



DISPLAY SCREEN EQUIPMENT WORK

POLICY AND GUIDANCE

Name of Policy:	Display Screen Equipment Work – Policy and Guidance
Purpose of the Policy:	Sets out procedures for display screen assessments at the University
Policy Applies to:	Display Screen Assessments at the University
Approved by:	Health & Safety Committee
Responsible for its Updating:	Head of Health & Safety
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Staffordshire University's commitment to equality and diversity means that this policy has been screened in relation to the use of gender neutral language, jargon free plain English, recognition of the needs of disabled people, promotion of the positive duty in relation to race and disability and avoidance of stereotypes. This policy is available in alternative formats on request.

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1.0 Introduction

- 1.1. This document should be read in conjunction with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 and associated guidance. Whilst the regulations apply specifically to employees who have been designated as 'Users', more general legislation (Health & Safety at Work Act 1974) still requires the University to ensure the health and safety of students and so any measures that need to be taken to protect the health and safety of staff must also be considered in relation to students' use of such equipment. The purpose of this document is, therefore, to highlight the salient features of the regulations and provide guidance which will secure the maintenance and development of good working practices within the University.

2.0 Definition of 'User'

- 2.1. User means any employee who habitually uses display screen equipment as a significant part of their normal work. The Regulations apply to users whether they are employed to work at their employer's workstation, a workstation at home, or hot-desking. The majority of University employees will be classed as 'users'.

3.0 'User' Entitlements

- 3.1. An employee who has been designated as a DSE 'User' within the terms of the University's policy will be entitled to:
- An eye and eyesight test (if the 'User' requests it). The test includes a test of vision and an examination of the eye. The University will pay up to a maximum of £20.00 for such a test. Arrangements should be made through the Health and Safety Unit.
 - Refer to University policy on 'Employees' Entitlement to Eye and Eyesight Test' which provides more detailed information.
 - A document holder if required.
 - A footrest if required.

4.0 Workstation Assessments

- 4.1. The principal risks associated with display screen equipment work relate to physical (musculoskeletal) problems, visual fatigue and mental stress. Ill health can result from poor work organisation, an unsatisfactory working environment, job design, posture and inappropriate working methods.
- 4.2. It is important to ensure, therefore, that individual workstations have been properly assessed to identify any hazards and then to evaluate the extent of any risks to health. The analysis/risk assessment must include:
 - A systematic review of the job.
 - A review of the workstation and its components.
 - A review of the environment, e.g. light, noise, heat, humidity, reflection and glare, etc.
 - Individual factors, i.e. complaints by staff about eye fatigue, stress and upper limb pains or discomfort.
- 4.3. Information provided by 'Users' is an essential part of any assessment. Observed problems may reflect the interaction of several factors or may have causes which are not obvious. If solutions are not readily apparent or do not seem to be working the University Health and Safety Unit should be consulted.
- 4.4. The assessment shall be repeated/reviewed if major changes are made to equipment or furniture; if workstations are relocated; if the nature of the work changes; or if the health of the user changes. A review of the assessment on a regular basis (e.g. every 1-3 years) may help to remind users of the importance of good practice in DSE work.

5.0 Risk Assessment Checklist

- 5.1. To aid identification of hazards/risks to health, as outlined above, the University's Assessment Checklist, or online DSE Assessment (Workstation Safety Plus), must be completed in respect to every DSE 'User' and their workstation.

Refer to Appendix 1 – Assessment Checklist, or online DSE Assessment (please follow the Workstation Safety Plus link available under Online Training in our [Health and Safety Training and Induction](#) web page).

- 5.2. The Checklist or online assessment must first be completed by the 'User' and then, if required, followed up by a more detailed assessment carried out by a trained assessor, in consultation with the 'User'. This assessment must also take account of any observations raised by the 'User'. A formal record of all assessments must be maintained.

6.0 Deans of School/Directors of Service - Responsibilities

- 6.1. These senior staff will have overall responsibility for:
- Ensuring the Health and Safety of all staff and students using display screen equipment (DSE) in their areas of responsibility/control.
 - Ensuring compliance with all legislative requirements and best practice in relation to the use of DSE (full sized) as well as portable DSE used by staff.
 - Nominating/appointing appropriate staff to conduct workstation risk assessment duties and ensure that these staff receive relevant training through the Health and Safety Unit. Refer to the [Health and Safety Unit Training and Induction](#) website and register your booking on [MyView](#) or safety@staffs.ac.uk.
 - Ensuring that all DSE 'Users' are properly instructed and trained so that they can understand the risks to their health and the steps that should be taken to protect their health.

