

---

---

**Local Code of Practice**

**Display Screen Equipment arrangements**

**Section 17**

**(Version 10.02 – March 2019)**

---

---

**STATEMENT:**

In order to comply with legislation and fulfil statutory responsibility, the Council must make sure that:

- Workstations meet specified minimum requirements set out in the legislation.
- An E-Learning risk assessment is carried out on all 'users', providing them with information, instruction and training on the hazards and controls associated with working with display screens.
- 'Users' are provided free eyesight tests on request and corrective glasses for DSE use where required or a contribution towards a pair in line with this procedure.

**SCOPE:**

This Local Code of Practice (LCoP) applies to:

- All managers including head teachers referred to as managers herein.
- All employees of Barnet Borough Council.
- All temporary workers.

## Issue Control

This Local Code of Practice is issued and managed by the Safety, Health and Wellbeing team.

Issue		Revision		
Number	Date	Number	Date	Amendments
Version 10	2010			
Version 10.1	2015			Content amendment and formatting.
Version 10.2	2019			Periodic review
<b>Review Schedule</b>				
Review Conducted		Next Review Date		
August 2015		August 2017		
February 2017		February 2019		

## CONTENT

1. INTRODUCTION
2. RESPONSIBILITIES
3. DEFINITIONS
4. EYE TESTING
5. DISPLAY SCREEN ASSESSMENTS
6. TRAINING AND INFORMATION

## APPENDICES

- A SAFE WORKING PROCEDURES FOR DISPLAY SCREEN EQUIPMENT (INCLUDING PORTABLE DEVICES)
- B EYE EXERCISES AND STRETCHES
- C DSE ASSESSMENT PROCESS

This LCoP should be read in conjunction with the London Borough of Barnet (LBB) Policies listed below in relation to LBB employees.

- Part C – Section 1 – Management of Health and Safety
- Part C – Section 14 – Electricity at Work
- Part C - Section 15 – Display Screen Equipment
- Part C – Section 18 – Health and Safety in Offices

These can be found by clicking on this link <https://wwc.barnet.gov.uk/wwc/working-children-barnet/information-schools/health-and-safety-schools/health-and-safety>

**Note, these policies are for the exclusive user of London Borough of Barnet employees only**

## 1. INTRODUCTION

Display Screen Equipment (DSE) is now widely used in almost all workplaces. Although DSE is not harmful in itself, the use of DSE has been known to cause or contribute to illnesses known as Musculo Skeletal Disorders (MSDs), and can contribute to eye strain, headaches and levels of stress. For this reason, it is important to make sure that equipment is suitable, and that people know how to use it properly.

The aim of this document is to provide guidance to ensure compliance with The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by The Health and Safety (Miscellaneous Amendments) Regulations 2002, which require employees to carry out an E-Learning DSE assessment on display screen equipment (workstations) where that equipment is used as part of the work activity. The guidance applies to all DSE used by the Council as part of its work activity.

Flexible workers such as home or mobile workers should read this document in association with the Corporate Health, Safety and Welfare Arrangement, Section 22 – Working Remotely

## 2. RESPONSIBILITIES

**Head Teachers** are required to make sure that arrangements are in place to ensure employees receive appropriate learning in relation to the use of DSE and that DSE assessments are carried out on all display screen workstations.

In particular, they must ensure these arrangements include;

- staff who carry out assessments are competent to do so
- workstation assessments are carried out before work commences, and recommendations implemented
- eye tests and retests are provided at least every two years

**Managers** must ensure that sufficient time and resources are provided for training and assessment of DSE, eye tests and for employees to take breaks from DSE work. In particular, they must also ensure that;

- DSE assessments are carried out and any recommendations implemented
- work is organised so that users can take regular breaks away from the screen and workstation (a break of five minutes every sixty minutes is recommended although more regular breaks of one or two minutes every 15 minutes is just as effective)
- DSE arrangements are reviewed when the person, equipment or environmental factors change

**Employees** are under a general duty to take reasonable care of themselves while they are at work. Part of this duty is to;

- undertake the DSE training and assessment process
- follow instructions for the safe use of their DSE, including setting up their workstation to minimise the risk of injury, and taking breaks away from the screen
- report to the line manager any problems or illnesses they experience in the use of DSE

### 3. **DEFINITIONS**

#### **Display Screen Equipment**

Display screen equipment (DSE) is any work equipment having a screen that displays information, regardless of the display process involved.

Display screens include:

- use of computer software for writing reports, databases, generating emails;
  - computer-generated graphics, PDA's laptops, tablets and office computers
- non-electronic display systems such as microfiche; typewriters, calculators and cash registers are not considered DSE and therefore the regulations do not apply.

