








DSE Assessment

Workstation DSE Assessment				
Location of workstation				
DSE users name				
Job Title				
Date of assessment				
Dates reviewed				
Risk Factors:		√	X	Guidance notes
1. Keyboard Can the keyboard be tilted? Can the user find a comfortable keying position? Is there enough space in front of the keyboard for the user to rest their hands?				 <i>Try pushing keyboard back to create more space.</i> <i>Limited space between keyboard and edge of desk.</i>
2. Mouse / trackball Is the device suitable for task designed for? Is the device positioned close to user?				 <i>Most devices best located next to keyboard.</i> <i>Avoid overreaching.</i> <i>Avoid leaving hand on device when not using.</i>
3. Display screens Are the characters readable? Is the image free of flicker and movement? Are the brightness and contrast controls adjustable? Does the screen swivel and tilt? Is the screen free from glare and reflection?				
4. Software Is software suitable for task?				
Risk Factors:		√	X	Guidance notes



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<p>5. Furniture</p> <p>Is the work surface large enough for documents, monitor, keyboard, etc.? Can user comfortably reach all equipment required?</p> <p>Is the surface free of glare and reflections?</p> <p>Is the chair suitable & stable?</p> <p>Does chair have a working : -</p> <ul style="list-style-type: none"> • Seat back height and tilt adjustment? • Seat height adjustment? • Castors or glides? <p>Is the small of the back supported by the chairs backrest?</p> <p>Is the user comfortable?</p> <p>Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?</p>	<p>√</p>	 <p><i>A document holder may be needed, to minimise head and eye movements.</i></p>  <p><i>Suitable upright posture – straight back, supported by the chair, with relaxed shoulders.</i></p> <p><i>Forearms horizontal and eyes at roughly same height as top of the screen.</i></p> <p><i>If uncomfortable a footrest may be needed.</i></p>
<p>6. Environment</p> <p>Is there enough room to change position and vary movement?</p> <p>Is the lighting suitable – eg not too bright or dim to work comfortably?</p> <p>Are levels of heat / noise comfortable?</p>		<p><i>Cables should be tidy and not a hazard.</i></p> <p><i>Consider moving any heat sources away from user if hot.</i></p>
<p>7. General</p> <p>Have users experienced any discomfort or symptoms which they attribute to working with DSE?</p> <p>Is the User aware of EFHL Policy on eye testing?</p>		<p><i>It is important that short frequent breaks are taken to carry out other work, such as filing, etc. (1 - 2 minutes for every 15 - 20 minutes of keyboard/mouse work.</i></p>
<p>8. Photos of set-up</p>		
<p>9. Comments</p>		



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10. Summary of Equipment provided

Equipment	Condition

11. Recommendations

Assessor signed