7.0 Managers/Supervisors – Responsibilities

- 7.1. Managers/Supervisors must ensure that:
- Individual workstations used by their staff have been assessed to identify any hazards/risk to health. The DSE Checklist (Appendix 1) or online DSE Assessment must be used for this purpose and retained as a formal record of the assessment.
 - Corrective action is taken to remove/reduce any identified risk arising from the risk assessment.
 - Workstations and work routines for new staff are assessed at the time duties first commence.
 - Best operational practice is implemented and observed at all times.
 - DSE assessors have been appointed and have received relevant instruction and training through the Health and Safety Unit as outlined above.
 - All staff receive a personal copy of this policy/guidance document.

8.0 Reporting Ill-Health Conditions

- 8.1. University staff/students who experience aches/pains or any other discomfort believed to be associated with the use of display screen equipment (DSE) must report it immediately to their appropriate Manager/Supervisor/Health and Safety Adviser or Course Tutor as appropriate.
- 8.2. In certain circumstances it may be necessary to refer staff and students to the University's contracted Occupational Health Physician. This should be arranged through Human Resources and Organisational Development.

9.0 Reducing Risks

9.1. Postural Problems

These may be overcome by simple adjustments to the workstation such as repositioning equipment or adjusting the chair. Footrests and document holders may be required in some cases. Postural problems can also indicate a need to provide reinforced training of the 'User' (for example on correct hand position, posture, how to adjust equipment). NB: Footrests or document holders **must** be provided for those staff who require them.

9.2. Visual Problems

These may also be tackled by straightforward means such as repositioning the screen or using blinds to avoid glare, placing the screen at a more comfortable viewing distance from the 'User', or by ensuring the screen is kept clean. In some cases, new equipment such as window blinds or more appropriate lighting may be needed. If visual difficulties persist after the above adjustments have been made it may be necessary to seek an appropriate eye and eyesight test. See ['Employees' Entitlement to Eye and Eyesight Test'](#), page 1.

9.3. Fatigue and Stress

This may be alleviated by correcting obvious defects in the workstation as indicated above. Wherever possible the task should provide 'Users' with a degree of personal control over the pace and nature of their tasks.

9.4. Work Routines

Whenever possible, jobs at display screens should be designed to consist of a mixture of screen based and non-screen based work to prevent fatigue and to

vary visual and mental demands. It is not appropriate to lay down requirements for breaks but they should enable staff to vary their postural positions as well as provide time away from the screen. Some general guidance can be given as follows:

- Breaks undertaking non-screen based work should be taken before the onset of fatigue, not in order to recuperate from it.
- Short, frequent breaks are more satisfactory than occasional, longer breaks, e.g. five to ten minute break after fifty to sixty minutes' continuous screen/keyboard work is likely to be better than a fifteen minute break every two hours.
- Whenever practicable, staff should be allowed some discretion as to how they carry out tasks; individual control over the nature and pace of work allows optimal distribution of effort over the working day.

10.0 Work With Portable DSE

10.1. Portable DSE such as laptops and notebook computers are subject to the DSE Regulations if they are in prolonged use. To reduce risks to portable DSE 'Users' the following matters should be considered (in addition to the general advice given for all DSE work):

- Provide portable DSE 'Users' with information, instruction and training so that they are aware of the risks and understand the precautions which can be taken to reduce those risks. In particular, that 'Users' are able to conduct their own risk assessments and know how to act upon the results.
- Consider manual handling risks when moving between locations, particularly when spare batteries, printers or paper, etc. will add to the burden of the portable itself.
- When choosing portable computers look for design features which best suit the nature of the working environment and match the requirements of the tasks undertaken. Some examples:
 - Look for tilt-adjustable keyboards.
 - Look for low weight computer (3kg or less) and keep accessories as few and as light as possible.
 - Choose as large and as clear a screen as possible.
 - Use a lightweight carrying case with handle and/or shoulder straps.
 - Use portables capable of being used with a docking station.