#### **The Term 'User'**

A user is defined as someone who **habitually uses, or is to use, the equipment as a significant part of their normal work**. An employee is likely to be a 'user' if the majority of the following criteria are satisfied;

- carrying out of the job depends on the display screen equipment (DSE)
- there is continuous use of DSE for spells of an hour or more
- use is more or less daily
- there is a fast transfer of information between the user and screen (e.g. have to key quickly)
- a high level of concentration is required

The Regulations also apply to persons who are self-employed who use work provided equipment. Whilst an assessment must be carried out for those persons, they are not covered by the requirement to be offered eye tests, training and planning of daily work routines.

Non-employees are not covered by the requirements of these regulations, however in order to comply with other H&S duties, it is good practice that where non-employees, such as pupils in schools, are allowed to use equipment, the DSE, including the furniture associated with it, should still be assessed. The assessment should ensure as a minimum that screens are not prone to glare or reflections and that the equipment and furniture provided can be adjusted to the individual's needs and meets minimum European Standards.

## **The Workstation**

The Regulations, make reference to the assessment of workstations. A workstation means the immediate area in which a person works including,

- desk or table
- chair
- display screen equipment including screen, keyboard, mouse, input devices etc.
- document holder
- telephone
- Personal printer
- desk lamp
- immediate work area and environment including temperature, humidity, lighting, glare, etc.
- software

This list is not exhaustive. If there is any doubt, assessors should include any piece of equipment rather than leave it out of the assessment.

## **4. EYE TESTS**

Employees classed as display screen 'users' are entitled, but have no obligation, to undergo an eye and eyesight test. Managers must ensure this facility is provided on request to;

- existing users
- existing employees who are to become a display screen user
- to new users

Re-tests should be provided every two years unless an eyesight problem is identified.

## **5. DISPLAY SCREEN ASSESSMENTS**

**Self-Assessment** – this first stage in the assessment is designed to involve users in the process, making them aware of the risks involved with using DSE and the reasons for the assessment.

**The 'Assessor'** - The person selected to undertake full assessments must attend a DSE Assessors course. For further information and to arrange training, contact the Safety, Health and Wellbeing team.

- The assessor is responsible for providing a copy of the assessment to the user and their line manager.
- The line manager is responsible for reviewing the assessment with the user and agreeing actions towards resolving any issues.
- The user is responsible for completing any actions as agreed with the line manager.

If there is any doubt over any of the questions or where in some circumstances, for example some medical conditions or issues recorded are beyond, the assessors experience, additional guidance should be sought. Community Schools and schools who subscribe to the SHaW traded service, can seek further guidance and advice from the Safety, Health and Wellbeing (SHaW) team (x 7955).

## **6. TRAINING AND INFORMATION**

Training must be made available to all DSE users, managers and assessors. Training will incorporate information for the safe use in DSE equipment and to give awareness to the potential risks of using the equipment..

## HEALTH MANAGEMENT

### Environmental Aspects

DSE operators can sometimes experience one or more of the following symptoms due to the work environment;

- Headache
- Fatigue and loss of concentration
- Stress
- Irritability
- Dry or sore eyes
- Nausea

### Musculoskeletal problems in keyboard work.

Many of the aches and pains associated with display screen use arise because users sit in a fixed position for too long. Some of the symptoms might be aching and dull pain in the head, neck, lower back and between the shoulders. It is therefore suggested that 'users' take regular breaks away from the screen and workstation (a break of ten minutes every sixty minutes is recommended although more regular breaks of one or two minutes every 15 minutes is just as effective)

### Visual fatigue

Visual fatigue can be prevented by adopting a system of work that allows variation of the visual tasks within the overall job. Try to organise work so that the time spent at the screen is regularly broken by periods of non-screen activity.

### Eye tests and spectacles

You can have an eye test as soon as you become a user of display screen equipment. After this, you will be offered re-tests at least every two years. If you experience visual difficulty which may reasonably be caused by work on DSE within this period, contact your line manager who may arrange for an Eye and Eyesight test as soon as possible.

Where the results of an eyesight test show that you need glasses **specifically** to work with DSE, it may be appropriate for the employer to meet the cost of supplying the basic frame and lenses.

Please note, that only basic spectacles will be supplied. If you want to have more 'up-market' glasses or frames, or tinted lenses, then you will be responsible for the extra cost. If you need glasses for everyday use then your employer does not have to pay towards the cost. It is only where the need is specific to using your screen that the entitlement arises. For further information contact HR Connect (x4444).



## Arrangements for Pregnant Employees

If an employee reports that she is pregnant, a re-assessment of any workstations she uses must be made and kept under review during the pregnancy, to ensure that no aspects of the pregnancy are made worse by the DSE work. More advice on the general issue of dealing with new and expectant mothers is available in [Corp Health, Safety, Welfare Arrangement Part C Section 1 Management of Health and Safety](#) and the [HSE](#).

### DISPLAY SCREEN EQUIPMENT

**Screen - The screen should be an arm's length away from the user and the screen height at or just below eye level.**

The Screen position should have the ability to tilt and swivel allowing the user to avoid glare reflections and to adopt a comfortable position whilst reading the screen. There should be a contrast or brightness control, images on screen should be stable, without flicker and legible. Reflection or glare can be avoided by re-positioning the screen away from direct light. Use window blinds where reflected light is present. Screen filters may be provided to screens still affected if the above methods have not improved the situation.

