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Display Screen Equipment Assessment



As part of Heywood Pension Technologies’ ongoing Health and Safety review, and to comply with the Health & Safety (Display Screen Equipment, ‘DSE’) Regulations 1992, a regular self-assessment of your workstation is required. Please complete this form and return a copy to Katy Rose, Office Manager, or a member of the People team. We may arrange a follow-up with you based on your responses. **Before completing this assessment, please read** [**these HSE guidelines**](https://www.hse.gov.uk/msd/dse/good-posture.htm) **on posture when using DSE equipment (for both traditional workstations and laptops).**

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| **Full Name:** | Samuel Moulem | | | |
| Average no. continuous hours worked on DSE (per day): | | 8 | Date: | 04/03/2023 |

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| **Chair**  Before answering these questions on your chair please ensure that you adopt the correct posture, in isolation to your desk and desktop equipment, using the following guidelines:   * Feet should be flat on the floor and the angle at your knees should be 90º * The small of your back should be supported by the chair * Back should be straight and supported and shoulders relaxed |

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|  | **Yes/ No (check box for ‘Yes)** | **Comments** |
| Is the chair stable? | yes |  |
| Is the chair comfortable? | yes |  |
| Is the back-rest height and angle adjustable? | yes |  |
| Does the chair have wheels? | yes |  |
| Can all adjustments be made safely from a seated position? | yes |  |

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| **Desk**  The following guidelines apply when assessing your position at your desk   * Fore arms should be horizontal * The arms of your chair should not prevent getting close enough to key comfortably |

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|  | **Yes/ No (check box for ‘Yes)** | **Comments** |
| Is there adequate legroom below your desk? | yes |  |
| Is there enough space for you to perform your duties? | yes |  |
| Is there enough space on the desk in front of your keyboard to support your hands and arms? | yes |  |
| Are you able to use your desktop equipment without excessive twisting or leaning? | yes |  |
| Does your desk have low reflection so that glare is minimal? | yes |  |
| Have any obstructions or hazards in your workspace area been eliminated? | yes |  |

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| **Keyboard and Mouse**  Before completing the questions, please consider the guidance on using your keyboard and mouse   * Hands should not be bent upward at the wrist * Apply a soft touch, do not hammer the keys * Do not over stretch the fingers * Position the mouse within easy reach, so it can be used with straight wrists * Sit upright and close to the desk, do not over-stretch * Support your forearm on your desk and do not grip the mouse to tightly |

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|  | **Yes/ No (check box for ‘Yes)** | **Comments** |
| Can the keyboard be tilted? | yes |  |
| Is the keyboard stable? | yes |  |
| Are the key symbols/ markings easy to read? | yes |  |

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| **Posture**  Before completing the questions, please consider [this guidance](file:///\\ahnet.co.uk\departments\People\Management\Charlotte\Keyboard%20and%20Mouse) around posture whilst using DSE. |

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|  | **Yes/ No (check box for ‘Yes)** | **Comments** |
| Are you able to regularly adjust your posture? | yes |  |
| Are you able to adjust your DSE for comfort? | yes |  |
| Can you achieve adequate viewing distance from the screen? | yes |  |

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| **Monitors and Screens**  Before completing the questions, please consider the guidance on using your monitors and screens   * Make sure your screens are clean * Check your brightness and contrast controls are adjusted correctly * Remove sources of glare/ reflections on the screen |

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|  | **Yes/ No (check box for ‘Yes)** | **Comments** |
| Is the information on your screen easy to read? | yes |  |
| Are the brightness and contrast controls easily findable and adequate? | yes |  |
| Is the on-screen image flicker free and stable? | yes |  |
| Have reflections and glare been eliminated? | yes |  |
| Does the monitor swivel side-to-side and tilt up and down sufficiently? | yes |  |
| Is the screen clean? | yes |  |

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| **Lighting, Noise, Ventilation and Breaks**  Before completing the questions, please consider these points of guidance:   * Consider moving sources of noises e.g., printers away from your workstation where possible * Circulate fresh air, if possible, in your working area * Considering using window blinds and lights to control light levels * Take short breaks from your workstation often, rather than longer ones less often |

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|  | **Yes/ No (check box for ‘Yes)** | **Comments** |
| Has glare and reflections been eliminated? | yes |  |
| Are you able to conduct a normal conversation in your workspace? | yes |  |
| Is your workstation free from particular sources of noise which cause you problems? | yes |  |
| Is ventilation adequate to prevent discomfort from excess heat/cold? | yes |  |
| Is ventilation adequate to prevent discomfort from dry eyes? | yes |  |
| Are you able to organise your work to ensure adequate screen breaks? | yes |  |

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| **Other**  Please give details of anything else you wish to raise concerning your DSE & workstation: |