

# Policy and procedure

## Display screen equipment (DSE)

### 1 Scope

This policy and procedure applies to all staff employed by Cambridge University Hospitals NHS Foundation Trust who are classified as display screen equipment (DSE) 'users'.

### 2 Purpose

- To ensure that the Trust complies with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended).
- To protect people who habitually use DSE as a significant part of their normal work by ensuring that the risks associated with such work are minimised.
- To outline the responsibilities in relation to the management of DSE assessments.

### 3 Introduction

There are four main types of DSE equipment in use in the Trust. These are as follows:

- Desktop computers
- Workstation on Wheels
- Laptops and other similar portable computers
- Rovers and other handheld devices

Working with DSE equipment is safe when used correctly, however poor working postures and excessive and prolonged use can cause staff to experience health problems. These include musculoskeletal problems such as aches and pains in their back, shoulders, neck, arms, wrists, hands or fingers and temporary visual fatigue, with symptoms such as blurred vision, sore eyes and headaches.

The risk of developing these health problems is generally low, but can increase if good practice is not followed when setting up and using DSE equipment.

More information on the hazards and potential adverse effects of DSE work is given in [appendix 1](#).

## 4 Definitions

### 4.1 Regulations

The term 'Regulations' in this policy refers to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

### 4.2 Display screen equipment (DSE)

Apart from a few exceptions (see below) DSE covers both conventional (cathode-ray tube) display screens and other types such as liquid crystal or plasma displays used in flat-panel screens, touchscreens, laptops, handheld computers, personal digital assistant (PDAs) devices, some portable communication devices and other emerging technologies. Display screens mainly used to display line drawings, graphs, charts or computer-generated graphics are included, as are screens used in work with television or film pictures (CCTV). The definition is not limited to typical office situations or computer screens but also covers, for example, non-electronic display systems such as microfiche.

Exceptions include:

- Displays in drivers' cabs, control cabs for vehicles or machinery;
- Display screen equipment on board a means of transport;
- Display screen equipment mainly intended for public operation eg cash machines; microfiche readers and computer terminals in public libraries;
- Portable systems **not** in prolonged use;
- Calculators, cash registers or any equipment having a small data or measurement display required for direct use of the equipment eg cardiac monitors, oscilloscopes.

### 4.3 'Users'

A 'user' is an employee (including staff bank or agency staff) who uses any type of DSE (including portable DSE) as a significant part of their normal work. For example, an employee will be generally classified as a 'user' if most or all of the following apply:

- normally uses DSE for continuous or near-continuous spells of an hour or more at a time
- uses DSE in this way more or less daily
- have to transfer information quickly to or from the DSE
- need to apply high levels of attention and concentration
- highly dependent on DSE or have little choice about using it (i.e. no alternative means)
- need special training or skills to use the DSE

### 4.4 Workstation

A workstation exists wherever there is DSE (including portable DSE). The workstation includes the display screen, keyboard, other parts of the computer and its accessories (such as the mouse or other input device), the desk, chair and the immediate work environment.

### 4.5 Portable display screen equipment

A display screen that is not separate from the keyboard or input device eg laptop, tablet device, Rovers.

## 5 Legal requirements

The Regulations set out key requirements with respect to DSE work which include:

- analysis of DSE workstations to assess and reduce risks
- DSE workstations meet the minimum requirements as set out in the schedule to the Regulations (see [appendix 2](#))
- planning of DSE work to allow breaks/ changes of activity
- provision of an appropriate eyesight test for DSE users (or persons about to become users) if they request it, and that if indicated by the eye test special corrective appliances are supplied specifically for the DSE work concerned
- provision of health and safety training and information related to DSE work.

If a DSE 'user' works at home the regulations will still apply.

## 6 Roles and responsibilities

### 6.1 Line managers:

Are responsible for identifying 'users' of DSE equipment and ensuring that they are fully trained and informed of the risks associated with DSE work and the measures that can be taken to reduce the risks. They are responsible for ensuring that all 'users' complete the relevant DSE self-assessments and checklists and that any outstanding actions/non-compliances are addressed.

### 6.2 DSE 'users':

'Users' are responsible for carrying out DSE self-assessments and other relevant checklists, actioning any identified non-compliance within their power to resolve and reporting any outstanding actions to their manager. They must also comply with safe systems of work put in place by their manager for their protection eg taking breaks and reporting any symptoms of ill health that may be caused by DSE work.

