an eye test paid for by the Council in the last 2 years? *(or more recently if required by your optician)*	
If you need special glasses for DSE work has the Council contributed to the cost?	
What information and training have you received on the safe use of	

DSE?	

DESK

	YES	NO	N/A	USER'S COMMENTS	AGREED ACTION REQUIRED
Is the work surface height between 660-1000mm?					
Is the space under your desk clear of obstructions?					
Is there height under the desk for knee room between 620-950mm?					
Can the knees slide at least 450mm under the desk?					
Can the feet slide at least 600mm under the desk?					
Is the distance from the front to the back of your desktop at least 780mm? *(Deeper desks may be required for CAD machines.)*					
Is the width of your desk at least 1600mm?					
Is there enough space for the width of the chair to fit under the desk? *(This should be at least 610mm?)*					

MOUSE AND KEYBOARD
- *If you use the keyboard for the majority of your time place it directly in front of you.*
- *Position your mouse do that you do not over-stretch. Your fingers should be relaxed – not tense.*
- *For keyboard and mouse work; your upper arms should hang straight down adjacent to your body, lower arms parallel to the floor and wrists in a straight comfortable position.*

	YES	NO	N/A	USER'S COMMENTS	AGREED ACTION REQUIRED
Have you achieved the above requirements?					
Does the keyboard feel comfortable to use?					
Does your keyboard have intact adjustable feet so					

	YES	NO	N/A		
that you can angle it?					
Is the keyboard separate from the screen? *(if you use s laptop for long periods it should be connected to an external monitor and keyboard)*					
Is there space in front of the keyboard to rest your hands when not keying?					
Is your mouse mat sufficiently soft to provide cushioning for your palm?					

CHAIR

- *Always ensure a good posture by using you chair back to support your spine and avoid leaning to one side.*
- *You should break-up your display work with less formal postures and regular stretching of your limbs.*
- *Adjust the seat height so your forearms are roughly horizontal when your hands are on the keyboard and upper arms hanging from relaxed shoulders.*
- *Now check that your feet are comfortably on the floor and your thighs are not hitting the underside of the desk. Some people need a foot rest to improve posture and to prevent the under thighs from being squashed on the front of the chair.*

	YES	NO	N/A	USER'S COMMENTS	AGREED ACTION REQUIRED
Have you achieved the above requirements?					
Does your chair have five feet?					
Is your chair in good repair and stable?					
Can you easily adjust the seat height?					
Can you set back height and tilt to a comfortable position?					
If a foot rest is required, do you have one?					
Is there enough space around your desk for comfort and to change position?					

DISPLAY SCREEN, DOCUMENT HOLDER and LIGHTING

- *If you view the screen for the majority of your time place it directly in front of you. If not, angle it slightly to the side. The document holder should be adjacent to and level with the screen.*
- *Place your screen at a comfortable reading distance between 450-750mm, (am length). Ideally your eyes should be level with the top of the screen with you looking down to the screen centre at an angle of 15-20 . The screen can be lowered by removing the PC or raised by inserting a solid object.*
- *Site your workstation so that the display screen is at right angles to the window and if possible avoiding reflections from strip lights. This should help prevent glaring reflections and a distracting bright background around the screen. If this cannot be achieved use blinds.*
- *Reflections can also be reduced by ensuring you have dark characters on a light background.*
- *Occasionally, improvements to lighting may be considered and screen filters can be as a last resort.*

	YES	NO	N/A	USER'S COMMENTS	AGREED ACTION REQUIRED
Have you achieved the above requirements?					
Is the screen size ok? *(ideally 17" for typists but existing 14" screens are acceptable)*					
Is the screen image clear and stable with no flickering?					
Are the brightness and contrast easily adjustable?					
Does the screen swivel or tilt?					
Is your screen clean?					
Does the lighting provide a comfortable level of brightness?					
If a document holder is required, is a suitable one available?					
Is the software/hardware 'user friendly'? *(e.g. suitable for task, appropriate speed, easy to follow with adequate help messages, appropriate graphics and character sizes)*					
Have you been adequately trained in the uses of your					

software?					

GENERAL RISKS and the ENVIRONMENT
A general risk assessment should have been completed for your office. This may cover the following issues and should be available for you to see.

	YES	NO	N/A	USER'S COMMENTS	AGREED ACTION REQUIRED
Is the room air comfortable? *(e.g. temperature and humidity)*					
Is equipment quiet enough not to distract your attention or disturb speech?					
Is area free of tripping or electrical hazards? *(e.g. trailing and unsecured wires)*					
Are there enough plug sockets to prevent overloading?					

HEALTH ISSUES
When set up correctly, your workstation should not cause health problems. However, please complete below to indicate any health issues relating to your DSE work

	OFTEN	SOMETIMES	NEVER	USER'S COMMENTS	AGREED ACTION REQUIRED
Fatigue					
Headache					
Irritating eyes					
Difficulties reading the screen					
Difficulties reading documents					
Aches, discomfort or tingling:					
• Back					
• Feet and legs					
• Neck and shoulders					
• Hands and fingers					
• Arms and wrists					
Do you have any other symptoms?					
User's Signature:				**Date:**	

MANAGER'S COMMENTS	ACTIONS *(Continue on a separate sheet if necessary)*	Initials	Date required	Date completed
Manager's Signature:			Date:	