There is an increasing tendency for employee's to use two monitor screens to carry out their work activities. In such instances it is recommended to place the two monitor screens centrally and side-by-side.

**Keyboard** must be suitable for the task, separate from the display screen unit and offer the user a choice in positioning, usually by small legs at the back of the keyboard.

**Desk - The distance from front to back must allow at least 5cm (2 inches) between the front of the keyboard and the edge of the desk to enable you to rest your hands. You should be able to vary the position of the viewing distance of the screen.**

The Desk should be large enough to enable the screen and keyboard to be placed directly in front of you.

Where the desk has built-in drawers, do not place your screen or keyboard above them or you will have to assume an unsuitable posture when keying. Ensure that you have enough legroom under the desk The surface of the desk should not cause disturbing reflection of overhead lights.

**Chairs – The height of the chair should be adjusted so that your forearms are more or less parallel with the work surface. The thigh should also be parallel to the floor and not slanted downwards at a steep angle. Where this is the case a footrest should be provided.**

**Document Holder - It should enable you to position the document at the same height and angle as the screen and to reduce awkward neck movements.**

**Footrest** – The footrest should be stable and should enable you to place your feet flat upon it.

**Mouse** – This should be placed on your preferred side, and should be unobstructed. The mouse itself can be specified for use by either a right-handed or a left-handed user.

**Wrist Rest** - Some people may find the use of a wrist rest comfortable, although they are not suitable for all users and can worsen the situation for some.

## **The Work Environment**

**Lighting** - Glare can be a cause for complaint, either by making information impossible or very difficult to see (disability glare), or by being sufficiently obtrusive, resulting in symptoms of discomfort and fatigue for the operator (discomfort glare). The following actions regarding positioning of equipment could be taken;

- The screen should be arranged so that neither the user nor the screen face a window
- Where window glare is excessive, blinds should be fitted so that they can be controlled by the user
- Fluorescent light should be at right angles to the screen face. Diffusers are to be fitted
- Try to avoid highly polished or glossy surfaces (work tops, walls ceilings, partitions etc.)
- Where the general light level is low it may be helpful for you to have a desk lamp

**Temperature** - It is sometimes impossible to agree on what is a comfortable working temperature, people often have different preferences. Several factors have a bearing on this, including work rate, clothing and individual health. There is no maximum temperature at work although here is a minimum of 16 Celsius.

**Humidity** - The humidity level should be maintained at an acceptable level for comfort. Very low or high humidity can cause discomfort. Between 40% and 60% relative humidity is recommended

**Noise** - DSE emits very little noise, certain printers, however, may produce a level of noise that is a nuisance and unacceptable within the work environment. It may be possible to fit an acoustic cover, or move the printer away from local office environment.

## **TABLET, LAPTOP AND NOTEBOOK PC'S**

### **Equipment set up**

If you are using a tablet, laptop or notebook at a table with a fixed height chair (e.g. at home, in a hotel room, coffee shop, etc) you are more likely to have poor posture and potential for discomfort if you don't make the right adjustments:

- Consider whether the chair is too low for you to be able to sit with your forearms

horizontal. If this is the case, you may find sitting on a cushion to raise your seat height is helpful. You should be careful about resting your arms on the edge of the desk, particularly if it has a 90° edge, as high pressure on your forearm can cause discomfort.

- Use a cushion, or rolled up item of clothing to support the small of your back if the chair does not offer appropriate support.

If you are using this equipment on a table not designed for a working environment (e.g. coffee table):

- Ensure your forearms are not leaning on the edge of the table for long periods as this can lead to discomfort
- Take regular breaks as this will never be an ideal working position
- Position the equipment so you can reach it comfortably, without leaning forwards.

If possible, avoid using this type of equipment with this form of seating for long periods of time. Any time exceeding one hour **stop** and follow guidance below.

If you use portable DSE for periods exceeding **one hour** you must use suitable equipment to allow the computer to be used:

- At the correct viewing height e.g. a docking station, converter or stand.
- So that the screen can be adjusted to the correct position e.g. adjustable height, tilt, colour, brightness, contrast. If it is not suitable a full-sized screen should be used.
- with a full sized mouse, keyboard and any other equipment should be used e.g. document holder

Check and adjust your workstation (e.g. chair, keyboard, mouse, monitor screen, phone) to suit your requirements in accordance with this procedure.