### 6.3 Health and safety department:

The health and safety department is responsible for developing the DSE policy and supplementary good practice guidance. It will also monitor compliance with the policy.

### 6.4 Cambridge Health at Work (Occupational Health):

The occupational health department is responsible for providing specialist advice on DSE related health problems and promoting good DSE work practices in order to reduce the risk of ill-health.

## 7 Procedure

### 7.1 Fixed desktop computers

Line managers must first identify whether their member of staff is defined as a 'user' ([see section 4.3](#)). If it is unclear whether a person is a 'user' or not managers should refer to the 'identification of DSE users' checklist in [appendix 3](#).

Managers should provide information and training and get newly recruited 'users' to complete the DSE self-assessment on local induction or in the case of existing staff, before they start becoming a 'user'.

Where the member of staff is defined as a 'user', line managers must ensure staff are given sufficient training and information on the risks associated with DSE work and the measures to take to reduce the risks. The leaflet [working safely with desktop computers](#) is available on Connect should be provided to all 'users'. This leaflet outlines to 'users' the potential health risks of DSE work and provides information on simple precautions that they can take to reduce risks. 'Users' must also be informed of their responsibilities under this policy and procedure, be provided with instructions on how to complete the DSE self-assessment workstation checklist, how to raise ill-health symptoms or problems and given information on their entitlement to eye and eyesight test under the DSE regulations.

Once this information and training has been provided, managers should ask staff to complete the DSE self-assessment workstation checklist in [appendix 4](#).

A 'no' answer to any of the questions, indicates non-compliance with the minimum standards of the regulations. During the assessment, 'users' must action and document on the checklist any identified non-compliances that are within their power to resolve. Any non-compliances that they are unable to action must be documented on the checklist. Once completed, the 'user' must provide a copy of the DSE self-assessment workstation checklist to their manager. On receipt, managers should review the checklist and action any outstanding non-compliances identified by the 'user'.

The checklist provides advice on further actions that can be taken to address non-compliances. Further information and guidance is available on Connect. Please see the following links:

- [Godfrey Syrett - seating operating instructions](#)
- [Office space](#)
- [Office chairs and sitting](#)
- [Positioning your screen](#)
- [Repair of office chairs under guarantee](#)

The assessment must be stored in the 'users' personnel file and reviewed if:

- There has been a significant change ie new equipment, new software, new furniture, change of location, etc
- The 'user' reports symptoms that they think may be associated with DSE work
- There is reason to think the assessment is no longer valid.

Managers should provide information and training and get newly recruited 'users' to complete the DSE self-assessment on local induction or in the case of existing staff, before they start becoming a 'user'.

**Note on 'hotdesking'** - If one workstation is used by more than one 'user', whether simultaneously or in shifts, it should be assessed in relation to all 'users'. For example, if a very tall and a very short 'user' are sharing a workstation, the 'users' should check that the chair has a wide enough range of adjustment to accommodate both of them, and that a footrest is available when required.

## 7.2 Workstations on Wheels (WOWs)

Line managers must first identify whether the member of staff is defined as a 'user' ([see section 4.3](#)). If it is unclear whether a person is a 'user' or not managers should refer to the 'identification of DSE users' checklist in [appendix 3](#).

Where the member of staff is defined as a 'user', line managers must ensure staff are given sufficient training and information on the risks associated with WOW use and the measures to take to reduce the risks. The leaflet [Working safely with Workstations on Wheels](#) available on Connect should be provided to 'users'. This leaflet outlines to 'users' the potential health risks of WOW use and provides information on simple precautions that they can take to reduce the risks. 'Users' must also be informed of their responsibilities under this policy, be provided with instructions on how to complete the WOW checklist, how to raise ill-health symptoms or problems and given information on their entitlement to eye and eyesight test under the DSE regulations.

Managers should then ask staff to complete the WOW checklist in [appendix 5](#) to confirm their understanding of the training and information provided. Once completed it should be returned to the 'users' manager to review and action any outstanding issues. The checklist must be stored in the 'users' personnel file.

Managers should provide information and training and get newly recruited 'users' to complete the checklist on local induction or in the case of existing staff, before they start becoming a 'user'.

#### **7.2.1 Laptops and other similar portable computers**

Line managers must first identify whether the member of staff is defined as a 'user' ([see section 4.3](#)). If it is unclear whether a person is a 'user' or not managers should refer to the 'identification of DSE users' checklist in [appendix 3](#).

