



	<h1>Health & Safety Risk Assessment Form</h1>	
--	---------------------------------------------------	--

Ref: CF:008:06	RE: Display Screen Equipment Workstation Risk Assessment Form (Worked Example)
----------------	--------------------------------------------------------------------------------

Issue date:	September 2018	Revised Date:	June 2020
-------------	----------------	---------------	-----------

Author(s):	National Health & Safety Function
------------	-----------------------------------

Part A	DSE Workstation Risk Assessment Form
---------------	---------------------------------------------

Division:		Source of Risk:	DSE Workstation
HG/CHO/NAS/Function:	HG	Primary Impact Category:	Harm to Person
Hospital Site/Service:	ABC Hospital	Risk Type:	Operational
Dept/Service Site:	Administration Dept	Name of Risk Owner (BLOCKS):	Mary Bloggs, Line Manager
Date of Assessment:	13.11.18	Signature of Risk Owner:	
Unique ID No:	1234	Risk Co-Ordinator:	N/A
		*DSE Workstation Assessor(s):	Mary Bloggs, Line Manager with Joe Bloggs, Administration

DSE Users name:	Joe Bloggs
-----------------	-------------------

Name of DSE Users Line Manager:	Mary Bloggs
---------------------------------	--------------------

Note:	<p>Please note exposure to COVID-19 may present a health risk to staff and others at our places of work. It is essential that the latest public health advice is followed and suitable control measures identified and implemented to mitigate the risk of COVID-19 infection.</p> <p>When conducting DSE risk assessments consideration should be paid to the risk presented and the means of avoiding and mitigating any such risk so far as is reasonably practicable.</p> <p>Where 2 metre worker separation cannot be ensured a specific activity risk assessment must be conducted and alternative protective measures must be put in place e.g. comprehensive hygiene measures, minimising the frequency and time staff are within 2 metres of each other, minimising the number of staff involved in the task, physical barriers, provision of face masks.</p> <p>The Line Manager / DSE Workstation Assessor, in consultation with the employee must carry out the risk assessment/analysis of the Employee's workstation.</p> <p><i>Please ensure the following:</i></p> <ol style="list-style-type: none"> 1. Ensure the DSE User has completed the DSE User Awareness module on HSElanD prior to assessment 2. You use the comment section to document where adjustments to the user workstation have been implemented. 3. Actions that cannot be resolved during the assessment are documented on Part C of risk assessment form 4. Provide the DSE User with a copy of this DSE risk assessment once completed <p>It the responsibility of the Line Manager to ensure any remedial actions identified are implemented</p>
--------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Workstation Location, e.g. room number, specific work area (payroll, accounts etc):	Room 2	Typing Skills:	Good Typing technique
Tasks Undertaken:	Typing reports, letters, responding to emails, answering calls, filing		
Dominant Hand:	R (<input checked="" type="checkbox"/>) L () Both ()		
Requires glasses:	Y () N (<input checked="" type="checkbox"/>)		
Approximate length of time spent at DSE:	1 to 2 Hours ()	3-5 Hours ()	>5 Hours (<input checked="" type="checkbox"/>)
Other relevant information e.g. discomfort or symptoms or any concerns relating to DSE use raised by the user?	Advised eyes are feeling sore.		

Sample picture of workstation

Using DSE Safely



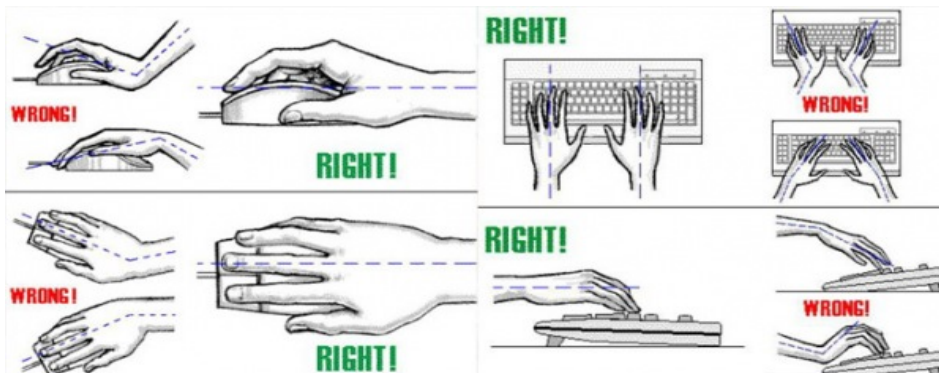
While seated ensure the following:

- ① Your back is straight and the lower back is supported by the backrest.
- ② Your thighs are parallel to the floor in a slightly downward position.
- ③ Your feet are resting comfortably on the floor (if not possible, a footrest may be required).
- ④ Your forearms and wrists are in a straight line while typing, your shoulders are relaxed.
- ⑤ Eyes are level with top of screen or slightly below eye level.
- ⑥ The screen is approximately at arm's length and is positioned to avoid reflective glare.
- ⑦ Keyboard is directly in front of you with enough space to rest forearms on the desk between keyboard and desk edge.



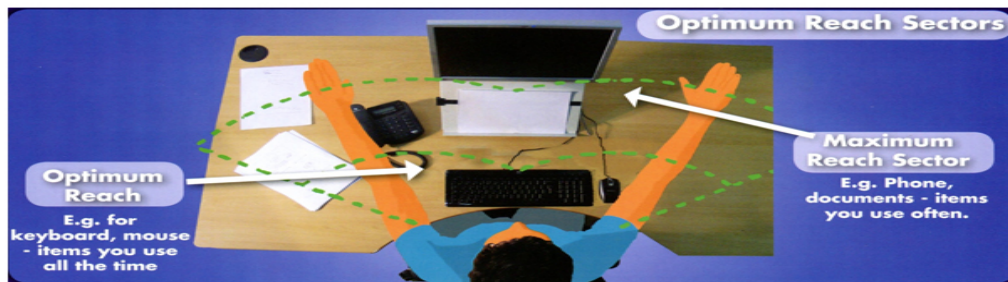
Part B Equipment				
Chair		Yes	No	Comments
1	Is the work chair stable i.e. has a five star base and stable when weight is placed on it?	✓		
2	Is the seat height adjustable?	✓		
3	Does the chair allow freedom of movement (in and out of the workspace easily and turn from side to side while seated) and allow for seating in a comfortable position?		✓	<i>Details in Part C</i>
4	Is the backrest adjustable in height and tilt to provide lower back support?	✓		
5	If arm rests are present, are they adjustable/removable?		✓	<i>Details in Part C</i>
6	Has the chair been adjusted to ensure while seated: <ul style="list-style-type: none"> ➤ The back is in an upright or slightly reclined position? ➤ Shoulders are relaxed? ➤ Small of the back is supported? ➤ There is a 90 degree angle at knees and elbow? ➤ Thighs horizontal or positioned slightly downward? ➤ Upper arms are vertical and close to the sides of the body while typing? ➤ Forearms horizontal with the desk? 	✓		
7	Are the feet resting comfortably on the floor? If not, is a footrest provided?	✓		
8	Is the User aware of how to adjust the chair in order to find the best posture in accordance with their work?	✓		
Screen				
		Yes	No	Comments
9	Is the screen positioned directly in front of the User?	✓		
10	Is the screen an adequate distance (approximately arm's length) from the User?		✓	<i>Screen repositioned to approx. arm's length</i>
11	Is the screen adjustable in height and swivel/tilt?	✓		
12	Is the Users' eye-line in the upper third of the screen?	✓		
13	Are the characters on the screen well defined, clearly formed and of adequate size and spacing to ensure letters and numerals are clearly distinguishable?	✓		
14	Are the images on the screen stable and free from flickering?	✓		
15	Is the screen clean with brightness and contrast adjustable?	✓		

Keyboard and Mouse



		Yes	No	Comments
16	Is the keyboard positioned directly in front of the User to avoid twisting while typing?	✓		
17	Are characters clearly defined on the keyboard?	✓		
18	Is the keyboard tiltable and separate from the screen?	✓		
19	Is there sufficient space on the desk in front of the keyboard to support the forearms and hands to avoid fatigue?	✓		
20	Does the User have good keyboard technique e.g. are the wrists in line with forearms in a neutral position while typing? Note: wrist rests are only to be used to rest the wrist in between typing	✓		
21	Does the keyboard have a matt surface so as to avoid glare?	✓		
22	Is the mouse close to the keyboard when in use so that the User's forearm is relaxed and the wrist is straight?	✓		
23	Is a mouse mat required?	✓		