## **Equipment Transportation**

Use a rucksack or trolley case to transport your computer and ancillary equipment e.g. mouse, keyboard, stand, to minimise the risk of manual handling:

- Regularly check condition of transportation case for signs of deterioration
- Transportation case to be free from any commercial branding to minimise risk of theft
- Safely place and store items in transportation case
- Valuable computer equipment is not to be stored or left in your car
- Keep transportation case containing computer equipment out of sight and in a secure location to minimise risk of theft
- Plan your route in advance to minimise manual handling issues and to select a visible and safe route

## **Electrical**

Ensure that the equipment is in sound condition and safe to use:

- Ensure that the equipment is fully charged before leaving for your meeting

- appointment, etc
- Visually inspect cable/lead before you use it at a new location
  - Check lead/cables for bulges, crushed, cuts, splits, charring/burning marks and no inner (coloured, brown blue green/yellow) insulation or no exposed bare metal conductor visible
  - Check condition of plug for cracked/broken casing and cable, bent pins and signs of burning/charring
  - Ensure male/female connector make good connection
  - Ensure trailing cables are secure or covered with a cable protector
  - Do not remove plugs or handle electrical equipment with damp/wet hands
  - Do not tamper with or modify work equipment
  - Remove any defective equipment from service and report to your manager

### **Personal Safety/Security**

Ensure that risk assessments have been carried out and local arrangements introduced for security and personal safety:

- Try and avoid travelling with visible items which look expensive (e.g. laptops etc.).

## Eye Exercises and Muscle Stretches

### *Eye Movements*

- A. close eyes
- B. slowly and gently move eyes up to the ceiling, then slowly down to the floor
- C. repeat 3 times
- D. close eyes
- E. slowly and gently move eyes to the left, then slowly to the right
- F. repeat 3 times

### *Focus Change*

- A. Look at an object a few inches away from the eye
- B. focus on the object
- C. focus far into the distance and then back to the object
- D. focus on something more than 8 feet away
- E. repeat 3 times

### *Cable Stretch*

- A. while sitting with chin in, stomach in, shoulders relaxed, hands relaxed in lap, and feet flat on the floor, imagine a cable pulling the head upward
- B. hold for 3 seconds and relax
- C. repeat 3 times



### *Side bend: Neck Stretch*

- A. tilt head to one side (ear towards shoulder)
- B. hold for 15 seconds
- C. relax
- D. repeat 3 times on each side



### *Diagonal Neck Stretch*

- A. turn head slightly and then look down as if looking in your pocket
- B. hold for 15 seconds
- C. relax
- D. repeat 3 times on each side

### ***Shoulder Shrug***

- A. slowly bring shoulders up to the ears and hold for approx 3 seconds
- B. rotate shoulders back and down
- C. repeat 10 times



### ***Executive Stretch***

- A. while sitting, lock hands behind head
- B. bring elbows back as far as possible
- C. inhale deeply while leaning back and stretching
- D. hold for 20 seconds
- E. exhale and relax
- F. repeat 1 time

### ***Foot Rotation***

- A. while sitting, slowly rotate each foot from the ankle
- B. rotate 3 times in one direction, then 3 times in the opposite direction
- C. relax
- D. repeat 1 time



### ***Hand Shake***

- A. while sitting, drop arms to the side
- B. shake hands downward gently
- C. repeat frequently

### ***Wrist Stretch***

- A. hold arm straight out in front of you
- B. pull the hand backwards with the other hand, then pull downward
- C. hold for 20 seconds
- D. relax
- E. repeat 3 times each



## DISPLAY SCREEN EQUIPMENT ASSESSMENT PROCESS

Employers have a duty to provide a healthy and safe working environment and to recognise that working in poor conditions can lead to ill health and/or physical injury, especially when using display screen equipment (DSE) such as computers.

The following assessment is intended to assist in identifying the hazards in your local working environment/s which could harm your health and assists the Council in complying with its legal duties.

**PART 1** is to be completed by you, the user (self-assessment) and applies if:

- you normally use display screen equipment (DSE) for continuous or near continuous spells of an hour or more at a time;
- you use it in this way more or less daily;
- you transfer information quickly to or from the display screen equipment;
- you need to apply high levels of attention and concentration; or are highly dependent on display screen equipment or have little or no alternative means of completing the work/task;
- you are a home worker, agency and temporary member of staff and use DSE as above.

**PART 2** is to be completed by a DSE assessor/line manager in your Section/Directorate who has received appropriate training and will have regard to your completed self assessment (part 1). The DSE assessor will:

- visually check your work station, if required, and discuss this with you to ensure it is set up correctly for your needs;
- assess with you the possible hazards indicated by 'no' answers you may have given in part 1, plus other relevant issues/health concerns past or present;
- list any recommended actions and make on-the-spot adjustments to the workstation, as appropriate; and
- forward part's 1 and 2 to your line manager in order for an action plan to be created, if required.

**PART 3** Your line manager should action the recommendations made by your DSE assessor and check that they are satisfactory. The completed assessment form should then be agreed by you, the DSE assessor and your line manager by entering the date agreement was reached. The original form (parts 1, 2 and 3) should be kept on your personal file.