Where the member of staff is defined as a 'user', line managers must ensure staff are given sufficient training and information on the risks associated with working on this type of equipment and the measures to take to reduce the risks. The leaflet [working safely with laptops and other similar portable computers](#) should be provided to 'users'. This leaflet outlines to 'users' the potential health risks of using this type of equipment and provides information on simple precautions they can take to reduce the risks. Users' must also be informed of their responsibilities under this policy, be provided with instructions on how to complete the laptops and other similar portable computers checklist, how to raise ill-health symptoms or problems and given information on their entitlement to eye and eyesight test under the DSE regulations.

Managers should then ask staff to complete the laptop and other similar portable computer checklist in appendix 6 to confirm their understanding of the training and information provided. Once completed it should be returned to the 'users' manager to review and action any outstanding issues. The checklist must be stored in the 'users' personnel file.

Managers should provide this training and information for newly recruited 'users' on local induction or in the case of existing staff, before they start becoming a 'user'.

#### **7.3 Rovers and other handheld devices**

Line managers must first identify whether the member of staff is defined as a 'user' ([see section 4.3](#)). If it is unclear whether a person is a 'user' or not managers should refer to the 'identification of DSE users' checklist in [appendix 3](#).

Where the member of staff is defined as a 'user', line managers must ensure staff are given sufficient training and information on the risks associated with working on this type of equipment and the measures to take to reduce the risks. The leaflet [Working safely with Rovers and other handheld devices](#) should be provided to 'users'. This leaflet outlines to 'users' the potential health risks of using this type of equipment and provides information on simple precautions

they can take to reduce the risks. Managers should then ask staff to complete the Rovers and other handheld devices checklist in [appendix 7](#) to confirm their understanding of the training and information provided. Once completed it should be returned to the 'users' manager to review and action any outstanding issues. The checklist must be stored in the 'users' personnel file.

Managers should provide information and training and get newly recruited 'users' to complete the checklist on local induction or in the case of existing staff, before they start becoming a 'user'.

### **8 Breaks and/ or change of activity**

As far as possible jobs at display screens should be designed to consist of a mix of screen-based and non screen-based work to prevent fatigue and vary visual demands. As the need for breaks depends on the nature and intensity of the work, it is not appropriate to specify their length and timing. But some general guidance can be given:

- Breaks/ changes in posture should be taken before the onset of fatigue
- Short, frequent breaks are better than long infrequent ones
- Breaks or changes of activity should allow 'users' to vary their posture and action and have different visual demands, these many occur naturally during the day eg telephone calls, photocopying.
- Ideally 'users' should have some discretion as to when to take breaks but managers should ensure that they understand the need and have the ability to do so. Where this is not possible, eg in jobs requiring only data entry with sustained concentration and attention, deliberate breaks or pauses must be introduced.

### **9 Eye and eyesight tests**

If a member of staff is defined as a 'user' ([see section 4.3](#)) or is about to become a 'user' then they are entitled to a free eye and eyesight test if they request one. This should be carried out by a competent person eg a registered ophthalmic optician. This entitlement does not apply to agency or self-employed users.

The Trust uses a voucher scheme in conjunction with Specsavers Corporate Eyecare for 'users' requesting eyesight tests. Each voucher entitles the user to a full eye examination and up to £65 towards glasses, when required solely and specifically for DSE use. This voucher can only be used in UK Specsavers practices.

Should it be identified that glasses are required solely and specifically for DSE work, the user will be able to select a pair of glasses from the £45 range or alternatively they can contribute £45 towards other frame ranges. In addition, should the user select glasses from the £99 range or above, they will receive a further £20 contribution, thus giving a combined contribution of £65 from the Trust.

If during the examination a sight defect is discovered which requires correction for purposes other than DSE use (eg reading), but which might also include DSE use, 'users' will not be entitled to the benefits of the voucher scheme. However, Specsavers has agreed that 'users' presenting with a voucher will still be able to receive £20 off glasses selected from the £99 range or above.

If normal everyday spectacles are used for DSE use the Trust is not under any legal obligation to contribute towards them. Normal corrective appliances are those provided for any other purpose and are at the 'user's' own expense.

Where a 'user' obtains a test independently and without the knowledge of the Trust, even if the test is specifically related to DSE, the Trust shall not be responsible for the costs incurred, however, managers may exercise discretion and agree to pay the cost directly from their budgets.

