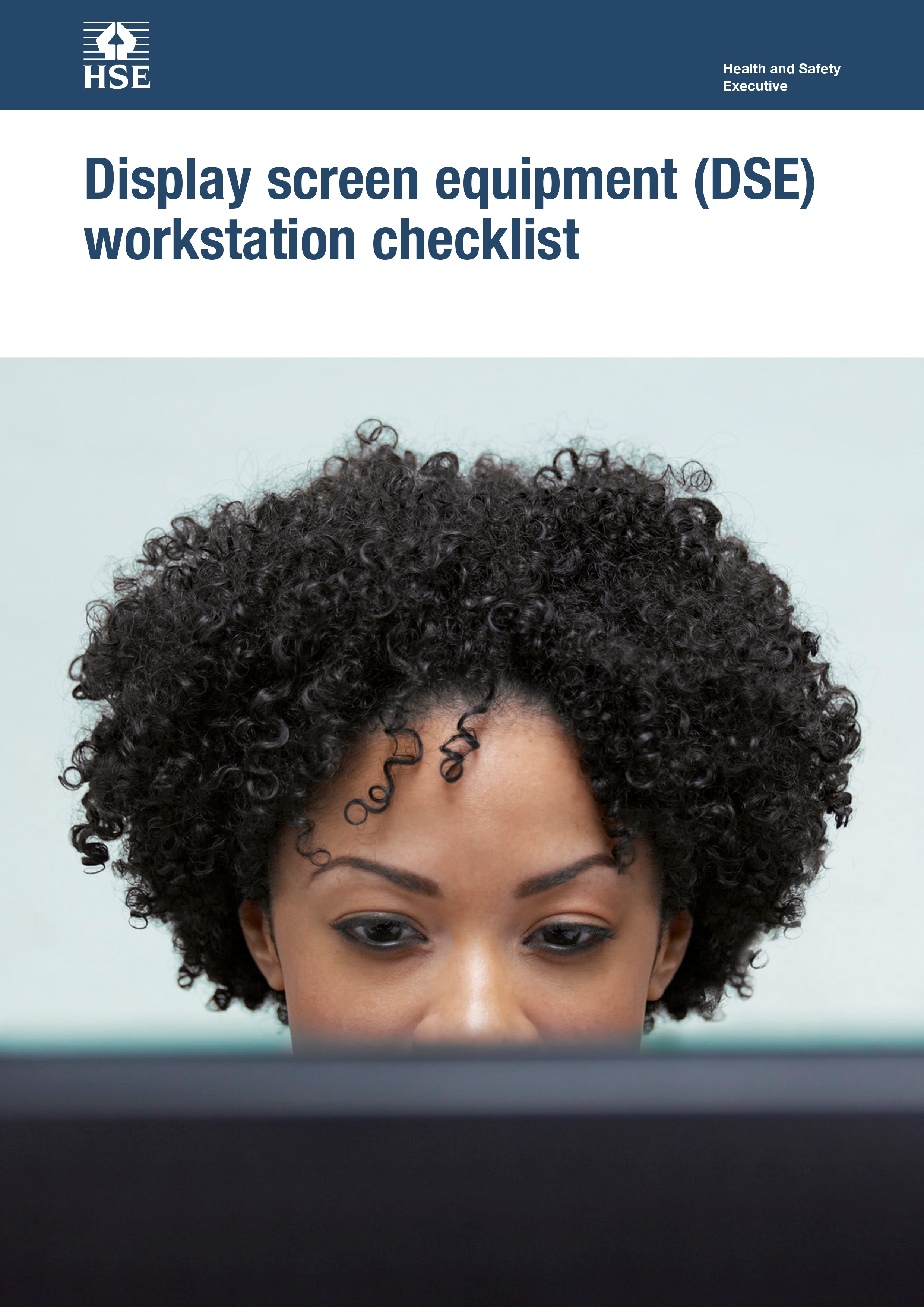
|  |
| --- |
| **Workstation location and number (if applicable): ........Middlesbrough college....... User: Lilly Griffiths (M2201454)**  **Checklist completed by: Lilly Griffiths (M2201454)**  **Assessment checked by: .............................................**  **Any further action needed: Yes / No**  **Follow-up action completed on: .............................................** |

**Display screen equipment (DSE) workstation checklist**



This is a web-friendly version of *Display screen equipment (DSE) workstation checklist* published 05/13

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’, eg 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.

