

**Display screen equipment:
Risk assessment checklist**




Department		Unit/Section	
Date of assessment		Completed by	
Location of assessment		Name of employee	
Job title		Line manager	
Describe briefly the main work activities			



The completion of this checklist will enable you to carry out a self-assessment of your own workstation and should be completed with reference to the Council DSE guidance.


The objective is to ensure your comfort and safety at work. Therefore, work through the checklist, ticking either Yes, No or N/A in each column against each risk factor. Any actions required should be noted in the Action to Take column.



Managers should review completed assessments and take forward any actions, where this is not possible, advice should be sought from the Corporate Health and Safety Team, healthandsafety@edinburgh.gov.uk.




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Risk Factors	Tick answer			Things to consider	Action to take
	Yes	No	N/A		
1 Display Screens					
Are the characters clear and readable?  				Make sure the screen is clean and cleaning materials are made available. Check that the text and background colours work well together.	
Is the text size comfortable to read?				Software settings may need adjusting to change text size.	
Is the image stable i.e. free of flicker and jitter?				Try using different screen colours to reduce flicker e.g. darker background and lighter text. If problems still exist, get the set-up checked.	
Is the screen's specification suitable for its intended use?				For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?				Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt? 				Swivel and tilt need not be built in, you can add a swivel and tilt mechanism. However, you may need to replace the screen if: <ul style="list-style-type: none"> • swivel/tilt is absent or unsatisfactory • work is intensive; and/or • the user has problems getting the screen to a comfortable position 	

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<p>Is the screen free from glare and reflections?</p> 				<p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>	
<p>Are adjustable window coverings provided and in adequate condition?</p>				<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	
2 Keyboards					
<p>Is it possible to find a comfortable keying position?</p> 				<p>Try pushing the display screen further back to create more room for the keyboard, hands, and wrists.</p> <p>Users of thick, raised keyboards may need a wrist rest.</p>	

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Does the user have good keyboard technique?				Training can be used to prevent: <ul style="list-style-type: none"> hands bent up at wrist; hitting the keys too hard; overstretching the fingers. 	
Are the characters on the keys easily readable?				Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and or/reflection.	
3 Mouse, trackball etc					
Is the device suitable for the tasks it is used for?				If the user is having problems, try a different device. The mouse and trackball are general purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touchscreens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user? 				Most devices are best placed as close as possible eg right beside the keyboard. Training may be needed to: <ul style="list-style-type: none"> prevent arm overreaching; tell users not to leave their hand on the device when it is not being used; encourage a relaxed arm and straight wrist. 	
Is there support for the device user's wrist and forearm?				Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.	

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Does the device work smoothly at a speed that suits the user?				See if cleaning is required (eg of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?				Users may need training in how to adjust device settings.	
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.	
5 Furniture					
Is the work surface large enough for all the necessary equipment, papers etc?  				Create more room by moving printers, reference materials etc. elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible rearrangement.	
Can the user comfortably reach all the equipment and papers they need to use?				Rearrange equipment, papers etc. to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	

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Are surfaces free from glare and reflection?				Consider mats or blotters to reduce reflections and glare.	
Is the chair suitable? Is the chair stable? Does the chair have a working: <ul style="list-style-type: none"> • seat back height and tilt adjustment? • seat height adjustment? • swivel mechanism? • castors or glides? 				The chair may need repairing or replacing if the user is uncomfortable or cannot use the adjustment mechanisms.	
Is the chair adjusted correctly?   				<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p>	
Is the small of the back supported by the chair's backrest?				The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the VDU?				Adjust the chair height to get the user's arms in the right position, then adjust the VDU height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?				If not, a foot rest may be needed.	

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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?				VDUs 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 ...					
Have you experienced any discomfort or other symptoms which you attribute to working with your computer?				Examples include eye strain, neck, shoulder, back, arm or wrist pain.	

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Have you been advised of your entitlement to eye and eyesight testing?				Has the user had an eye and eyesight test within the past 2 years (or as advised by an optician?)	
Do you have a disability or chronic health problem that affects your work at the workstation?				Users are not obliged to disclose any disability but it may help achieve a suitable outcome.	
Do you take regular breaks working away from your workstation?				Break up long spells of work at the workstation (current guidance recommends that a 5-10 minute break from the screen every hour to carry out other work, helps prevent fatigue, eye strain, upper limb problems and backache).	
Do you know where you can find information sheets on workstation set-up and good posture?				Links to several different sources of information can be found in the Council DSE Guidance.	
Do you know how to adjust your chair and other equipment at your workstation?				For those in Waverley Court, instructions on the standard G68 chair are on the Orb.	
Do you know what the potential risks are from the use of computers?				For further information, read the guidance on the Orb,	
Has the checklist covered all problems you may have working with your VDU?				Check the questionnaire to ensure all questions have been addressed.	

Write the detail of any problems here:

Manager's name		Signature	
Date		Assessment review date	