

Generic Display Screen Equipment Risk Assessment	Pages: 2
In Building: All Buildings	
Review Date: 10/11/2015	
Assessment undertaken by: Stephen Lilico	Signed:
Date: 23/11/2015	

Please Note: This is a generic Risk Assessment and highlights some common hazards identified with the use of Display Screen Equipment. Please note that: Students should read the University Policy: <http://www.admin.ox.ac.uk/safety/ups0809.shtml>.

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

Department of Engineering Science – Risk Assessment

		<ul style="list-style-type: none"> - eyes level with top of screen. - use document holder. - exercise muscles. - Check chair height e.g. forearms horizontal, level with top of desk 	
Hazard	Persons at Risk	Risk Controls In Place	Further Action Necessary To Control Risk
Aching legs	User	Check space under desk to stretch legs, feet rest comfortably on floor otherwise get footrest. <ul style="list-style-type: none"> - 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	Ensure no water containers, coffee machines, kettles etc are located on or in close proximity to your workstation.	Building Inspections.
240V AC Electrical shock	User	User to check that all electrical leads to their PC are in good working order. Contact Electronics (Thom 5 th floor) if Portable Appliance Label 'out of date' or not visible.	Supervisor/Student to check validity of PAT test label.