**Health and Safety**

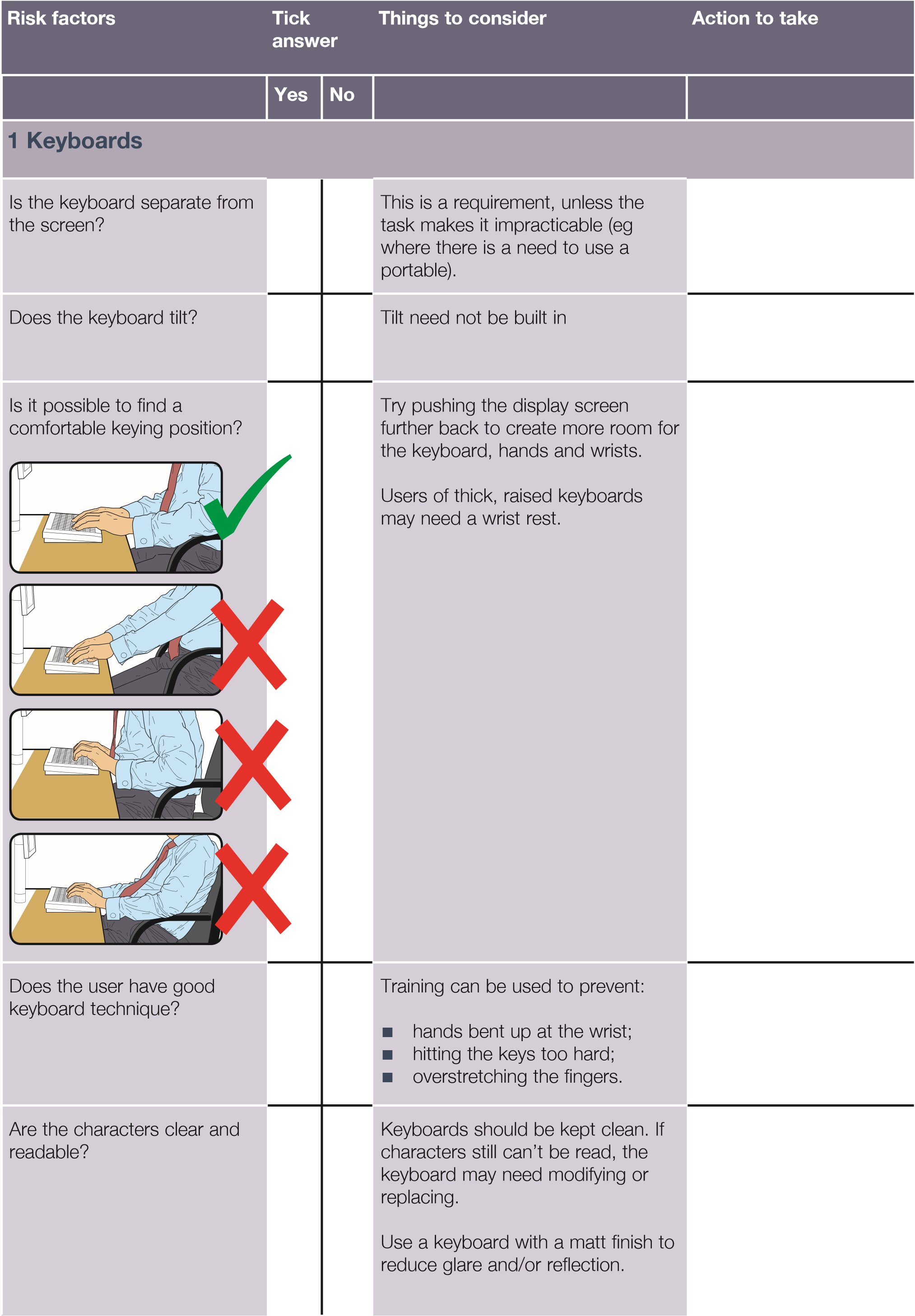
**Executive**

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

