



Computer Usage Risk Assessment Form

4th Year Project Work

This risk assessment comprises the Health & Safety Executive's Workstation Checklist, additional guidance for users of laptop computers and supplementary questions required by the Department of Engineering Science

You must complete this risk assessment if you regularly use your computer during your project work for continuous periods of one hour or more.

You do not need to complete this risk assessment if you use your computer only occasionally or for short periods. If in doubt please contact the Department Safety Officer for advice

If your computer use is solely with a laptop go straight to the laptop-specific guidance and supplementary questions starting on PDF page 10. If you use a combination of desktop and laptop computers you should complete the whole of this form and start at the beginning.

Name of Student:	Rhim Shah
Title of Project	Multiobjective recommender systems that reconcile sustainability
Project Number	12500
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Additional guidance for 4th Year Project students using laptop computers

Laptops are designed for short term portable use. They have smaller keyboards and screens, compact pointing devices and very little adjustability. Prolonged use therefore can lead to discomfort.

Wherever possible, a separate keyboard, mouse and laptop stand should be used to improve the ergonomic arrangement in line with the general guidance on good ergonomics.

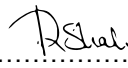

Laptop use, a summary:

- Use an external mouse and keyboard wherever possible.
- Use a proper desk rather than a bench or lap.
- Keep the mouse and keyboard at the edge of your desk.
- Adjust your chair so your desk allows your arms to work comfortably at the keyboard.
- Raise the laptop so the top of the screen is just below your eye level. Use a laptop stand, stack of books, or similar.
- Sit back in your chair and keep your head directly over your shoulders.
- Don't lean on your desk while typing and keep your elbows in line with your shoulders, hanging loosely at your sides.
- When using the laptop keyboard, try not to drop your wrists onto the wrist rest. Instead, move your hands freely across the keyboard and keep your hands in line with your elbows.
- Avoid prolonged carrying of laptops. If the laptop must be carried regularly over distance e.g. to another building on a weekly basis, a backpack carrier rather than a briefcase design.
- Security of individuals and the data held on laptop computers is also an issue of concern. If possible, tasks should be avoided that involve lone users carrying or storing portable equipment in any area where theft is a possibility.



Factor	Answer	Things to Consider	Record details here
Has the checklist covered all the problems that may arise from working with the VDU?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Are you free from experiencing any fatigue, stress, discomfort or other symptoms which you attribute to working with the VDU or work environment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Any aches, pains or sensory loss (tingling or pins and needles) in your neck, back shoulders or upper limbs. Do you experience restricted joint movement, impaired finger movements, grip or other disability, temporary or permanently	
Do you take adequate breaks when working at the VDU?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Periods of two minutes looking away from the screen taken every 20 minutes and longer periods every 2 hours Natural breaks for taking a drink and moving around the office answering the phone etc.	
How many hours per day do you spend working with this computer?	<input type="checkbox"/> 1-2 <input checked="" type="checkbox"/> 3-4 <input type="checkbox"/> 5-7 <input type="checkbox"/> 8 or more		
How many days per week do you spend working with this computer?	<input type="checkbox"/> 1-2 <input type="checkbox"/> 3-5 <input checked="" type="checkbox"/> 6-7		
Please describe your typical computer usage pattern	I tend to use my computer for periods of 1-2hrs at a time before taking a break wherein which I then ensure not to look at a screen for at least 15 minutes. In total I use aim to use my computer for this project for ~ 4hrs/day on average, however this figure may fluctuate.		

Student Declaration and Academic Approval

<p><u>Student Declaration:</u></p> <p>I have completed the DSE Workstation Checklist and the Supplementary Questions for my computer-related risk assessment for 4YP Project Number indicated below:</p> <p>4YP Project Number: 12500</p> <p>4YP Student's Name (please print) Rhim Shah</p> <p>4YP Student's Signature: </p>	<p><u>Academic Approval</u></p> <p>I confirm my approval of this 4YP DSE Risk Assessment.</p> <p>Academic Supervisor's Name: (please print)</p> <p>Michael Osborne</p> <p>Academic Supervisor's Signature: </p>
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Further information

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

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. 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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This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.