If an employee requests an eyesight test and they are a confirmed 'user' of DSE equipment, the manager must complete the form at appendix 8. Each voucher costs £17 and will be billed to the 'user's' department.

The 'user' will be personally responsible for the safekeeping of their own glasses. Where there is a change in the 'user's' visual defect and this results in a change to the prescription, the Trust will bear the cost of replacement subject to the procedures outlined above.

Re-examinations should be at intervals recommended by Specsavers Corporate Eyecare.

## **10 Monitoring compliance with and the effectiveness of the policy**

Regular checks must be made by managers to ensure that control measures identified in risk assessments are effective against DSE work.

The health and safety team will ensure that the display screen equipment (DSE) policy and procedure is subject to audit:

- Managers to undertake a 'management of health and safety' self-assessment audit, which includes hazards associated with DSE work.
- Where DSE work is identified as a hazard, the health and safety team will undertake a targeted audit to identify whether adequate risk assessments have been completed and whether suitable control measures have been implemented.

Trust-wide reports will be written for all audits, highlighting areas of good practice and detailing where improvements are required. Areas for improvement will be collated in an action plan and monitored by the health and safety team. The findings of the audits will be presented to the Health and Safety Committee.

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### 11 References

Work with display screen equipment Health and Safety (Display Screen Equipment) Regulations 1992 as amended. Guidance on Regulations L26 HSE Books 2003

### Equality and diversity statement

This document complies with the Cambridge University Hospitals NHS Foundation Trust service equality and diversity statement.

### Disclaimer

It is **your** responsibility to check against the electronic library that this printed out copy is the most recent issue of this document.

### Document management

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## Appendix 1: Hazards and potential adverse health effects of DSE work

There are a number of hazards and potential adverse health effects of DSE work. The combination of factors which give rise to the risks makes it impossible to lay down hard and fast rules eg on the number of hours usage/ day.

Where problems do occur, they are generally caused by the way in which the DSE is being used. Applying ergonomics principles to the design, selection, and installation of DSE, the design of the workplace and organisation of the task should minimise the risk of adverse health effects.

### **Musculoskeletal disorders, particularly of the upper limbs, neck and back:**

A wide range of conditions of the nerves, tendons, muscles and supporting structures of the musculoskeletal system can result in a variety of symptoms including:

- fatigue
- discomfort
- pain
- local swelling
- pins and needles
- numbness

Precise diagnosis is often difficult and there is inconsistency in the terms used to describe them. Usually people recover from these types of disorders but in some cases they can become persistent or even disabling. Their development is usually cumulative and due to a combination of hazards, both physical and psychosocial. There are a variety of hazards associated with DSE work which can contribute, such as:

- prolonged awkward or static postures
- high repetition rates
- excessive force
- inadequate rest breaks or changes of posture
- poor work organisation/ psychosocial factors

### **Eye and eyesight effects:**

Use of display screens does not cause disease or permanent damage to the eyes, but can lead to tired eyes and discomfort. By being visually demanding it can also make people aware of an eyesight problem they were not previously aware of. Eye problems may be caused by a number of factors, for example:

- reflections, glare and flicker on the screen
- poor position of the monitor
- inadequate lighting
- staying in the same position and concentrating for a long time

A dry atmosphere may be uncomfortable for some contact lens wearers, and people with bifocal type spectacles may find themselves adopting awkward head postures to view the screen.

### **Headaches:**

Headaches may result from several things that occur with DSE work, such as:

- stress from the pace of work
- anxiety
- poor posture
- similar factors to those which contribute to eyestrain.

### **Fatigue and stress:**

Many symptoms described by DSE workers reflect stresses arising from their tasks. Examples of contributory factors are:

- increased pressure to meet deadlines
- lack of control over the work
- distractions in the workplace
- inadequacies of the computer system.

### **Other health concerns:**

#### **Epilepsy:**

Epilepsy is **not** known to have been induced by DSE. Even photosensitive epileptics (who react to flickering light patterns) can work safely with display screens; however, medical advice should be sought from occupational health if there is any concern about staff with epilepsy using DSE.

#### **Facial dermatitis:**

Facial dermatitis has been reported by some DSE users, but this is quite rare. The symptoms (reddened skin/ rashes) may be due to workplace environmental factors including low humidity and static electricity near the equipment.

#### **Exposure to radiation:**

The levels of radiation emitted from display screens are well below those set out in international recommendations. Special protective measures are not needed to protect people when using DSE.