- Check the portable has friction pads underneath to prevent it sliding across work surfaces when in use.
- Where available, opt for a detachable or height-adjustable screen.

11.0 Other Matters to Consider

- 11.1. Take regular breaks and changes of activity. 'Users' generally need longer or more frequent breaks to compensate for poorer working environments.
- 11.2. Minimise the use of portable computers in non-ideal locations, e.g. motor vehicles.
- 11.3. Provide docking stations or similar equipment at workstations where portable computers will be in lengthy or repeated use.
- 11.4. 'Users' must promptly report any symptoms of discomfort which may be associated with the use of portable DSE to their Line Managers or School/Service Health and Safety Advisers.
- 11.5. Where hot-desking is undertaken it would be expected that the area fits the minimum workstation requirements and that users are reminded of what adjustments can be made to help reduce the risks.

12.0 Training for Managers/Supervisors

- 12.1. In addition to relevant and specific health and safety training for staff who make prolonged use of portables (including docking stations or handheld) Managers/Supervisors should also receive health and safety training themselves. The intention of such training would be to raise awareness of issues which lead to a better understanding of the actions necessary to prevent health risks and respond effectively to any problems reported. Key issues to be aware of:
 - The need for regular breaks to avoid unnecessary use of DSE for extended periods.
 - Benefits of ensuring adequate variety in 'User's' tasks.
 - Importance of health and safety training for 'Users' particularly the knowledge necessary for individuals to conduct their own risk assessments and take action upon the results.
 - Reasons for providing docking station equipment whenever possible and encouraging its use.

13.0 Minimum Requirements for Workstations: (Schedule to the Regulations)

It should be noted that these minimum requirements relate to **all** workstations and not solely to those workstations used by staff classified/defined as a 'User' ([Health & Safety \(Miscellaneous Arrangements\) Regulations 2002](#) refers).

It should also be noted that some of the minimum requirements for workstations (full sized DSE) identified in the Schedule to the Regulations highlighted below cannot be complied with in all respects in relation to the use of portable DSE. Consult the Regulations and Guidance for further information/advice.

13.1. Display Screen

- The characters on the screen shall be well defined and clearly formed, of adequate size and with adequate spacing between characters and lines.
- The image on the screen shall be stable, with no flickering or other forms of instability.
- The brightness and contrast between characters and the background should be easily adjustable by the operator and be easily adjustable to ambient conditions.
- The screen must swivel and tilt easily and freely to suit the needs of the operator.
- It shall be possible to use a separate base for the screen or an adjustable table. It can either be built into the screen, form part of the workstation furniture or be provided by separate screen support devices.
- The screen shall be free of reflective glare and reflections liable to cause discomfort to the 'User'.
- Where secondary monitors are used then these should be inset in line with the primary one to enable ease of viewing and the same conditions listed above apply.

13.2. Keyboard

- The keyboard shall be tilt-able and separate from the screen so as to allow the 'User' to find a comfortable working position avoiding fatigue in the arms or hands.
- The space in front of the keyboard shall be sufficient to provide support for the hand and arms of the 'User'.

- The keyboards shall have a matt surface to avoid reflective glare.
- The symbols on the keys shall be adequately contrasted and legible from the design working position.

13.3. Work Desk or Work Surface

- The work desk or work surface shall have a sufficiently large, low reflectance surface and allow flexible arrangements of the screen, keyboard, documents and related equipment.
- The document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movements.
- There shall be adequate space for 'Users' to find a comfortable position.

13.4. Work Chair

- The work chair shall be stable and allow the 'User' easy freedom of movement and a comfortable position.
- The seat shall be adjustable in height.
- The seat back shall be adjustable in both height and tilt.
- A footrest shall be made available to any 'User' who requires one.

14.0 Environment

14.1. Space Requirements

- The workstation shall be dimensioned and designed so as to provide sufficient space for the 'User' to change position and vary movements.

14.2. Lighting

- Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between screen and the background environment, taking into account the type of work and the vision requirements of the 'User'.
- Possible disturbing glare and reflections on the screen or other equipment shall be prevented by co-ordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources.

14.3. Reflection and Glare

- Workstations shall be so designed that sources of light, such as windows and other openings, transparent or translucent walls, and brightly coloured fixtures or walls cause no direct glare and no distracting reflections on the screen.
- Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation.

