

BARNETT SAFETY SERVICES

Display Screen Equipment Assessment Form

Name of User.....

Date.....

Company.....

Area.....

User occupation

Are all items in
Guidance in place?

Risk Factor	Are all items in Guidance in place?		Action Required	Action Completed
	Yes	No		
1. Type of DSE being Assessed	a) Portable - b) Fixed -			
2. Screen / Display				
3. Keyboard / Mouse				
4. Desk / Workstation				
5. Chair				
6. Posture / Layout				
7. Lighting				
8. Heating / Ventilation				
9. Work Routine				
10. Accessories				
11. General comments				
12. Portable DSE				

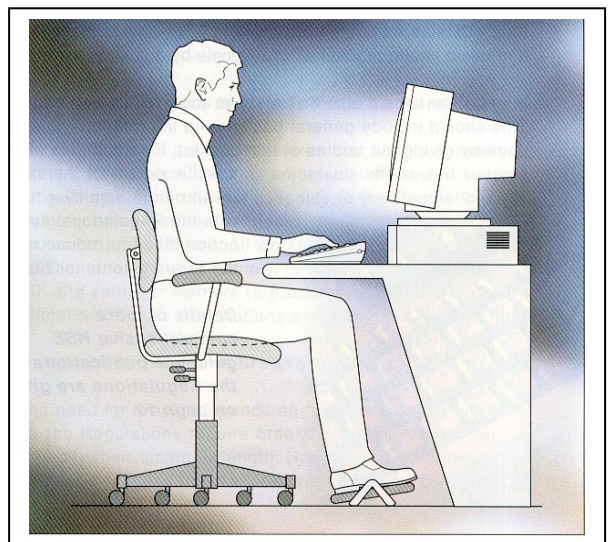
(N.B. Please refer to guidance notes to complete document.)

Assessor:-

Signature

User

Signature



BARNETT SAFETY SERVICES

Display Screen Equipment Assessment Form - Guidance for Completion

The completion of an appropriate work station assessment identifies areas where the minimum standards are not met and enables the generation of a prioritised action plan.

The following information is designed to aid in the completion of the workstation assessment document, identifying possible problem areas.

1. **Type of DSE** – is the equipment being assessed full sized fixed DSE or portable?
2. **Screen / Display** – Is the monitor fully adjustable? Is the height appropriate? Are the images clear? Is the screen free from glare? Is the screen big enough for intended use? Are blinds needed / supplied?
3. **Keyboard / Mouse**—Are there separate numerical keys? Is it adjustable? Are they detachable? Are they suitable for the tasks
4. **Desk / Workstation** – Is the desk high enough to allow freedom of movement underneath? Is it large enough? Does it have a matt finish?
5. **Chair** – Is it multi-adjustable?(seat height/ back/ tilt) Does it have a five star base? Is it deep enough? Is the back high enough? Is it adjusted correctly? Is the weight capacity enough (usually max. 19stones)? Is it in good condition? Is the back supported by the chairs back rest?
6. **Posture / Layout** – Is there sufficient space between the monitor and the forehead? Is the monitor directly in front of the user? Is the monitor high enough so the eyes are cast down to view? Are the arms bent at 90° at the elbow? Is the work area arranged to avoid over stretching?
7. **Lighting.** - Is lighting adequate?
8. **Heating / Ventilation** – Is the environment comfortable? Is there natural ventilation or air conditioning?
9. **Work Routine** – Are regular breaks from keyboard work taken? Is work arranged to allow changes in activity?
10. **Accessories.** - If a footrest / document holder is required, are they provided?
11. **General comments** – Is the work area free from trailing cables? Is there enough room to change position and vary movement? Are noise levels comfortable?
12. **Portable DSE** –If in prolonged use a docking station must be in use. Risks associated with the manual handling of such equipment and personal safety when travelling need to addressed.

It is essential that all DSE users help reduce the risks to themselves by checking their workstations each time they use them, following sensible work routines and reporting any problems or difficulties that they may have.

For any further information regarding workstations, or general queries regarding furniture/equipment please contact your line manager on.....

Form no