#### **Effects on pregnancy:**

Research has **not** shown a link between birth defects or miscarriages and working with DSE. However, pregnant users should be given the opportunity to discuss any concerns, to allay any fears or anxiety.

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### Appendix 2: Minimum requirements for workstations

This appendix sets out the minimum requirements for workstations specified by the Health and Safety (Display Screen Equipment) Regulations 1992. The requirements are only apply so far as:

- a. The components concerned (for example document holder, chair or desk) are present at the workstation. Where a particular item is mentioned in the schedule, this should not be interpreted as a requirement that all workstations should have one, unless a risk assessment suggests the item is necessary.
- b. There is a benefit to a worker's health and safety (or they cause adverse health effects)
- c. It does not interfere with the task the workstation is used for

The following examples illustrate how these factors can operate in practice:

- Where a screen is used from a standing position and without reference to documents, a work surface and chair may be unnecessary (a)
- Some individuals who suffer from certain back complaints may benefit from a chair with a fixed back rest or a special chair without a back rest (b)
- Wheelchair users work from a 'chair' that may not comply with the minimum requirements. As a result, they may need a work desk with height adjustability. In these cases, the needs of the individual should have priority over rigid compliance with the minimum requirements (b)
- Where there are banks of screens, as in a control room, individually tilting and swivelling screens may be undesirable as the screens may need to be aligned for easy viewing from the operator's seat (c)

## Equipment

### General comment:

- The use as such of the equipment must not be a source of risk for users.

### Display screen:

- The characters on the screen should be well-defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.
- The image on the screen should be stable, with no flickering or other forms of instability.
- The brightness and/or contrast between the characters and the background should be easily adjustable by the user and also easily adjustable to ambient conditions.
- The screen must swivel and tilt easily and freely to suit the needs of the user.

- It should be possible to use a separate base for the screen or an adjustable table.
- The screen should be free of reflective glare and reflections liable to cause discomfort to the user.

### **Keyboard:**

- The keyboard should be tiltable and separate from the screen so as to allow the worker to find a comfortable working position, avoiding fatigue in the arms and hands.
- The keyboard should have a matt surface to avoid reflective glare.
- The arrangement of the keyboard and the characteristics of the keys should be such as to facilitate the use of the keyboard.
- The symbols of the keys should be adequately contrasted and legible from the design working position.

### **Work desk or work surface:**

- The work desk or work surface should have a sufficiently large, low reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.
- There should be sufficient space in front of the keyboard for the user to rest his or her hands when not keying.
- The document holder should be stable and adjustable and should be positioned so as to minimise the need for uncomfortable head and eye movements.
- There shall be adequate space for users to find a comfortable position.

### **Work chair:**

- The work chair should be stable and allow the operator easy freedom of movement and a comfortable position.
- The seat should be adjustable in height.
- The seat back shall be adjustable in both height and tilt.
- A footrest should be made available to any user who needs one.

## **Environment**

### **Space requirements:**

- The workstation shall be dimensioned so as to provide sufficient space for the user to change position and vary movements.

### **Lighting:**

- Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and

background environment, taking into account the type of work and the vision requirements of the user.

- Possible disturbing glare and reflections on the screen or other equipment shall be prevented by coordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources.

### **Reflections and glare:**

- Workstations shall be so designed that sources of light such as
  - windows and other openings
  - transparent or translucent walls
  - brightly coloured fixtures or wallscause no direct glare and no distracting reflections on the screen.
- Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation.

### **Noise:**

- Noise emitted by equipment belonging to any workstation shall be taken into account when a workstation is being equipped, with a view in particular to ensuring that attention is not distracted and speech is not disturbed.

### **Heat:**

- Equipment belonging to any workstation shall not produce excess heat which could cause discomfort to operators or users.

### **Radiation:**

- All radiation with the exception of the visible part of the electromagnetic spectrum shall be reduced to negligible levels from the point of view of the protection of the user's health and safety.

### **Humidity:**

- An adequate level of humidity shall be established and maintained.

