**COMPASS GROUP UK & IRELAND – RISK ASSESSMENT**

**REF. MAN 03 DSE WORKSTATION ASSESSMENT**

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| **Site/Unit Name:** | **Unit No:** |
| **Assessed by:** | **Date of Assessment:** |

Sections 1 to 6 of this DSE Workstation Assessment should be completed for all workstations, whether or not they are used by defined DSE Users. Section 7 must be completed by each DSE user to identify whether they are a ‘Defined DSE User’. All Defined DSE Users must complete Section 8.

Where workstations are used infrequently by employees who are not Defined DSE Users, the standards required of the workstation will be less than one that is.

Consider each of the risk factors and answer each question either Yes, No or Not applicable. Where a No answer is given, consider the possible management actions suggested and record what action is taken in the Action/Comments column.

Line Managers must review the assessment every 3 years or sooner if there are significant changes to the workplace, workstation or in working arrangements and following a relevant workstation-related incident or ill health related to the use of DSE.

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| **Risk Factors** | **Y/N or NA** | **Possible Management Action if “No”** | **Actions/**  **Comments** |
| **1. Display Screens** |  | Make sure the screen is clean & that cleaning materials are available  Check that text and background colours work well together.    Software settings may need adjusting to alter text size  Adjust text & background colours. If problems persist, arrange for repair  Intensive graphic work or fine attention to detail may require a larger screen size  Separate adjustment controls are not essential if the user can read the screen at all times  Swivel & tilt mechanisms may not be fitted but can be added. The screen may need replacing if the mechanism is absent/unsatisfactory, work is intensive or the user has problems getting a comfortable position  The screen or desk may need to be moved and/or the screen may need shielding. Screens that use dark characters on a light background are less prone to glare & reflections  Check that blinds work. Vertical blinds can be better than horizontal ones  If this does not work, consider anti-glare screen filters as a last resort |  |
| Are the characters clear and readable?  **🗸**    ***X***  Is the text size comfortable to read?  Is the image stable i.e. clear of flicker?  Is the screen’s specification suitable for its intended use?  Are the brightness and/or contrast adjustable?  Does the screen swivel & tilt?    Is the screen free from glare and reflections?  glare  Are adjustable window coverings provided and in good condition? |

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| **Risk Factors** | **Y/N or NA** | **Possible Management Action if “No”** | **Actions/**  **Comments** |
| **2. Keyboards** |  | This is a requirement, unless the task makes it impracticable (e.g. when there is a need to use a laptop computer)  Provide a keyboard that tilts  Ensure the users arms are bent at the elbow & forearms and wrists horizontal.  Try pushing the keyboard further back to create more room for the keyboard, hands and wrists. Users of thick keyboards may need a wrist rest.  Provide training to prevent users:   * hands being bent at the wrist * hitting the keys too hard * overstretching the fingers.   Keyboards should be kept clean. If characters still cannot be read, the keyboard may need modifying or replacing.  Use a keyboard with a matt finish to reduce glare and/or reflection. |  |
| Is the keyboard separate from the screen?  Does the keyboard tilt?  Is it possible to find a comfortable keying position  screen  Does the user have good keyboard technique?  Are the characters on the keys easily readable? |

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| **Matters To Consider** | **Y/N or NA** | **Possible Management Action if “No”** | **Actions/**  **Comments** |
| **3. Mouse, Trackball etc.** |  | If the user is having problems, try a different device – they are available in a variety of shapes and sizes. Touch screens may be better for some tasks but can be worse for others.  Most devices are placed as close as possible i.e. right beside the keyboard. Training may help prevent:   * arm overreaching * the user leaving their hand on the device when it is not being used * a relaxed arm and straight wrist   Support may be gained from the desk or chair arm. If not, a separate supporting device may help the user find a comfortable working position.  See if cleaning is required e.g. the mouse ball or rollers. Check the work surface is suitable. A mouse mat may be needed.  Train users to be able to adjust software settings. |  |
| Is the device suitable for the tasks it is used for?  Is the device positioned close to the user?    Is there support for the device user’s wrist and forearm?  Does the device work smoothly at a speed that suits the user?  Can the speed and accuracy of the pointer be adjusted by software settings? |
| 4. Software |  | Ensure that the software enables the user to carry out the task required, minimises stress and is user-friendly. It should respond quickly & clearly to user input, with adequate help facilities such as clear help messages.  Train users how to use the software efficiently. |  |
| Is the software suitable for the task? |

