

To support our commitment to providing safe systems of work for those tasked with Display Screen Equipment (DSE) work and to ensure that we fulfil our obligations in respect to assessing all risk potentials associated with an individual's working environment, the following DSE Self-Assessment Questionnaire has been provided.

It is important that members of staff who have been identified as Display Screen Equipment (DSE) users fill in all the relevant section relating to their workstation equipment. This will support our aim of maintaining a safe and risk free working environment

All answers must relate to the employee's specific workstation and must not be a generalised statement of the operation as a whole. Guidance notes are incorporated into this document to help you answer the questions correctly.

Please mark each response with an X

NAME:
POSITION:
DATE:
WORK LOCATION:
WORKSTATION REFERENCE (if appropriate):
TYPE OF DISPLAY SCREEN EQUIPMENT (desktop/laptop):

1. General	
<i>1a) Guidance</i> <i>The Definition of a display screen user is an employee "who habitually uses display screen equipment for the purpose of an employer's undertaking which is identified as being a significant part of their normal employment". This includes anyone who uses DSE either a) for prolonged spells of more than one hour on most working days or b) for shorter periods totaling two or more hours on most working days.</i>	
a) On average how many hours per day do you use display screen equipment?	
Less than 1 hour each day 1	
2 hours each day	
2-3 hours each day	
More than 3 hours a day	
<i>1b) Guidance</i> <i>Pain and discomfort can be caused by cumulative use of DSE both at work and home</i>	
b) On average how many hours each day do you normally spend working on display screen equipment for other employers or for personal use?	
Less than 1 hour each day 1	
2 hours each day	
2-3 hours each day	
More than 3 hours a day	

2. DSE Workers Chair

2a & b Guidance

Arrangements offering poor postural positioning



Sitting with chair too low and too far from the desk encourages a slouched posture with no support from the chair back this may create long term muscular skeletal conditions.

The head is tilted forward, shoulders may be hunched, and again, this may lead to long term muscular skeletal condition.

Feet are hooked around the chair base restricting blood circulation in the legs. This may create DVT type conditions due to restricted blood flow.

Advice for good postural positioning during DSE work



Adjust the chair back so that the upper body is supported correctly. This includes lower back support offered by the chair back support design.

Move the chair close to the desk and sit back in the seat.

When adjusting your operators chair ensure that you raise the chair seat so that, with the upper arms vertical, the elbows are level with or just above the desk.

a) Is the operator chair provided for use:

	Yes	No	Comment
i) Stable, with five-star castor base			
ii) Comfortable when adjusted correctly			
iii) Free from damage			

b) Does the operator chair offer the following?

i) Seat height adjustment			
ii) Seat back adjustment			
iii) Seat back angle/tilt adjustment			
iv) Do you know how to make the above adjustments			

c) When sitting in your normal position can your feet be placed flat on the floor?

2b) Guidance

With the chair correctly adjusted your feet should rest flat on the floor without causing pressure to the backs of your thighs or knee joints. If this is not the case, you may require a foot rest. It is advised that flat comfortable shoes are worn when using DSE equipment for long periods of time. It is also advised that frequent changes of activity should be employed to ensure that static seated positions are not the norm during long periods of DSE work.

d) Do you require a foot rest?

e) If yes has one been provided?

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2f) Guidance

Adjustment to the chair may be required and/or provision of the footrest needed to alleviate pressure to the underside of the thighs and backs of the knees. If after making adjustments and or using a footrest you are experiencing pain/discomfort report this to your Line Manager.

	Yes	No	
f) When you sit on your chair at your workstation, are the backs of your thighs and knees free from excess pressure?			

3. Display Screen

3a) Guidance

Display screens should not flicker. If it does and cannot be cured by a simple adjustment of the colour scheme or brightness/contrast control, contact your Line Manager or the IT Service Desks for assistance.

	Yes	No	Comments (if any)
a) Does the display screen have a stable image without flickering?			

3b) Guidance

The screen should be adjusted so that the characters are clear, with the contrast and brightness adjustment not creating glare.

b) Are you able to adjust the brightness and contrast between the characters and the background?			
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3c) Guidance

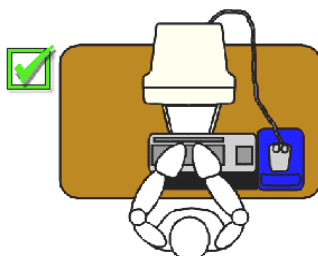
It is important to ensure that there is a comfortable viewing distance between your eyes and the display screen and you have some space between the keyboard and the front of the desk. Ensure that you are not required to twist your body or head when viewing your monitor (see examples below). Ensure any items under the desk do not obstruct or restrict movement of your legs.

