**DSE SELF-ASSESSMENT QUESTIONNAIRE**

*Note: A copy of this questionnaire should be kept for at least three years.*

|  |  |
| --- | --- |
| **Name of employee:** | **Job title:** |
| **Department:** | **Location of workstation:** |
| **Line manager:** | **Date:** |

*Under the* ***Health and Safety (Display Screen Equipment) Regulations 1992****, we are required to perform a suitable and sufficient assessment of all workstations used by regular computer users. For the purposes of the Regulations, this is someone who uses computers continuously for an hour or more each day.*

*Please read each question fully and answer by ticking the appropriate box. 'Yes' answers require no further action; 'no' answers will require investigation or remedial action. The action to be taken should be detailed in the action section at the end of the form.*

|  |  | **YES** | **NO** |
| --- | --- | --- | --- |
| **1** | **Training and information** |  |  |
|  | Do you know how to adjust your workstation?  *complete the Open Ergonomics “****It’s a set up****” and “****Symptoms****” guides prior to setting up their computer, chair and desk –* [*www.openerg.com/dse*](http://www.openerg.com/dse) *; try all the adjustments on your chair.* |  |  |
|  | Have you received adequate training in how to use the software?  *This should help you carry out the task, minimise stress and be user-friendly. It should respond quickly and clearly to user input, with adequate feedback (e.g. clear help messages).* |  |  |
| **2** | **Work chair** |  |  |
|  | Is the chair comfortable? Does it support the lower back sufficiently? |  |  |
|  | Can the backrest height and angle be adjusted? |  |  |
|  | Can the seat height be adjusted? (and tilt?)  *Elbows need to be just above desk level. A seat slightly tilted forward can be beneficial* |  |  |
|  | If it has arms, can the chair be positioned close enough to the desk?  *The arms should not prevent you from getting close enough to use the equipment comfortably.* |  |  |
|  | Is the chair stable and in good condition?  *5 castors is normal, do they all move freely? Seat and backrest fabric should be intact* |  |  |
|  | Can the chair swivel freely and can all adjustments be made easily and safely? |  |  |
|  | Is your chair adjusted correctly?  *The small of your back should be supported by the chair's backrest. Your forearms should be horizontal at the height of the desk.* |  |  |
| **3** | **Posture** |  |  |
|  | Can you sit comfortably and easily change your posture?  *Sit upright, fully back in the seat with your back straight and head up (ears, shoulder, elbows and hip bone all in a vertical line)* |  |  |
|  | Do you have sufficient leg room?  *Ensure that desk drawer unit, boxes or bags not restrict your position* |  |  |
|  | Can you place your feet firmly on the floor?  *Ensure that you have sufficient room under your desk and move any obstacles from this area.* |  |  |
|  | If you need a footrest, is one available?  *Your feet should be flat on the floor without too much pressure on the backs of your legs.* |  |  |
| **4** | **Workstation/work surface** |  |  |
|  | Have you arranged your workstation to meet your specific needs?  *Try to arrange chair, keyboard and screen in line* |  |  |
|  | Is there space in front of the keyboard to support your hands and forearms?  *Try pushing the screen further back to create more room for the keyboard, hands and wrists. A wrist rest may help to achieve a comfortable keying position.* |  |  |
|  | Is the chair adjusted to the right height so that you can work at the desk? |  |  |
|  | Is your workstation and surrounding area free from obstructions and hazards? |  |  |
|  | Are all cables and wires secure?  *Cables should be tidy and not create a slip or trip hazard.* |  |  |
|  | Have you enough storage space?  *Rearrange equipment, papers etc. to bring frequently used items within easy reach. Reduce clutter on your desk by removing things into storage areas.* |  |  |
|  | Have you enough desk space?  *Create more room by moving printers, reference materials etc. elsewhere.* |  |  |
|  | Is the surface free from glare?  *Consider mats or blotters to reduce reflection and glare.* |  |  |
|  | When reading from paper documents, do you use a document holder?  *Either alongside the screen (if you look at the screen) or between keyboard and screen (if you look at the keyboard).* |  |  |
| **5** | **Display screen** |  |  |
|  | Is the information displayed on your screen clear, in focus and easy to read?  *Ensure the screen is clean and cleaning materials are available. Check that text and background colours work well together. Adjust text size in software settings as needed.* |  |  |
|  | Can the brightness and contrast be adjusted easily?  *Separate controls are not essential provided the screen can be read easily at all times.* |  |  |