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| **Matters To Consider** | **Y/N or NA** | **Possible Management Action if “No”** | **Actions/**  **Comments** |
| **5. Furniture** |  | Create more room by moving printers, reference material etc. elsewhere.  If necessary, consider providing new power and telecom sockets so equipment can be moved.  There should be some scope for flexible arrangement.  Rearrange equipment, papers etc. to bring frequently used things within easy reach.  A document holder may be needed, positioned to minimise uncomfortable head & eye movements.  Consider mats or blotters to reduce reflections.  The chair may need repairing or replacing if the user is uncomfortable or cannot use the adjustment mechanisms.  Ensure that the user can carry out their work sitting comfortably.  Train the user in how to adopt suitable postures whilst working.  Ensure that the arms of chairs do not stop the user getting close enough to use the equipment comfortably.  Move any obstructions from under the desk. |  |
| Is the work surface large enough for all the necessary equipment, papers etc?    Can the user comfortably reach all the equipment & papers they need to use?  Are surfaces free from glare & reflection?  Is the chair suitable and stable?  Does the chair have a working:   * seat back height and tilt adjustment * seat height adjustment * swivel mechanism * castors or glides?   Is the chair adjusted correctly? |

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| **Matters To Consider** | **Y/N or NA** | **Possible Management Action if “No”** | **Actions/**  **Comments** |
| **5. Furniture (continued)** |  | Adjust the backrest so that the user can sit with a straight back, supported by the chair, with relaxed shoulders.  Adjust the chair height to get the user’s arms in the right position, and then adjust the screen height, if necessary.  Provide a footrest if required. |  |
| Is the small of the back supported by the chair’s backrest?  Are forearms horizontal and eyes at roughly the same height as the display screen?  Are feet flat on the floor without too much pressure from the seat on the backs of the legs? |
| 6. Environment |  | Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be organised so that they are not a trip or snagging hazard.  Adjust light sources e.g. by adjusting window blinds or light switches.  Consider shading or repositioning light sources or providing local lighting e.g. desk lamps, but ensure that they do not cause glare.  Display screens may dry the air. Circulate fresh air if possible. Consider a humidifier if discomfort is severe.  Adjust the room temperature. More ventilation or air-conditioning may be required if there is a lot of electrical equipment in the room. Move users away from heat sources.  Consider moving sources of noise e.g. printers, photocopiers away from the user. If not, consider the use of dividers or screen around workstations to reduce noise. |  |
| Is there enough room to change position and vary movement?  Is the lighting suitable i.e. not too bright or too dim to work comfortably?    Does the air feel comfortable?  Is the room temperature comfortable?  Are noise levels comfortable? |

This section must be completed to identify defined DSE Users.

**7.** **DISPLAY SCREEN EQUIPMENT (DSE) USER QUESTIONNAIRE**

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| Name: | Date: |
| Site/Unit: | Location: |

Please answer the questions below by entering your score for each question and then please enter your total score.

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| --- | --- | --- | --- |
| Question | Answer | Answer Score | Your Score |
| 1. If necessary, could you adequately complete your daily tasks, without using DSE? | Yes | 0 |  |
| No | 3 |  |
| 1. On an average day, what do you consider the maximum length of time you would CONTINUOUSLY use DSE, without having a break or doing something else? | 0 - 1 hour | 0 |  |
| 1 – 2 hours | 3 |  |
| 2 – 3 hours | 4 |  |
| 3 + hours | 5 |  |
| 1. On average, how many days a week would you use DSE continually for a period of one hour or more? | 1 day | 1 |  |
| 2 days | 2 |  |
| 3 days | 3 |  |
| 4 days | 4 |  |
| 5 + days | 5 |  |
| Your Total Score | | |  |

**If your total score is less that 7, you are not a defined DSE User. Please return this completed assessment back to your line manager for review and actioning where appropriate.**

**If your total score is 7 or higher, you are a defined DSE User and you must complete and sign section 8 on the next page of this DSE Workstation Assessment and then return this assessment ensuring all sections are complete back to your line manager for review and actioning where appropriate.**

This section must be completed for each defined DSE User.

(See DSE User Questionnaire on previous page)

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| **Matters To Consider** | **Y/N or NA** | **Possible Management Action if “No”** | **Actions/**  **Comments** |
| **8. The User** |  | Ensure users take frequent short breaks from the screen and keyboard by carrying out other work tasks. This is more beneficial than taking longer less frequent breaks.  Advise the user of current arrangements for eye and eyesight tests. Human Resources Dept. can advise you.  Replace telephone headsets with those fitted with suitable volume controls  Replace telephone headsets with those fitted with suitable acoustic shock limiters  List below any other problems raised by the user and agree on suitable actions to resolve the problems: |  |
| Does the user take regular breaks working away from DSE?  Has the user been advised of their entitlement to eye and eyesight tests?  Where telephone headsets are worn can volume levels be reduced by the user?  Is the telephone headset fitted with an acoustic shock limiter, which protects against uncontrolled peaks of noise?  (e.g. electronic interference or deliberate loud noises through the telephone call)  Has the checklist covered all the problems that the user may have with their DSE including any symptoms of discomfort? |

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| DSE User’s Name: | Line Manager’s Name: |
| Signature: | Signature: |
| Date: | Date: |