14.4. Noise

- Noise emitted by equipment belonging to any workstation shall be taken into account when a workstation is being equipped, with a view in particular to ensuring that attention is not distracted and speech is not disturbed.

14.5. Heat

- Equipment belonging to any workstation shall not produce excess heat which could cause discomfort to 'Users'.

14.6. Humidity

- An adequate level of humidity shall be established and maintained.
- NB: Electronic equipment can be a source of dry heat and can modify the thermal environment at the workstation. Ventilation and humidity should be maintained at levels which prevent discomfort.

15.0 Possible Effects on Health

15.1. The Main Hazard

Introduction of visual display units (VDUs) and other display screen equipment has been associated with a range of symptoms related to the visual system and working posture. These often reflect bodily fatigue. They can readily be prevented by applying ergonomic principles to the design, selection and installation of display screen equipment, the design of the workplace, and the organisation of the task.

15.2. Upper Limb Pains and Discomfort

A range of conditions of the arm, hand and shoulder areas linked to work activities are described as work-related upper limb disorders. These range

from temporary fatigue or soreness in the limb to chronic soft tissue disorders such as peritendinitis or carpal tunnel syndrome. Some keyboard operators have suffered occupational cramp.

The contribution to the onset of any disorder of individual risk factors (e.g. keying rates) is not clear. It is likely that there is a combination of factors involved. Prolonged static posture of the back, neck and head are known to cause musculoskeletal problems. Awkward positioning of the hands and wrist (e.g. as a result of poor working technique or inappropriate work height) are further likely factors. Outbreaks of soft tissue disorders among keyboard workers have often been associated with high workload combined with tight deadlines. This variety of factors contributing to display screen work risk requires a risk reduction strategy which embraces proper equipment, furniture, training, job design and work planning.

15.3. Eye and Eyesight Effects

Medical evidence shows that using display screen equipment is not associated with damage to eyes or eyesight; nor does it make existing defects worse. However, some workers may experience **temporary** visual fatigue, leading to a range of symptoms such as impaired visual performance, red or sore eyes and headache, or the adoption of awkward postures which can cause further discomfort in the limb. These may be caused by:

- Staying in the same position and concentrating for a long time;
- Poor positioning of the display screen equipment;
- Poor legibility of the screen or source documents;
- Poor lighting, including glare and reflections;
- A drifting, flickering or jittering image on the screen.

Like other visually demanding tasks, VDU work does not cause eye damage but it may make workers with pre-existing vision defects more aware of them. Such uncorrected defects can make work with a display screen more tiring or stressful than would otherwise be the case.

15.4. Fatigue and Stress

Many symptoms described by display screen workers reflect stresses arising from their tasks. They may be secondary to upper limb or visual problems but they are more likely to be caused by poor job design or work organisation, particularly lack of sufficient control of the work by the 'User',

under-utilisation of skills, high-speed repetitive working or social isolation. All these have been linked with stress in display screen work; clearly they are not unique to it but attributing individual symptoms to particular aspects of a job or workplace can be difficult. The risk of display screen workers experiencing physical fatigue and stress can be minimised by following the principles underlying the Display Screen Equipment Regulations 1992 as amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002 and associated guidance, e.g. by careful design, selection and disposition of display screen equipment; good design of the 'Users' workplace, environment and task, and training, consultation and involvement of the 'User'.

16.0 Other Concerns

16.1. Epilepsy

Display screen equipment has not been known to induce epileptic seizures. People suffering from the very rare (one in ten thousand population) photosensitivity epilepsy, who react adversely to flickering lights and patterns also find they can work safely with display screens. People with epilepsy who are concerned about display screen work can seek further advice from their Health and Safety Adviser in conjunction with our Occupational Health Physician.

16.2. Facial Dermatitis

Some VDU 'Users' have reported facial skin complaints such as occasional itching or reddened skin on the face and/or neck. These complaints are relatively rare and the limited evidence available suggests they may be associated with environmental factors, such as low humidity or static electricity near the VDU.

16.3. Electromagnetic Radiation

Anxiety about radiation emissions from display screen equipment and possible effects on pregnant women has been widespread. However, there is substantial evidence that these concerns are unfounded. The Health and Safety Executive has consulted the National Radiological Protection Board, which has the statutory function of providing information and advice on all radiation matters to Government Departments and the advice below summarises scientific understanding.