# PART 1

## Display Screen Assessment Form (DSE) User Assessment

Name Directorate  
Job Description Work Location  
Assessment Date DSE Assessor

This part should be completed for the workstation that you most frequently use. If you regularly use more than one workstation, a separate assessment will need to be completed for each. If you work from home you will also need to ensure you follow the Flexible Working arrangement.

**IMPORTANT** The safe working procedures for display screen equipment (DSE) should be read **before** completing this form.

Please ensure you complete all the questions below as accurately as possible. If you answer 'no' to any of the questions, you should provide details in the relevant comments section. **Once you have fully completed part 1, please forward it to your nominated DSE Assessor or line manager.**

### Reason for assessment

Select one of the following:-

- First Assessment at this workstation
- Change of work / location
- Other, please specify (e.g. following adjustment of workstation by DSE assessor)

Is this your primary workstation  or secondary workstation  (*If secondary, please complete a separate form for each workstation*)

### Percentage of the average day/shift spent using this workstation

0-20%  21-40%  41-60%  61-80%  81-100%

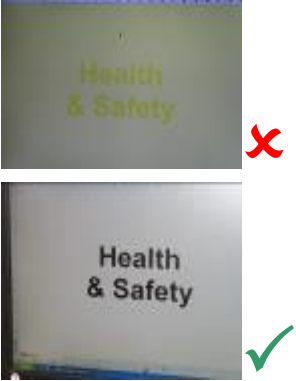

### Computer usage



What is the main nature of your computer usage? E.g. general use, report writing, numerical input, data entry, spread sheets, etc.


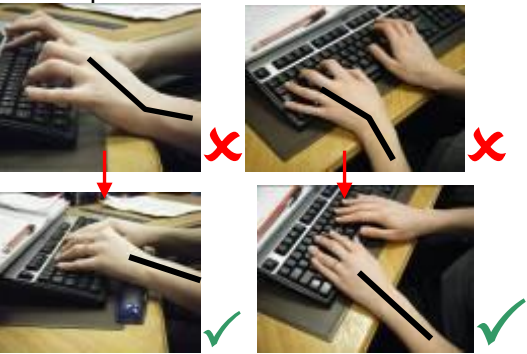
### Do you regularly use any of the following devices?

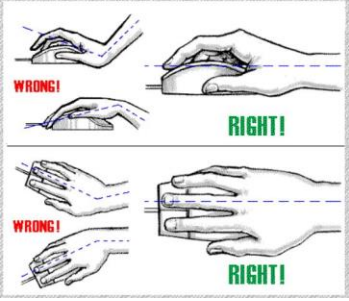


Laptop/Tablet Yes  No  If yes, read the [guidance](#)  
Blackberry/PDA Yes  No  If yes, read the [guidance](#)

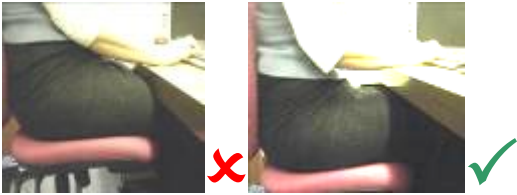



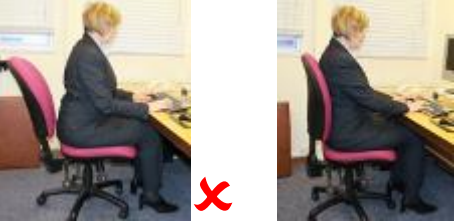


1. Display Screen - Risk Factors	Guidance	Suitable		Comments
		Yes	No	
<p>1.1 Are the characters on your screen clear and readable?</p> 	<p>Make sure the screen is clean and that cleaning materials are made available.</p> <p>Check that the text and background colours work well together.</p> <p>The characters should be well defined and clearly formed.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
1.2 Is the text size comfortable to read?	Software settings can be adjusted to change the text size.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
1.3 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.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
1.4 Is the size of your monitor suitable for its intended use?	<p>Intensive graphic work or work requiring fine attention may require large display screens.</p> <p>The deep CRT (cathode ray tube) monitors are being phased out, although it is still acceptable to use them.</p> <p>The smallest screen size acceptable is 15", although most are likely to be at least 17".</p>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
1.5 Is the brightness and/or contrast adjustable?	Separate adjustment controls are not essential, provided you can read the screen easily at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
<p>1.6 Is the monitor height adjusted to allow for a comfortable head position?</p> 	The neck and head should be straight with a slightly downward viewing angle to the screen. As a rough guide, your eyes should be about level with the top of the monitor.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>



Risk Factors	Guidance	Suitable		Comments
		Yes	No	
<p>1.7 Is the monitor a satisfactory distance from your eyes?</p> 	<p>The rule of thumb for monitor distance is an outstretched hand.</p> <p>With traditional monitors, you may need to move the desk away from the wall (or the desk behind) to create sufficient screen distance.</p> <p>The depth of your work surface should enable you to set the monitor and keyboard in the correct position.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
<p>1.8 Does the screen swivel and tilt so you are able to adjust it to a comfortable position?</p>	<p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
<p>1.9 Is your screen free from glare and reflections?</p> 	<p>Your workstation should be set up so that light sources from windows, velux style openings, transparent walls and screens, and brightly coloured fixtures or walls cause no direct glare or distracting reflections on your screen.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
<p>1.10 Are you able to adjust window coverings near your work station to prevent glare and reflections on your screen?</p>	<p>Blinds and shades should be able to screen out reflections and glares on your monitor screen.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>