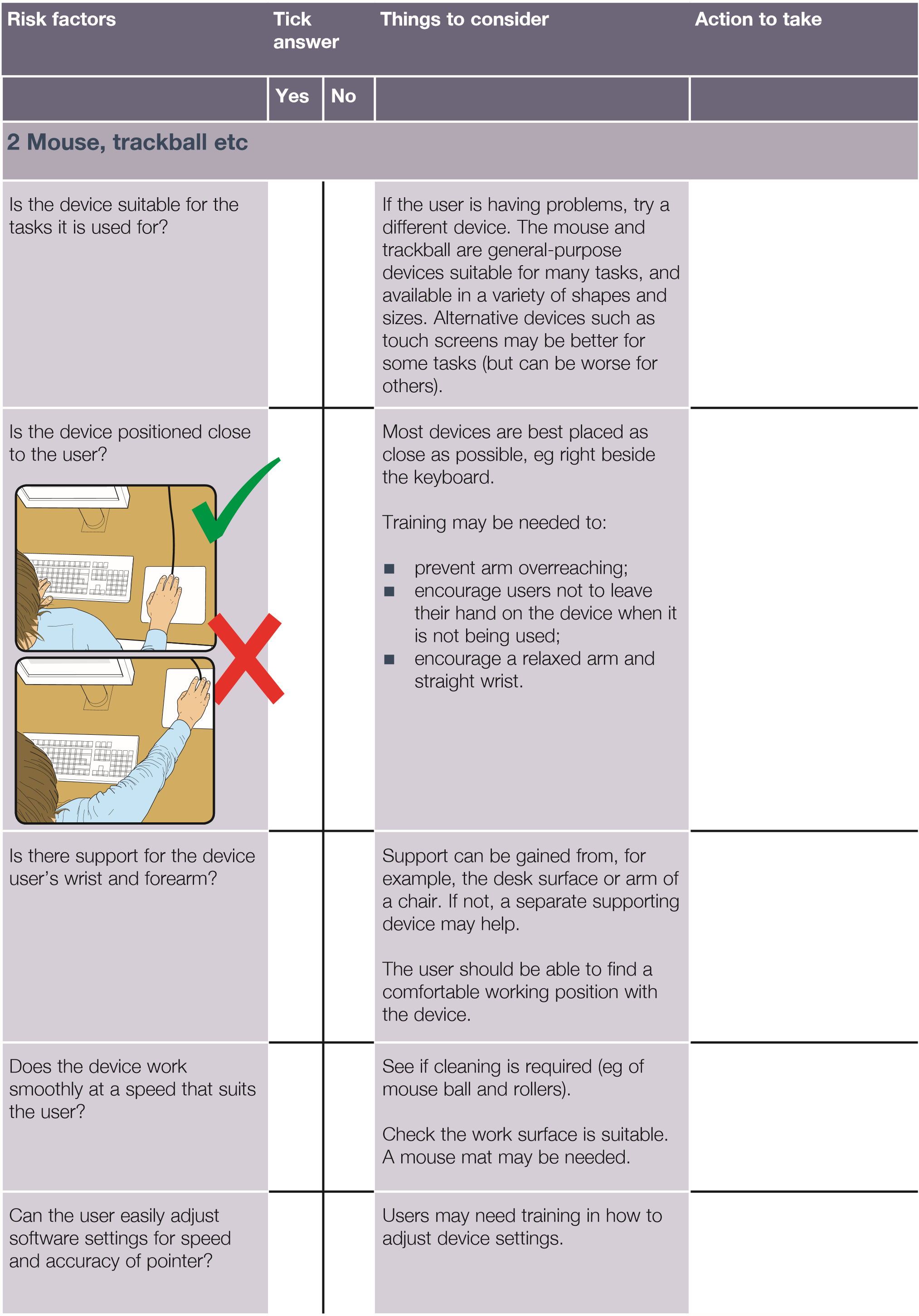
■ ‘Yes’ answers require no further action.

■ ‘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.