The levels of ionising and non-ionising electromagnetic radiation which are likely to be generated by display screen equipment are well below those set out in international recommendations for limiting risk to human health created by such emissions and the National Radiological Protection Board does not consider such levels to pose a significant risk to health. **No special measures are therefore needed to protect the health of people from this radiation.**

16.4. Effects on Pregnant Women

There has been considerable public concern about reports of higher levels of miscarriage and birth defects among some groups of VDU workers, in particular due to electromagnetic radiation. Many scientific studies have been carried out but taken as a whole their results do not show any link between miscarriages or birth defects and working with VDUs. Research and reviews of the scientific evidence will continue to be undertaken.

In the light of the scientific evidence pregnant women do not need to stop working with VDUs. However, to avoid problems caused by stress and anxiety, women who are pregnant or planning children and worried about working with VDUs should contact the University Health and Safety Unit for advice.

17.0 Ergonomic Equipment Loan Scheme

- 17.1. Health and Safety Unit hold a stock of ergonomic equipment that can be loaned out to members of staff for a **two week period**.
- 17.2. Members of staff who wish to borrow trial equipment should complete the Computer Workstation Equipment Loan Form (see Appendix 2) and return it to Health and Safety Unit, L100, Flaxman Building, email (safety@staffs.ac.uk). When the loan item becomes available we will contact you to arrange for its collection/delivery.
- 17.3. After the two week period the loan equipment must be returned to Health and Safety Unit. Failure to return the equipment on time may result in a charge to the School/Service. If equipment is found to be damaged upon return the School/Service will be charged for its replacement.
- 17.4. Should the member of staff wish to obtain their own ergonomic equipment, it can be purchased by the individual department from the University's approved suppliers, Lyreco or Posturite.

Display Screen Equipment (DSE) workstation checklist

Workstation location and number (if applicable):	
User:	
Checklist completed by:	
Assessment checked by:	
Any further action required:	Yes/No
Follow-up action completed on:	

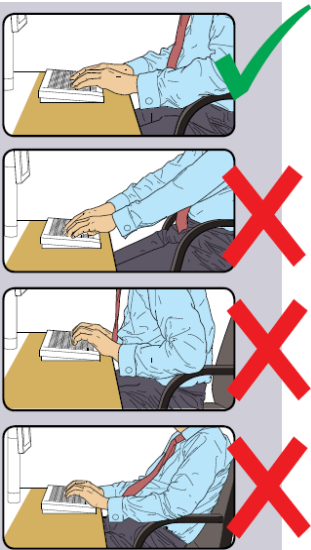
The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

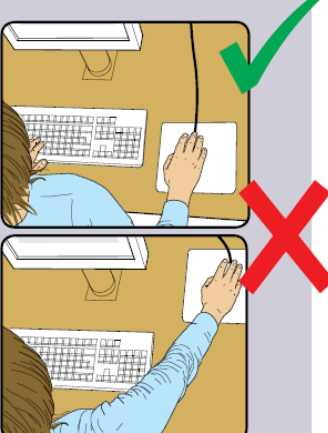
The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying. You will not be able to address some of the questions and 'Things to consider', e.g. on reflections on the screen, or the user's comfort, until the workstation has been installed. These will be covered in the risk assessment you do once the workstation is installed.

Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:

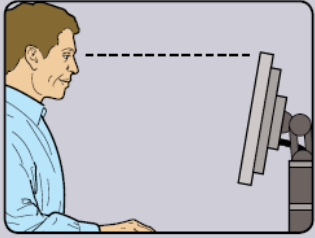

- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.

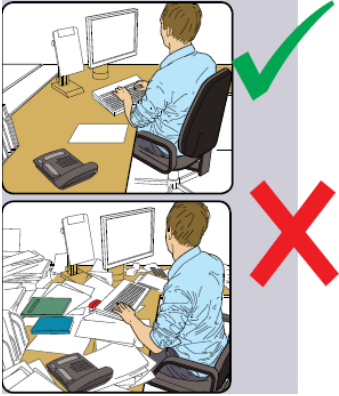
Remember, the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, e.g. by giving users health and safety training, and providing for breaks or changes of activity. For more advice on these see [Working with display screen equipment \(DSE\): A brief guide](#).