2. Key boards - Risk Factors	Guidance	Suitable		Comments
		Yes	No	
2.1 Is your keyboard separate from your screen? 	This is a requirement, <i>unless</i> the task makes it impracticable to have a separate keyboard, e.g. where there is a need to use a laptop* or similar.  *If you use a laptop as a permanent workstation, a separate keyboard and mouse should be used (see photos on the left).	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
2.2 Can you change the angle of your keyboard?	You should be able to tilt your keyboard to find a comfortable keying position.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
2.3 Are you able to find a comfortable keying position which avoids hand and arm fatigue?	The keyboard should be parallel with the front edge of your desk. There should be sufficient room to provide support for your hands and wrists in the space between the desk edge and the keyboard.  Try pushing the monitor further back to create more space for the keyboard, hands and wrists.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
2.4 Do you feel you have good keyboard technique? 	The following should be prevented:- <ul style="list-style-type: none"> <li>• Hands bent up at the wrist – they should be straight (see photos).</li> <li>• Hands bent inwards or outwards (see photos).</li> <li>• Overstretching the fingers.</li> <li>• Hitting the keys too hard.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
2.5 Are the characters on the keys easily to read?	Keyboards should be kept clean (cleaning materials should be available) and all keys should be legible.  There should be no glare or reflection on the keyboard.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>

3. Mouse - Risk Factors	Guidance	Suitable		Comments
		Yes	No	
3.1 Is your mouse comfortable to use?  	<p>The size and shape of your mouse should be comfortable for you to use and should allow your hand and wrist to remain in a relaxed neutral position i.e. There should be minimal bending of the wrists and hands, they should be horizontal (see diagram on the left). Don't grip the mouse too tightly Rest your fingers lightly on the buttons and do not press them hard.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
3.2 Is your mouse positioned close to you?  	<p>Your mouse is best placed close to you, e.g. beside the keyboard, so you don't work with your mouse arm stretched.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
3.3 When using your mouse, are your wrists and forearms supported?  	<p>Support can be gained from the desk surface or arm of a chair. If not, a separate support such as a mouse rest may help (see photo).</p> <p>You should be able to find a comfortable working position with you mouse.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
3.4 Does your mouse move smoothly across the desk or table top or mouse mat?	<p>If the work surface is not suitable, a mouse mat may be required.</p> <p>If there is a problem, it may be that the mouse ball and/or rollers require cleaning.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
3.5 Are the software settings for speed and accuracy of your mouse pointer suitable for you?	<p>The pointer speed can be changed by selecting Start, Control Panel, and Mouse. You can change both the pointer speed and configuration (e.g. for left or right handed use).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>

4. Furniture Risk Factors	Guidance	Suitable		Comments
		Yes	No	
4.1 Does the size and layout of your immediate work area allow for the flexible arrangement of your monitor and keyboard etc which enables you to work comfortably?	You may be able to create more space by relocating printers, reference materials and other less frequently used equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
4.2 Is the surface of your desk non-reflective?	Your desk surface should have a matt finish so it is free of direct glare and distracting reflections.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
4.3 Can you comfortably reach the documents and related equipment that you frequently use?	Equipment frequently used such as your telephone and reference documents etc. should be kept close to you without the need for excessive and repetitive reaching, stretching or twisting.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
4.4 Is there room under your desk to allow for posture changes? 	There should be enough room between the bottom of your desk and the tops of your legs to enable you to move freely.  Equipment should not be stored under your desk which prevents you from getting your legs comfortably under it.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
4.5 Is your chair suitable* and stable, and can it be adjusted easily?  *Your chair should have the following that work: <ul style="list-style-type: none"><li>• Seat back height and tilt adjustment?</li><li>• Seat height adjustment?</li><li>• Swivel mechanism?</li><li>• 5 Castors or gliders?</li></ul> 	Your chair <b>may</b> need replacing if it doesn't have the features listed, if you can't get comfortable or the adjustment settings are either missing or can not be used.  NB. It is not necessary to have chair arms, but if they are provided they should not prevent you from pushing your chair under the desk and from adopting a comfortable seating position.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>