## **Interface between computer and user**

In designing, selecting, commissioning and modifying software, and in designing tasks using DSE, the employer shall take into account the following principles:

- software must be suitable for the task
- software must be easy to use, and where appropriate, adaptable to the level of knowledge or experience of the user; no quantitative or qualitative checking facility may be used without the knowledge of the users
- systems must provide feedback to users on the performance of those systems
- systems must display information in a format and at a pace which are adapted to users
- the principles of software ergonomics must be applied, in particular to human data processing

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**Appendix 3: Identification of display screen equipment (DSE) users**

A 'user' is an employee (including staff bank or agency staff) who habitually uses any type of DSE (including portables) as a significant part of their normal work. That means if DSE use is more or less continuous on most days, the employee should be regarded as a 'user'. If use is less continuous or frequent and there is uncertainty as to whether someone should be regarded as a 'user', refer to the criteria below:

If <b>most or all</b> of the following criteria apply, the individual concerned should be regarded as a user:	Yes	No
<ul style="list-style-type: none"> <li>High dependency on the use of DSE to do the job, as alternative means for achieving the same results are not available</li> </ul>		
<ul style="list-style-type: none"> <li>The individual has no choice as to whether to use the equipment or not</li> </ul>		
<ul style="list-style-type: none"> <li>Significant training and/ or particular skills in the use of DSE are needed to do the job</li> </ul>		
<ul style="list-style-type: none"> <li>The individual normally uses DSE for continuous spells of an hour or more at a time</li> </ul>		
<ul style="list-style-type: none"> <li>The individual normally uses DSE in this way more or less daily</li> </ul>		
<ul style="list-style-type: none"> <li>Fast transfer of information between the individual and the screen is an important requirement of the job</li> </ul>		
<ul style="list-style-type: none"> <li>The performance requirements of the system demand high levels of attention and concentration by the individual, eg where the consequences of error may be critical</li> </ul>		
Total		

## Appendix 4: DSE self-assessment workstation checklist (for fixed desktop computers)

Complete the rest of the checklist, then return to this page and complete the sections below.

Actions taken by the 'user' during the assessment to reduce risks	
<b>Name of DSE 'user' &amp; assessor</b>	
<b>Location/workstation</b>	
<b>Job title</b>	
<b>Date of Assessment</b>	
1	
2	
3	
4	
5	

Outstanding actions identified by the 'user' to reduce risks	
1	
2	
3	
4	
5	

**For completion by Manager only:**

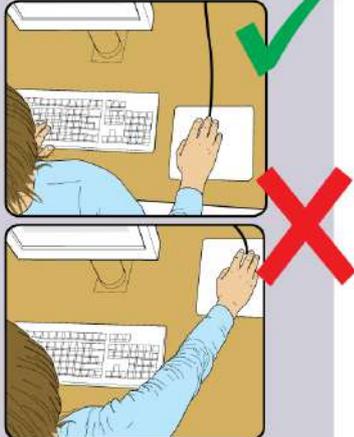
Manager Action Plan to address outstanding actions identified by the 'user'	
1	
2	
3	
4	
5	

<b>Follow-up action(s) completed on</b>	
<b>Name of Manager</b>	
<b>Job Title</b>	