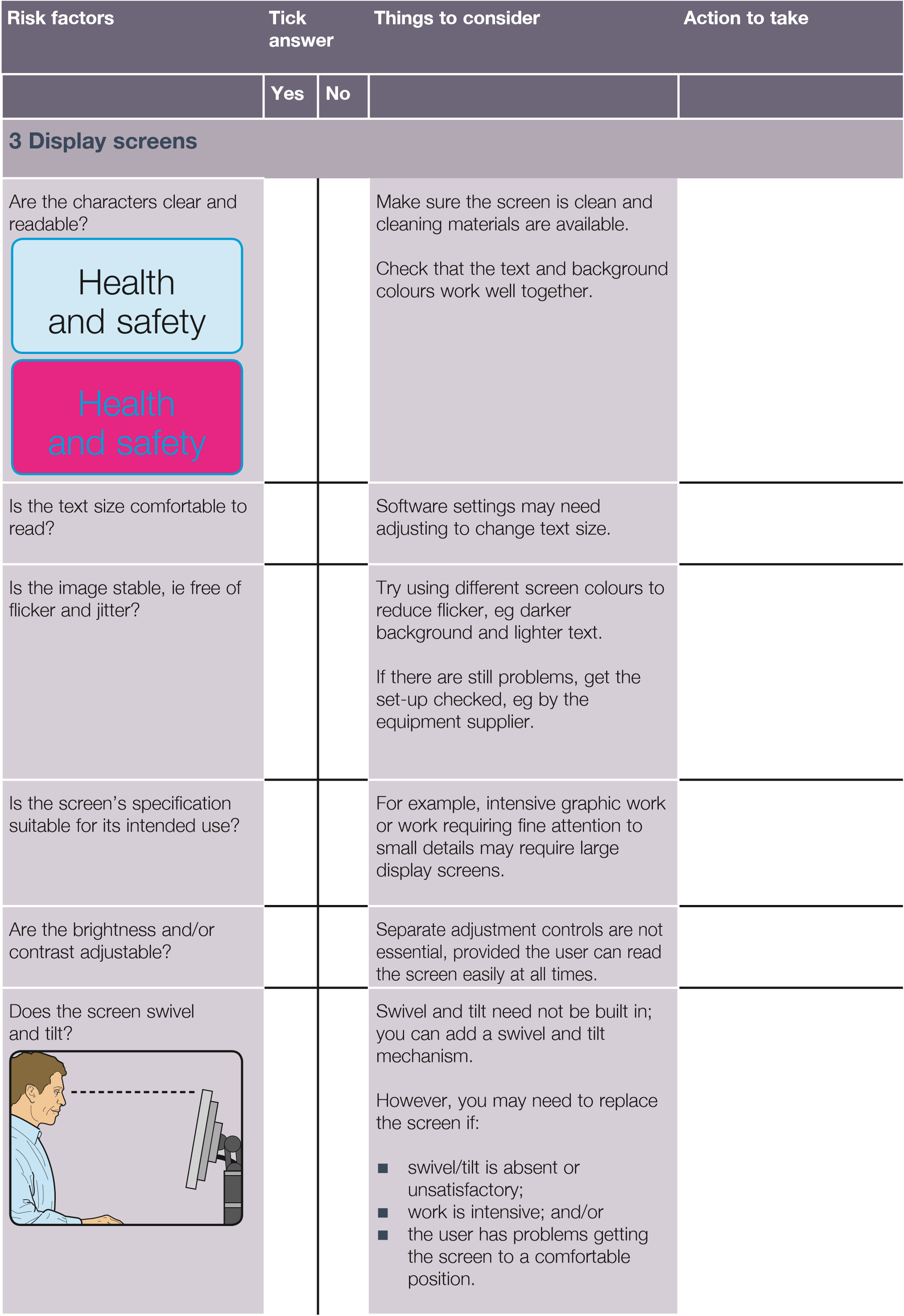
Remember, the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, eg by giving users health and safety training, and providing for breaks or changes of activity. For more advice on these see *Working with display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













**Risk factors**

**Tick**

**answer**

**Things to consider**

**Action to take**

**Yes**

**No**

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.

Are adjustable window

coverings provided and in

adequate condition?

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.

**4**

**Software**

Is the software suitable for the

task?

Software should help the user carry

out the task, minimise stress and be

user-friendly.

Check users have had appropriate

training in using the software.