<p>4.6 Is your chair adjusted correctly, so that it is comfortable to sit on?</p> 	<p>It is important that you can carry out your work whilst sitting comfortably.</p> <p>Set the seat height so your elbows are approximately level with the edge of the desk and your elbows and upper arms are right angles (point 1).</p> <ul style="list-style-type: none"> <li>Adjust the seat back rest so you are sitting upright with relaxed shoulders (point 2).</li> <li>The chair back should be adjusted for comfortable lumbar support (point 3).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>If no please state reason</i></p>
<p>4.7 Are your feet flat on the floor once the seat has been adjusted without too much pressure from the seat on the backs of the legs?</p> 	<p>If you are experiencing pressure on the underside of your thighs or backs of your knees.</p> <p>A footrest may be necessary.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>If no please state reason</i></p>
<p>4.8 Have you been provided with a stable and adjustable document holder if one is required?</p> 	<p>Whilst not an absolute requirement, a document holder may be helpful if you regularly need to transfer information/data from a hard copy.</p> <p>This can be positioned at the same height as your monitor and helps to minimise uncomfortable head and eye movements.</p>	<input type="checkbox"/> n/a <input type="checkbox"/>	<input type="checkbox"/>	<p><i>If no please state reason</i></p>

5.Environment Risk Factors	Guidance	Suitable		Comments
		Yes	No	
5.1 Do you have enough room to change position and vary movement?	You need to have enough space to move, stretch and fidget. You should be able to move your chair back and get up easily free of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
5.2 Have obstructions and hazards in your work area been eliminated? 	This includes e.g. trailing leads, files, poor housekeeping and general storage.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
5.3 Does the lighting available enable you to work comfortably and can you control it? 	You should be able to control lighting levels by either adjusting window blinds or light switches.  You should be able to achieve a comfortable contrast between the screen and background environment. A desk lamp may be needed to provide you with localised light.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
5.4 Does the air feel comfortable in the area/room you work in?	You should not be experiencing dry eyes or a dry throat.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
5.5 Is the level of heat comfortable at your workstation?	Equipment should not produce excessive heat which causes discomfort.  You should not be working in draughts.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
5.6 Are levels of noise at your workstation comfortable?	Noise from printers, monitors and ventilation systems should not be distracting or disturb normal speech being heard.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>

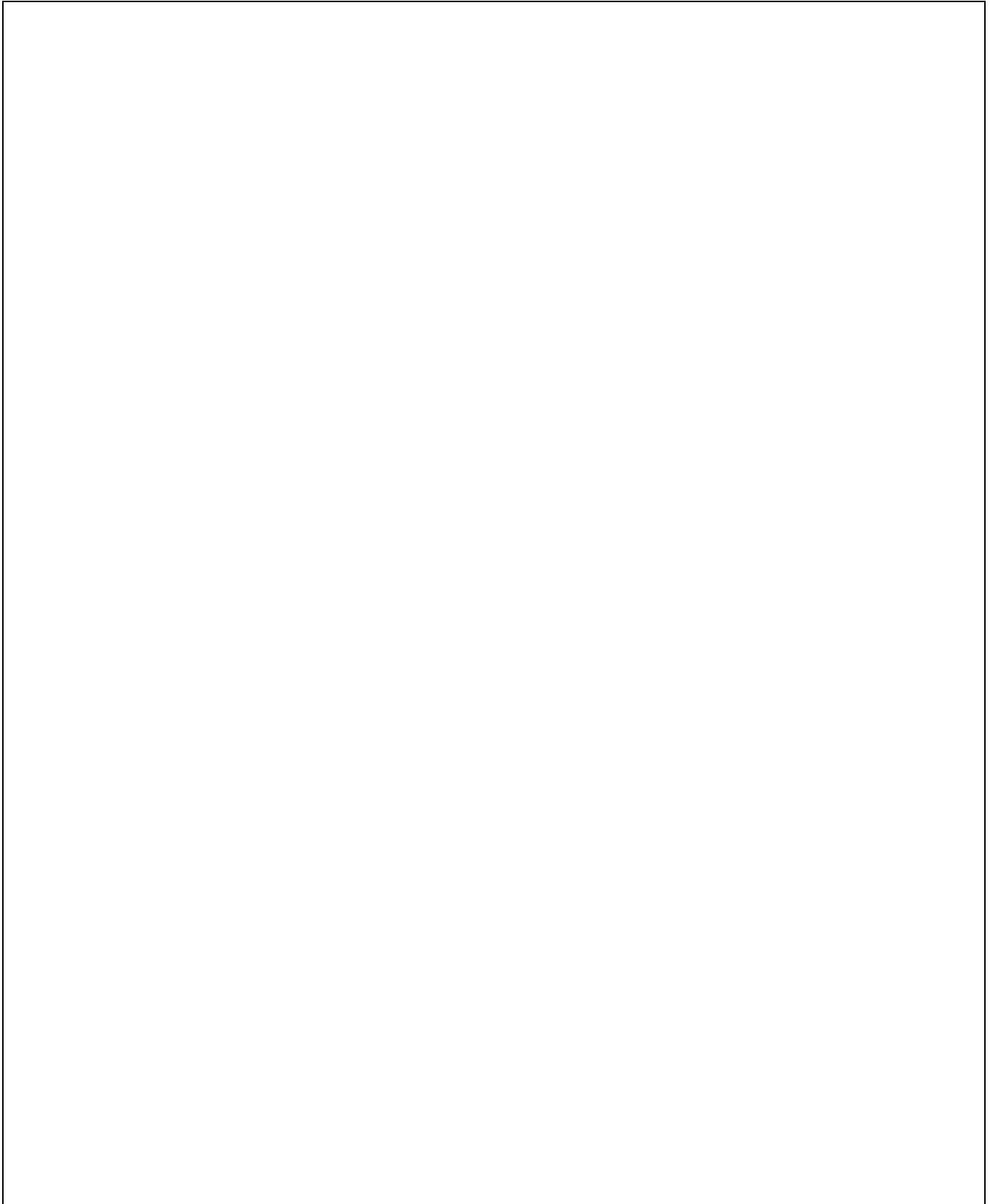
6. Software Risk Factors	Guidance	Suitable		Comments
		Yes	No	
6.1 Is the software you use generally suitable for the tasks you carry out?	The software you use should be easy to use and read and be adaptable to your level of knowledge and experience and be user-friendly.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
7. Other Issues and Health Concerns	Guidance	Yes	No	Comments
7.1 Are you free of any discomfort and other symptoms that could be attributed to working with your computer?	If you are suffering and discomfort including pain and/or adverse symptoms during or following working with your computer or associated equipment e.g. back, shoulders, arms, wrists, fingers, leg pain, dry eyes and headaches etc. you should provide further details.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
7.2 Are you free from any WRULDs (work related upper limb disorders), musculoskeletal injuries or RSI (repetitive strain injury)?	If you are currently suffering from these currently or have had them in the past you should provide further details. e.g. frozen shoulder, tendonitis and carpal tunnel syndrome etc.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>
7.3 Are you free of any special needs that should be taken into account whilst working with DSE equipment?	If you have any special needs e.g. limited mobility, visual impairment or are pregnant etc, you should provide further details.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no please state reason</i>