c) Can you read the display screen comfortably?			
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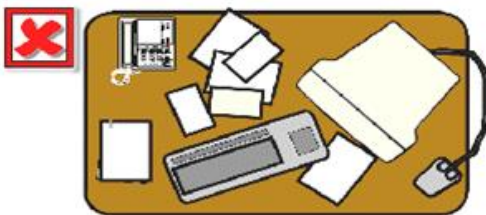



3d) Guidance

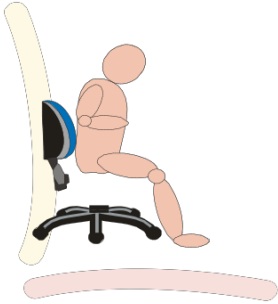
Ideally the screen should be directly in front of you; about an arms-length away and sited so that you are looking slightly down towards the monitor.

d) Can the display screen be swiveled, tilted or adjusted to reach a comfortable position without having to look down excessively?			
e) Is the screen free from glare and reflection?			



4. Keyboard	Yes	No	
a) Is the keyboard in good working order?			
b) Is the keyboard adjustable for angle?			
4c) Guidance <i>Keyboards should be separate from the display screen so that it can be located in a position on the work surface that is comfortable and should not require stretching of the arms and body when in use</i>			
c) Can the keyboard be positioned for comfort and can you operate your keyboard without the need to stretch your arms and body?			
4 d & e) Guidance <i>The keys on the keyboard must be non-reflective and they should be kept clean, so that all the characters can be easily read.</i>			
d) Does the keyboard have a non-reflective finish?			
e) Are the symbols on the keyboard legible?			
4f) Guidance <i>The keyboard should be located away from the front edge of the workstation, so that your arms and wrists are offered a resting position in front of the keyboard.</i>			
f) Is there adequate space in front of the keyboard to provide support for your arms and wrists?			
4g&h) Guidance <i>If the keyboard is of a depth that you are finding it uncomfortable, you may need to have a separate hand/wrist rest.</i>			
g) Do you require a wrist rest?			
h) If yes, has one been provided?			
5. The Mouse	Yes	No	
5a) Guidance <i>When you are using the mouse, your upper arm should hang comfortably from your side and your forearm should be parallel to the floor. In this way the bottom of the mouse is aligned horizontally with your elbow. Keep the mouse as close to the keyboard as possible to avoid reaching and stretching.</i>			
a) Is the mouse located in a comfortable position without having to reach?			
b) Is a mouse mat required?			
5c) Guidance <i>Where the mouse mat is required but not available speak to your Line Manager</i>			
c) Has one been provided?			
5d) Guidance <i>The mouse should move freely across the mouse mat and the pointer should glide easily across the screen. If not your mouse may need cleaning or replacing. Please speak to your Line Manager.</i>			
d) Does the mouse move freely across the mouse mat?			
e) Does the mouse pointer move smoothly across the screen?			

6. Workstation	Yes	No	Comments (if any)
6a) Guidance <i>There should be sufficient space at the workstation for arrangements to accommodate the display screen, keyboard, mouse and other activities</i>			
a) Does the workstation allow adequate space for flexibility of work arrangements and equipment used?			
6b) Guidance <i>Ensure that the workstation surfaces have non-reflective finish</i>			
b) Is the workstation surface free from glare and reflection?			
6c) Guidance <i>Arrange your workstation layout to make best use of available space. Document management is very important. If you need to look at the keyboard when typing, the best place for the document holder (if you require one) is between the monitor and the keyboard. Remember that the computer is not the only tool in the constant use of others (such as the telephone) should also be readily accessible without stretching or twisting.</i>			
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div>			
c) Is the work equipment arranged so that extensive reaching/twisting is minimized?			
6d & e) Guidance <i>Ensure that there are no obstructions, for example, boxes, cables etc., under the desk that may prevent you obtaining safe and comfortable working position and/or restricting your legroom. Clear the space under the desk so that you can place your legs underneath it without twisting or leaning forward.</i>			
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div>			
d) Is the underneath of your desk clear of obstruction?			
e) Is there adequate leg room underneath your desk?			