Desk



		Yes	No	Comments
24	Is the work surface sufficiently large to allow for flexible arrangement of the screen, keyboard, documents and related equipment?	✓		
25	Does the work surface have a low reflective surface i.e. matt or semi matt?	✓		
26	Is commonly used equipment such as the phone or mouse arranged within easy reach to prevent overstretching and twisting?		✓	<i>Rearranged workstation so phone is closer to user to avoid overstretching</i>
27	Is there sufficient unobstructed legroom underneath the desk?	✓		
Environment				
Space		Yes	No	Comments
28	Is there sufficient space (minimum 4.65m ²) to allow for easy access and egress to and from the workstation?	✓		
29	Are cables and equipment placed in such a way to prevent a slip/trip hazard?	✓		
Lighting		Yes	No	Comments
30	Is the lighting level suitable (general rule 300-500 lux) for the tasks and comfortable for the User?	✓		
Glare and reflections		Yes	No	Comments
31	Is the workstation designed to ensure sources of light (e.g. windows, transparent and translucent walls, brightly coloured fixtures) cause no direct glare and/or distracting reflections on the screen?	✓		
32	Are windows fitted with suitable adjustable blinds etc. to reduce light and glare?	✓		
Noise		Yes	No	Comments
33	Is the work area free from excessive noise from equipment?	✓		
Heat		Yes	No	Comments
34	Is the work area well ventilated?	✓		
35	Is the work area free of draughts?	✓		
36	Is heat produced by equipment at a level that is comfortable for the User?	✓		
37	Is the ambient temperature (for sedentary work in the range of 18 -24°C) comfortable for the DSE User?	✓		



Humidity		✓		
38	Are adequate levels of humidity (minimum of 30 % winter and 40-60% in summer) maintained?	✓		
User/ Computer Interface				
		Yes	No	Comments
39	Is the User familiar with the computer software programmes they are required to use to perform their tasks?	✓		
40	Does the User consider the software suitable to the task undertaken?	✓		
41	Has the User been provided with training and instruction on the software, as appropriate, in order to perform tasks?	✓		
42	Has consideration been given to the use of a document holder?		✓	Details in Part C
43	If present, is the document holder and the monitor at the same height and angle to minimise head and neck movement?			N/A
44	Is work planned to allow for periodic task breaks or changes of routine away from the DSE?		✓	
45	Has consideration been given to the psychosocial risk factors that may be present e.g. control over pace and nature of tasks, monotonous work, high levels of attention and concentration required, frequent tight deadlines?		✓	
46	Is the User aware of their entitlement to eye and eye sight testing and where appropriate, provision of free corrective lenses?	✓		
47	Is the User aware of how to report any issues relating to the use of DSE?	✓		



Part C DSE Workstation Risk Assessment Form							
**HAZARD & RISK DESCRIPTION		EXISTING CONTROL MEASURES		ADDITIONAL CONTROLS REQUIRED		ACTION OWNER (i.e. the Person responsible for the action)	DUE DATE
Risk of musculoskeletal injury or upper limb disorder due to: <ul style="list-style-type: none"> • overstretching as the positioning of armrests prevent the user moving closer to desk • Poorly laid out workstation Risk of psychosocial injury (stress) due to inadequate systems of work i.e. not allowing for periodic task breaks or changes of routine away from the DSE		DSE user has completed the HSELandD DSE User Awareness Module		A request has been submitted for a new chair with removable/ adjustable armrests		Mary Bloggs	13.06.20
		Staff member is aware of the Guideline Document Re: Display Screen Equipment		A document holder to be supplied and adjusted to same height and angle as monitor to minimize head and neck movement.		Mary Bloggs	13.06.20
		DSE has a built in anti-glare screen		Review systems of work to ensure work is planned: <ul style="list-style-type: none"> • to allow employees control over the pace and nature of tasks • periodic breaks or changes of tasks away from the DSE to allow the user to change posture and avoid fatigue Employee to be made aware of the availability of eye and eye sight testing		Mary Bloggs	Immediate
INITIAL RISK			RISK STATUS				
Likelihood	Impact	Initial Risk Rating	Open	Monitor	Closed		
4	2	8 Medium	√				

*Risk Assessor to be recorded for OSH risks only.

**Where the risk being assessed relates to an OSH risk please ensure that the HAZARD and associated risk are recorded on the form. All other risk assessments require a risk description only.