# Health & safety department

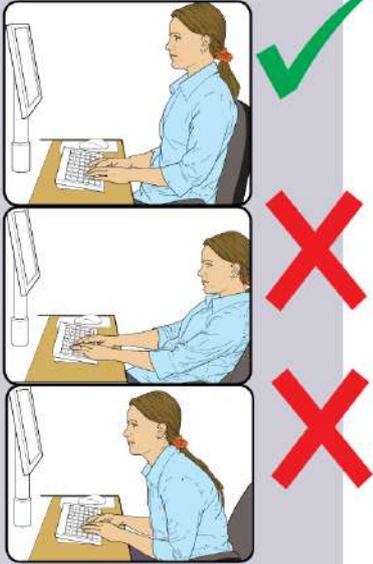
## Workforce directorate

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>1 Keyboards</b>				
Is the keyboard separate from the screen?	<input type="checkbox"/>	<input type="checkbox"/>	This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).	
Does the keyboard tilt?	<input type="checkbox"/>	<input type="checkbox"/>	Tilt need not be built in.	
Is it possible to find a comfortable keying position?    	<input type="checkbox"/>	<input type="checkbox"/>	Try pushing the display screen further back to create more room for the keyboard, hands and wrists.  Users of thick, raised keyboards may need a wrist rest.	
Does the user have good keyboard technique?	<input type="checkbox"/>	<input type="checkbox"/>	Training can be used to prevent: <ul style="list-style-type: none"> <li>■ hands bent up at the wrist;</li> <li>■ hitting the keys too hard;</li> <li>■ overstretching the fingers.</li> </ul>	
Are the characters clear and readable?	<input type="checkbox"/>	<input type="checkbox"/>	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.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>2 Mouse, trackball etc</b>				
Is the device suitable for the tasks it is used for?	<input type="checkbox"/>	<input type="checkbox"/>	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 touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user? 	<input type="checkbox"/>	<input type="checkbox"/>	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"> <li>prevent arm overreaching;</li> <li>encourage users not to leave their hand on the device when it is not being used;</li> <li>encourage a relaxed arm and straight wrist.</li> </ul>	
Is there support for the device user's wrist and forearm?	<input type="checkbox"/>	<input type="checkbox"/>	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.	
Does the device work smoothly at a speed that suits the user?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	Users may need training in how to adjust device settings.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<p>Is the screen free from glare and reflections?</p> 	<input type="checkbox"/>	<input type="checkbox"/>	<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 the 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>	<input type="checkbox"/>	<input type="checkbox"/>	<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>	
<b>4 Software</b>				
<p>Is the software suitable for the task?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>5 Furniture</b>				
<p>Is the work surface large enough for all the necessary equipment, papers etc?</p>  	<input type="checkbox"/>	<input type="checkbox"/>	<p>Create more room by moving printers, reference materials etc elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p>	
<p>Can the user comfortably reach all the equipment and papers they need to use?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Rearrange equipment, papers etc to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	
<p>Are surfaces free from glare and reflection?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Consider mats or blotters to reduce reflections and glare.</p>	
<p>Is the chair suitable?</p> <p>Is the chair stable?</p> <p>Does the chair have a working:</p> <ul style="list-style-type: none"> <li>■ seat back height and tilt adjustment?</li> <li>■ seat height adjustment?</li> <li>■ castors or glides?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.</p>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
Is the chair adjusted correctly? 	<input type="checkbox"/>	<input type="checkbox"/>	The user should be able to carry out their work sitting comfortably.  Consider training the user in how to adopt suitable postures while working.  The arms of chairs can stop the user getting close enough to use the equipment comfortably.  Move any obstructions from under the desk.	
Is the small of the back supported by the chair's backrest?	<input type="checkbox"/>	<input type="checkbox"/>	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 DSE?	<input type="checkbox"/>	<input type="checkbox"/>	Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?	<input type="checkbox"/>	<input type="checkbox"/>	If not, a footrest may be needed.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>6 Environment</b>				
Is there enough room to change position and vary movement?	<input type="checkbox"/>	<input type="checkbox"/>	<p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p>	
Is the lighting suitable, eg not too bright or too dim to work comfortably?	<input type="checkbox"/>	<input type="checkbox"/>	<p>Users should be able to control light levels, eg by adjusting window blinds or light switches.</p> <p>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).</p>	
Does the air feel comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	<p>DSE and other equipment may dry the air.</p> <p>Circulate fresh air if possible. Plants may help.</p> <p>Consider a humidifier if discomfort is severe.</p>	
Are levels of heat comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	<p>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?</p>	
Are levels of noise comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	<p>Consider moving sources of noise, eg printers, away from the user. If not, consider soundproofing.</p>	

## 7 Final questions

Are there any other problems you have whilst working with your DSE that have not been covered by this checklist?

Are you experiencing any discomfort or other symptoms which you attribute to working with your DSE?

Do you take regular breaks away from your DSE?

**Write the details of any problems here?**

**Now please complete the checklist below:**

No.	Checklist	Checkbox
1	I understand the risks associated with the use of DSE work	<input type="checkbox"/>
2	I understand the measures I need to take to reduce the risks associated with using DSE	<input type="checkbox"/>
3	I understand the importance of maintaining a comfortable working posture whilst using DSE	<input type="checkbox"/>
4	I understand the importance of taking breaks	<input type="checkbox"/>
5	I have received a copy of the leaflet called 'Working Safely with Desktop Computers'	<input type="checkbox"/>
6	I understand the importance of gentle stretching exercises	<input type="checkbox"/>
7	I know to report any health problems from using DSE to my manager	<input type="checkbox"/>
8	I am fully trained in the software I am expected to use	<input type="checkbox"/>
9	I am aware that I may be entitled to a free eye and eyesight test	<input type="checkbox"/>

