

<b>Generic Display Screen Equipment Risk Assessment</b>			Pages: 1/2
<b>In Building:</b> IEB			
<b>Assessment undertaken by:</b> Rebecca Dawes		<b>Signed:</b> Rebecca Dawes	<b>Date:</b> 29/10/13
<b>Assessment supervisor:</b>		<b>Signed:</b>	<b>Date:</b>

Hazard	Persons at Risk	Risk Controls In Place	Further Action Necessary To Control Risk
Eyestrain/ Headaches	User	<b>Take regular breaks every hour.</b> <ul style="list-style-type: none"> <li>- undertake a different task.</li> <li>- adjust screen location to prevent glare or bright reflections.</li> <li>- Angle screen downwards to prevent reflection.</li> <li>- ensure no screen flicker.</li> <li>- ensure screen surface is clean.</li> <li>- ensure lighting is adequate for the task.</li> <li>- have an eye test if problems persist.</li> <li>- close blinds to prevent glare (as appropriate)</li> </ul>	Consult Supervisor and advise Departmental Safety Officer (DSO) if problems persist.  Please refer to the following link for a picture of good posture: <a href="http://www.hse.gov.uk/pubns/indg36.pdf">http://www.hse.gov.uk/pubns/indg36.pdf</a>
Back pain	User	<b>Ensure Workplace is correctly set up</b> <ul style="list-style-type: none"> <li>- e.g. height of chair needs to be set so that forearms are parallel to desk.</li> <li>- ensure good posture at all times, sitting upright or slightly reclining.</li> <li>- Lower back supported to maintain natural curves.</li> </ul>	Refer any medical issues to Supervisor or Departmental Safety Officer (DSO)
Aching shoulders, wrists	User	<b>Check seat height is correct</b> <ul style="list-style-type: none"> <li>- forearms horizontal, level with top of desk.</li> <li>- keep wrists straight, use wrist rest.</li> <li>- No overreaching, exercise muscles.</li> <li>- Arms relaxed by side.</li> </ul>	Refer any medical issues to Supervisor or Departmental Safety Officer (DSO)
Aching neck	User	<b>Check screen height is correct</b> <ul style="list-style-type: none"> <li>- eyes level with top of screen.</li> <li>- use document holder.</li> <li>- exercise muscles.</li> <li>- Check chair height e.g. forearms horizontal, level with top of desk</li> </ul>	

Aching legs	User	<b>Check space under desk</b> to stretch legs, feet rest comfortably on floor otherwise get footrest. - exercise muscles. - Knees level with pelvis or slightly below. - Feet flat on the floor or use a footrest.	Remove items under desk which are preventing correct use e.g. boxes.
Water/Liquids	User	Please ensure that no liquids are sat on your hard drive or near to your monitor.	Building Inspections.
240 VAC Electrical shock	User	User to check that all electrical leads to their PC are in good working order. Contact Electronics (Thom 5 <sup>th</sup> floor) if Portable Appliance Label 'out of date' or not visible.	Supervisor/Student to check validity of PAT test label.