Software should respond quickly

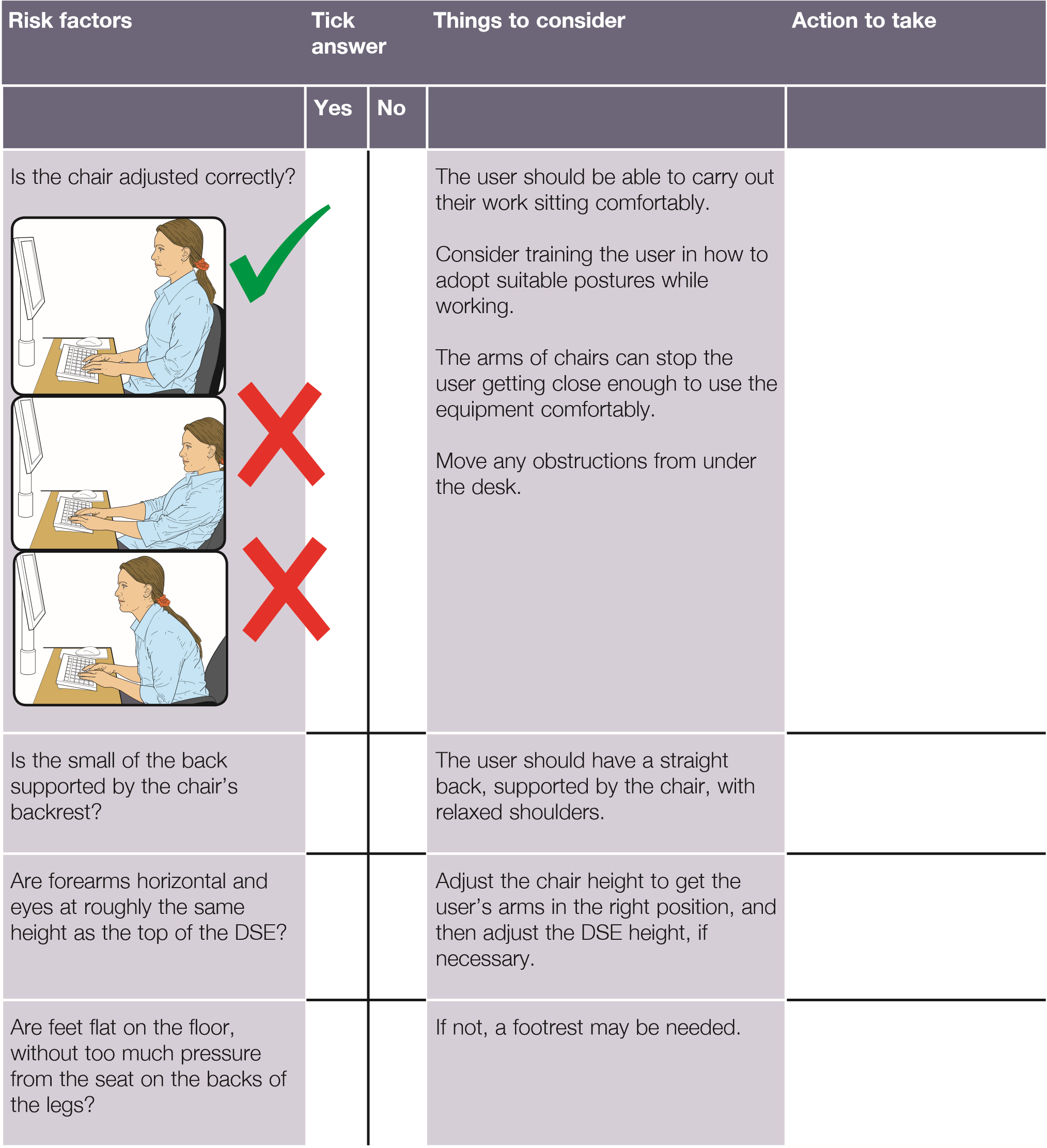
and clearly to user input, with

adequate feedback, such as clear

help messages.









**Risk factors**

**Tick**

**answer**

**Things to consider**

**Action to take**

**Yes**

**No**

**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, eg not

too bright or too dim to work

comfortably?

Users should be able to control light

levels, eg by adjusting window

blinds or light switches.

Consider shading or repositioning

light sources or providing local

lighting, eg desk lamps (but make

sure lights don’t cause glare by

reflecting off walls or other

surfaces).

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 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?

Are levels of noise

comfortable?

Consider moving sources of noise,

eg 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?

Yes

■ Have they experienced any discomfort or other symptoms which they attribute to working with their DSE?

No

■ Has the user been advised of their entitlement to eye and eyesight testing?

Yes

■ Does the user take regular breaks working away from DSE?

Yes

**Write down the details of any problems here:**

# Further information

*Working with display screen equipmemt (DSE): A brief guide* Leaflet INDG36(rev4) HSE books 2013 [www.hse.gov.uk/pubns/indg36.htm](http://www.hse.gov.uk/pubns/indg36.htm)

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