Risk Factors	Tick answer		Things to consider	Action to take
	Yes	No		
1 Keyboards				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in.	
<p>Is it possible to find a comfortable keying position?</p> 			<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>	
Does the user have good keyboard techniques?			<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. 	
Are the characters clear and readable?			<p>Keyboards should be kept clean. If characters still can't be read, this keyboard may need to be modified or replaced.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	

Risk Factors	Tick answer		Things to consider	Action to take
	Yes	No		
2 Mouse, trackball, etc.				
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user? 			Most devices are best placed as close as possible, e.g. right beside the keyboard. Training may be needed to: <ul style="list-style-type: none"> • prevent arm overreaching; • encourage users not to leave their hand on the device when it is not being used; • encourage a relaxed arm and straight wrist. 	
Is there support for the device user's wrist and forearm?			Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.	

Risk Factors	Tick answer		Things to consider	Action to take
	Yes	No		
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (e.g. of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	
3 Display Screens				
Are the characters clear and readable? Health and safety Health and safety			Make sure the screen is clean and cleaning materials are available. Check that the text and background colours work well together.	
Is the text size comfortable to read?			Software settings may need to be adjusted to change text size.	
Is the image stable, i.e. free from flicker and jitter?			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, e.g. by the equipment supplier.	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	

Risk Factors	Tick answer		Things to consider	Action to take
	Yes	No		
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel or tilt? 			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: <ul style="list-style-type: none"> • swivel/tilt is absent or unsatisfactory; • work is intensive; and/or • the user has problems getting the screen to a comfortable position. 	
Is the screen free from glare and reflections? 			Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of the reflections. Screens that use dark characters on a light background are less prone to glare and reflections.	

Risk Factors	Tick answer		Things to consider	Action to take
	Yes	No		
Are adjustable window coverings provided and in adequate condition?			<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	
4 Software				
Is the software suitable for the task?			<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>	
5 Furniture				
<p>Is the work surface large enough for all the necessary equipment, papers, etc.?</p> 			<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>	

Risk Factors	Tick answer		Things to consider	Action to take
	Yes	No		
Can the user comfortably reach all the equipment and papers they need to use?			<p>Rearrange equipment, papers, etc. to bring frequently-used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	
Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
<p>Is the chair suitable? Is the chair stable? Does the chair have a working:</p> <ul style="list-style-type: none"> • seat back height and tilt adjustment? • seat height adjustment? • castors or glides? 			The chair may need to be repaired or replaced if the user is uncomfortable, or cannot use the adjustment mechanisms.	
<p>Is the chair adjusted correctly?</p> 			<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in how to adopt suitable posture 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>	

Risk Factors	Tick answer		Things to consider	Action to take
	Yes	No		
Is the small of the back supported by the chair's backrest?			The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the DSE?			Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a footrest may be needed.	
6 Environment				
Is there enough room to change position and vary movement?			Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.	
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?			Users should be able to control light levels, e.g. by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).	

Risk Factors	Tick answer		Things to consider	Action to take
	Yes	No		
Does the air feel comfortable?			DSE and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	
Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air condition may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?	
Are levels of noise comfortable?			Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.	

7 Final questions to users

- Has the checklist covered all the problems they may have working with their DSE?
- Have they experienced any discomfort or other symptoms which they attribute to working with their DSE?
- Has the user been advised of their entitlement to eye and eyesight testing?
- Does the user take regular breaks working away from DSE?

Write down the details of any problems here:

Further Information

[Working with display screen equipment \(DSE\): a brief guide](#) Leaflet INDG36(ref4) HSE books 2013.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit the [Health and Safety Executive website](#). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

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Computer Workstation Equipment Loan Form

Name:
School/Service:
Section:
Email address:
Contact Number:
School/Service Health and Safety Adviser:
Date DSE Assessment carried out:
Equipment requested:
Recipient's signature:
Authorised signature:
(H&S Adviser/Line Manager/DSE Assessor)

N.B. Damaged equipment or equipment not returned to Health & Safety Unit within the loan period may result in a charge.

To be completed by Health & Safety Unit:

Date request received:
Date equipment issued:
Due date of return:
Actual date of return:
Returned in good condition? Yes / No
Health and Safety Unit signature:

Please return completed forms to Health & Safety Unit, U001, Trent Building, or by email to AskHR@staffs.ac.uk.