|  | Is the image on the screen stable and free from flicker?  *Try using different screen colours (e.g. a darker background) to reduce flicker.* |  |  |
|  | Is the screen free from glare and reflection?  *Use a mirror placed in front of the screen to check where any reflection is coming from. If necessary, move the screen or your desk, or shield the screen from the source of reflections. Dark characters on a light background are less prone to glare and reflection.* |  |  |
|  | Does the screen swivel and tilt adequately in each direction?  *Swivel and tilt need not be built in; a mechanism can be added for this.* |  |  |
|  | Are your eyes at a comfortable distance from the screen?  *Approximately at arm’s length is a good distance (50-70cm)* |  |  |
|  | Is the screen placed at a comfortable height for you?  *You may need a stand to raise your screen. Your screen should be directly in front of you when you are seated; and your eyes should be roughly level with the top of the screen.* |  |  |
|  | Is the screen suitable for its use?  *Intensive graphic work or work requiring attention to detail may require a larger display screen.* |  |  |
| **6** | **Keyboard** |  |  |
|  | Is the keyboard separate from the screen?  *This is recommended, unless the task is of short duration. Laptop users should use a separate keyboard and or screen when working for long periods (>1 hour) in one place* |  |  |
|  | Can the tilt of the keyboard be altered/adjusted?  *Try to keep your wrists in a neutral position - avoid bending hands up or down. Most keyboards have a built-in adjuster underneath or use pads.* |  |  |
|  | Are the key symbols easy to read?  *Keyboards should be kept clean and the characters should be clear.* |  |  |
|  | Does the keyboard have a matt surface to avoid reflected glare? |  |  |
|  | Do you have a good keyboard technique?  *Try not to bend your hands up at the wrists, and not to overstretch the fingers.* |  |  |
| **7** | **Mouse** |  |  |
|  | If a mouse is necessary, do you have one? |  |  |
|  | Is a mouse mat available if needed? |  |  |
|  | Are the mouse and mat positioned to prevent over-reaching?  *Most devices are best placed as close as possible, e.g. beside the keyboard. Try to prevent your arm overreaching. Keep your arm relaxed and your wrist straight.* |  |  |
|  | Is there support for your wrist and forearm?  *This can be gained from, for example, the desk surface or arm of a chair.* |  |  |
| **8** | **Lighting/windows/ventilation** |  |  |
|  | Does the lighting allow you to work comfortably?  *Adjust light levels by closing/opening blinds or light switches. Local lighting, e.g. desk lamps, may be provided but ensure these don't cause glare by reflecting off walls or other surfaces.* |  |  |
|  | Is your equipment positioned to avoid direct glare?  *If you sit near a window, adjustable window coverings should be provided. Check that blinds work. Blinds with vertical slats can be more effective than horizontal ones. If this does not work, consider anti-glare screen filters.* |  |  |
|  | Does the air feel comfortable?  *Computers and other electrical equipment may make the air dry. Circulate fresh air if possible, plants may help. A humidifier may be considered if necessary.* |  |  |
|  | Is the temperature comfortable?  *Electrical equipment can give off a lot of heat. Can the temperature be controlled?* |  |  |
|  | Is the level of noise comfortable?  *Consider whether sources of noise, such as printers, should be moved further away.* |  |  |
| **9** | **Eyesight** |  |  |
|  | Do you require an eyesight test?  *If you regularly use DSE equipment for more than 1-2 hours at a time, you can ask your employer to provide a free eye test every 2 years. If you need a special prescription (e.g. varifocals) to use DSE equipment your employer should reimburse the basic cost of the lenses.* |  |  |
| **10** | **Personal** |  |  |
|  | Can you easily readjust your workstation settings if they are changed by other users in your absence (e.g. when hot desking)? |  |  |
|  | Are you able to take regular breaks from your workstation?  *Frequent short breaks are more beneficial than infrequent long ones. Consider how you can organise your work in order to vary activities. For example, taking breaks from the screen to carry out filing. Try to reduce repetitive tasks such as continual data entry.* |  |  |
| **11** | **Other comments** |  |  |
|  | Do you know whom to contact if you experience problems with your workstation? |  |  |
|  | Are there any other issues you wish to raise?  *If yes, please give further details below:* |  |  |
| **Signed by employee:** **Date:** | | | |
| **Signed by H&S Manager/Coordinator: Date:** | | | |
| To be completed by H&S Manager/Coordinator (please include dates):  **Actions required:**  *Continue overleaf as necessary* **Date actions completed: .** | | | |
| **Next review due:** | | | |