<p>7.4 Are you able to organise your work to ensure you have adequate screen breaks?</p>	<p>Most jobs provide opportunities to take short breaks from your screen include collecting documents from printer, making phone calls, filing and going to the toilet etc.</p> <p>Ensure prolonged keying tasks are broken into shorter sessions (every 30-60 minutes), interspersed with activities involving a change of posture and movement which includes standing up, stretching and/or moving around.</p> <p>Remember the 20:60:20 rule - look 20 feet away for 60 seconds every 20 minutes.</p> <p>Frequent short breaks are better than fewer long ones.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>If no please state reason</i></p>
<p>7.5 Do you feel the guidance contained within this document has given you enough information on how to set up your work station correctly?</p>	<p>If you feel you need guidance in addition to that provided on this form, you should speak to your Section/Directorate DSE assessor and/or line manager.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>If no please state reason</i></p>
<p>7.6 Are you aware of the health effects of not using your workstation correctly?</p>	<p><a href="#">Corporate Guidance</a> (double click on link)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>If no please state reason</i></p>
<p>7.7 Are you aware that DSE users under the terms of the corporate policy are entitled to a free eye test?</p>	<p>This requires confirmation by your line manager that you are a DSE user.</p> <p><a href="#">DisplayText cannot</a> provides further information. (double click on link)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>If no please state reason</i></p>
<p>7.8 Have you read the corporate guidance on safety use of display screen equipment as stated at the start of Part 1 of this form?</p>	<p><a href="#">Corporate Guidance</a> (double click on link)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>If no please state reason</i></p>

If you think it would be beneficial to provide a photograph or sketch or of your work station please include this below (or attach it in the email when you forward Part 1 to your DSE

assessor). You could illustrate relative positions of your chair, keyboard, mouse, monitor, phone and document holder etc. Alternatively, this space can be used to provide additional information.



## PART 2

### Assessment by DSE Assessor or Line Manager

Any 'no' entries and other issues raised **must** be assessed and workable solutions sought. Where a user has indicated that they have special needs and/or health issues, special consideration must be made to alleviate symptoms or the reoccurrence of a problem wherever practicable.

Further advice from Health & safety should a user indicate they have an existing medical condition.

Advice can also be sought from the Safety, Health and Wellbeing Team on 020 8359 7955 or by emailing [shaw@barnet.gov.uk](mailto:shaw@barnet.gov.uk)

The following details should be recorded:-

Is a visual check of the user's workstation required to ensure it is set up correctly?

Yes  No

Adjustments made to the user's workstation during the assessment:-

Assessment date:-

Summary of advice given, further action recommended and any solutions suggested:-



## Other useful Information

[DSE Guidance](#)

[Working with DSE](#)

[Health and Safety \(DSE\) regulations 1992 as amended by the Health and Safety \(Miscellaneous Amendments\) Regulations 2002](#)

[Frequently asked questions DSE](#)

[DSE workstation checklist](#)