7. Document Holder	Yes	No	Comments (if any)
7a) Guidance <i>Some people find document holders assist them when using display screen equipment. Document Holders allow documents to be positioned alongside, and at the same height and distance from you, as the screen. They can be useful if you copy frequently, or if you experience difficulty in refocusing your eyes when switching from the screen to the document.</i>			
a) Do you require a document holder?			
b) If yes, has one been provided?			
8. Laptop Users (where applicable)			
8a) Guidance <i>When working in an office, if you have a choice between a laptop or desktop pc and you spend a lot of time using display screen equipment, the desktop pc should be the preferred choice. If the laptop is your main computer and you use it for long periods. It is advisable that you use a separate keyboard mouse and/or screen. The laptop should be on a firm surface at the right height for typing.</i>			
a) Is the laptop your main computer?			
b) Do you use a separate keyboard when using the laptop for a long period?			
c) Do you use a separate mouse when using the laptop for long periods?			
d) Is there a space in front of your keyboard to support your wrists?			
e) Is the laptop on firm and level surface and at a comfortable height for typing?			
f) Do you use a desk top computer if it is available?			
9. Posture			
	Yes	No	Comments (if any)
a) Are your forearms approximately horizontal when typing?			
b) Do you move your wrists as little as possible when typing?			
c) Can you view the screen without turning your head?			
9b) Guidance <i>If the monitor is set too low, this encourages the operator to tilt the head downwards. As a result, the whole body tends to learn forward, moving away from the support of the chair back and encouraging slouching.</i>			
			
d) Are your eyes level with the top of the screen			

10. Environment	Yes	No	Comments (if any)
10a) Guidance <i>The overall lighting level in your office should not be too bright that it makes the information on the screen difficult to read (causing eye discomfort, headaches etc.) and not too low that non-display work is difficult.</i>			
a) Is the lighting adequate for you to complete your work?			
10b) Guidance <i>Ensure that the workstation surfaces are free from reflection and where necessary anti-glare screens should be provided and windows fitted with blinds.</i>			
b) Is the workstation and surrounding area free from glare or distracting reflections?			
10c) Guidance <i>Computers generate small amounts of dry heat, which can cause problems if there is insufficient ventilation. Ideally temperatures should be within the range of (19c to 23c), and the humidity levels should range between 40% to 60%. However, these are only guidelines and not statutory requirements.</i>			
c) Is the temperature and humidity comfortable?			
d) Is all equipment quiet and without excessive noise?			
11. Organisation of Work	Yes	No	Comments (if any)
a) Do you make time for adequate pauses to prevent discomfort in your hand, wrist and arm?			
11b) Guidance <i>To avoid unnecessary stress and fatigue, you should try to mix display screen/keyboard work with other work wherever possible. If you use DSE equipment as a major part of your job, do not spend your breaks or lunch hour typing, surfing the internet etc. Take a break!</i>			
b) Do you take rest pauses when using a display screen?			
c) Do you have a flexible work pattern where you can work on other jobs between using the display screen?			
12. Nature of Work	Yes	No	Comments (if any)
12a) Guidance <i>If you work from home on a regular basis using DSE it is important that the same sound ergonomic principles are used in your home working environment.</i>			
a) Do you work from home on a regular basis?			
b) Is it absolutely essential/an integral part of your job that you work from home?			
12c) Guidance <i>The software should be suitable, fast enough and user friendly for the particular job that you do.</i>			
c) Is the software you use suitable for the task?			

Display Screen Equipment (DSE) Workstation Self-Assessment Questionnaire

HS-DSEF 2
Version 1.06

13. Personal Information	Yes	No	Comments (if any)
a) Do you need or use specialist equipment to support you during the use of display screen equipment? If so, please advise in the comments column.			
b) Do you experience visual discomfort (e.g. visual fatigue) during or after using display screen equipment? If so, please advise the symptoms in the comments column.			
13c) Guidance <i>One of the risks associated with DSE use is work related upper limb disorder (WRULD). It is pain and discomfort experienced in the fingers, hands, wrists, arms, neck and back. It is important that if you experience any of these you should report it to your Line Manager.</i>			
c) Do you experience physical discomfort during or after using display screen equipment? If so, please identify the nature of your discomfort in the comments column.			
13d) Guidance <i>The organisations occupational health provider will advise on any aspect of work related ill health.</i> <i>If you do experience any pain/discomfort, please inform your Line Manger, who will liaise with HR to arrange a further assessment to determine the cause.</i>			
d) Do you know how to report ill-health related to display screen equipment use?			
Information <i>If you are classified a 'user' of display screen equipment, you are entitled to a free eye test.</i> <i>If eyesight shows that you require corrective lenses specifically for the purpose of using display screen equipment, advice will be given on how to arrange a full eyesight test.</i> <i>Should corrective spectacles be required solely for the use of display screen equipment, the organization will bear the cost of a basic pair of spectacle frames and lenses.</i> <i>E-mail [REDACTED] to request an eye test voucher.</i>			
<p>Your support in providing information about your working environment will help the organisation achieve our aim of creating a continually improving work environment and will ensure that we provide equipment and systems of work that both meet legislative and good practice expectations and that those expectations create a safe and health free working environment.</p> <p>Signature of Display Screen Equipment User:</p> <p>Please keep a copy of this questionnaire for your records and forward a second copy to your line manager for review & filing into your personnel records.</p>			