**Once completed, provide a copy for your manager to review.**

## Appendix 5: Workstation on Wheels checklist

### For completion by 'user'

<b>Name of 'user'</b>	
<b>Location</b>	
<b>Job title</b>	
<b>Date of Assessment</b>	

No.	WOW Checklist	x / ✓
1	I understand the risks associated with the use of WOWs	
2	I understand the measures I need to take to reduce the risks associated with using WOWs	
3	I know how to configure the WOW to my size	
4	I understand the importance of adopting a comfortable working posture whilst using the WOW	
5	I know how to move the WOW safely	
6	I understand the importance of taking breaks away from the WOW	
7	I have received a copy of the leaflet called 'Working safely with Workstations on Wheels'	
8	I am understand the importance of gentle stretching exercises	
9	I know to report any health problems from using WOWs to my manager	
10	I understand the importance of keeping the WOW charged	
11	I am fully trained in the software I am expected to use	
12	I am aware that I may be entitled to a free eye and eyesight test	

### For completion by manager only:

<b>Discussed with 'user' on (date)</b>	
<b>Actions to address any outstanding issues identified by the 'user'</b>	
<b>Name of Manager</b>	
<b>Location</b>	
<b>Job Title</b>	
<b>Date</b>	

## Appendix 6: Laptop and other similar portable computer checklist

**For completion by 'user'**

<b>Name of 'user'</b>	
<b>Location</b>	
<b>Job title</b>	
<b>Date of Assessment</b>	

<b>No.</b>	<b>Laptop and other similar portable computer Checklist</b>	<b>x / ✓</b>
<b>1</b>	I understand the risks associated with the use of portable computers	
<b>2</b>	I understand the measures I need to take to reduce the risks associated with using portable computers	
<b>3</b>	I understand the importance of adopting a comfortable working posture when using a portable computer	
<b>4</b>	I understand the importance of taking regular breaks away from the portable computer	
<b>5</b>	I have received a copy of the leaflet called 'Working safely with Laptops and other similar portable computers'	
<b>6</b>	I understand the importance of gentle stretching exercises	
<b>7</b>	I know to report any health problems from using portable computers to my manager	
<b>8</b>	I am fully trained in the software that I am expected to use	
<b>9</b>	I understand the importance of not leaving portable computers unattended	
<b>10</b>	I am aware that I may be entitled to a free eye and eyesight test	

**For completion by manager only:**

<b>Discussed with 'user' on (date)</b>	
<b>Actions to address any outstanding issues identified by the 'user'</b>	
<b>Name of Manager</b>	
<b>Location</b>	
<b>Job Title</b>	
<b>Date</b>	

## Appendix 7: Rovers and other handheld devices checklist

For completion by 'user'

Name of 'user'	
Location	
Job title	
Date of Assessment	

No.	Rovers and other handheld devices Checklist	x / ✓
1	I understand the risks associated with the use of handheld devices	
2	I understand the measures I need to take to reduce the risks associated with using handheld devices	
3	I understand the importance of adopting a comfortable working posture when using a handheld device	
4	I understand the importance of taking regular breaks away from the handheld device	
5	I have received a copy of the leaflet called 'Working safely with Rovers and other handheld devices'	
6	I understand the importance of gentle stretching exercises	
7	I know to report any health problems from using handheld devices to my manager	
8	I am fully trained in the software that I am expected to use	
9	I understand the importance of not leaving handheld devices unattended	
10	I am aware that I may be entitled to a free eye and eyesight test	

For completion by manager only:

Discussed with 'user' on (date)	
Actions to address any outstanding issues identified by the 'user'	
Name of Manager	
Location	
Job Title	
Date	

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## **Appendix 8: Manager approval for Specsavers voucher scheme**

The following member of staff has requested an eyesight test in accordance with the Health & Safety (Display Screen Equipment) Regulations 1992 as amended.

**Name:**

.....  
...

**Job title:**

.....  
.....

**Department:**

.....

**Box number:** .....

I confirm the above-named person is a DSE user and  
I agree to reimburse the cost of the voucher\* (currently £17) to Cambridge Health at Work  
(cost centre 3868).

Please charge to COST CENTRE:

Enter cost centre code
------------------------

**Signed (manager):**

.....

**Print (name):**

.....

**Department:**

.....

.

**Box number:** .....

\* The voucher entitles the DSE user to a full eye examination and up to £65 towards glasses, when required solely and specifically for DSE use, at any UK Specsavers practice.

**Please return once completed to  
Cambridge Health at Work, Box No. 172**