Appendix 1 - Display Screen Equipment Risk Assessment Form

Note: Prior to assessments, ensure that staff member has read and understood the guidance note within the Display Screen Equipment Policy. A separate copy of this form must be used for each person and retained for at least 5 years. Or use the online DSE self-assessment (https://filemaker.dundee.ac.uk/fmi/webd - log in, then select "uod_safety_database" and click the button for DSE Self-Assessment). A new assessment must be completed if any significant changes to the workstation (including local environment), work or operator occur.

A MS Word version of this risk assessment form is available on Safety Services' Sharepoint Site.

Name of Operator	**Location**
Personal ID	**Unit**
Brief description of role/tasks	**Comments/Summary**

Item		**Y**	**N**	**Adjustments to be made**	**Date action completed**
DESK OR WORK SURFACE					
1.1	Is height of surface suitable? (guide 660-730mm for seated operative)				
1.2	Is surface area adequate for the equipment and work done?				
1.3	Is there adequate knee and foot space under desk?				
1.4	Are there obstacles on or under the desk which restrict movement or change of posture?				
1.5	Does desk surface have a non-reflective finish?				
CHAIR					
2.1	Does chair have: – 5 castor base? – full swivel facility?				

	– adjustable seat height? – back rest with adjustable height? – adjustable tilt? – adequate lumber support?				
2.2	Can user/operator show how they adjust the chair fully?				
2.3	Is chair in good working order and undamaged?				
SCREEN					
3.1	State screen size in next box				
3.2	Is screen free from glare and reflections and kept clean?				
3.3	Does screen tilt and swivel?				
3.4	Is image stable and free from flickering?				
3.5	Are screen brightness and contrast separately adjustable?				
3.6	Are characters on screen well defined and of adequate size?				
KEYBOARD					
4.1	Is keyboard separate from screen?				
4.2	Are keyboard symbols clearly legible?				
4.3	Is there sufficient space in front of the keyboard to provide support for hands and wrists when keying?				
4.4	Can keyboard be angled to achieve a slight tilt?				
PERIPHERALS					
5.1	Is much copy typing done?				
5.2	Would a document holder be beneficial?				

5.3	Are frequently used items within comfortable reach of user?				
5.4	Is there much work using a mouse?				
5.5	Is a footrest needed for the user to achieve the correct seated position?				
IMMEDIATE WORKING ENVIRONMENT					
6.1	Is there sufficient space around the workstation to allow easy passage without obstruction?				
6.2	Are electrical cables and other wires in good condition, tidy, not creating tripping hazards?				
6.3	Are temperature, ventilation and humidity satisfactory?				
6.4	Is artificial lighting adequate?				
6.5	Are adjustable blinds provided for sunny windows?				
6.6	Is there adequate storage space for essential materials?				
6.7	Is there undue distraction from noise, passers by, or any other factor?				
OPERATOR FACTORS					
7.1	Does operator adjust equipment correctly and adopt the recommended posture for keying? (observe!)				
7.2	Does operator's height suggest that non-standard furniture may be necessary?				
7.3	Is the back support of the chair being used?				
7.4	Can the operator sit "square-on" to the screen and keyboard?				
7.5	Are operator's hands deflected at the wrists when keying?				

7.6	Has the operator had an eye and eyesight test? If so, state date of last test in final column				
7.7	Can the operator adjust all the adjustable features on their screen? (brightness, contrast)				
7.8	Does the work regime allow for adequate breaks and changes of activity?				
7.9	Does operator take recommended micro-breaks when keying?				
7.10	Has operator any problems with the software they use?				
7.11	Does operator feel stressed by work for whatever reason?				
7.12	Does operator suffer from any pain or discomfort they believe is due to DSE use?				
7.13	Does operator use DSE at home?				
7.14	If "yes" to 7.13, is use for work*, leisure or both?				

*Where work is undertaken at home, a separate assessment must be completed for the home working environment.

I confirm that I have read and understood the guidance note within the Display Screen Equipment Policy and discussed this assessment with my line manager.		Date:
Signature of operator		
Name of Line Manger		
Signature of Line Manager		

Appendix 2 - Minimum Requirements for Workstations

1. Equipment

1.1 General comment

The use, as such, of the equipment must not be a source of risk for workers, either directly (i.e. the equipment is inadequate/defective) or indirectly (i.e. use of the equipment exposes the worker to other hazards. An example could be a DSE workstation located where there is a risk from process activities).

1.2 Display screen

- The characters on the screen shall 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 (this tends to be much less of an issue with modern LCD displays).
- The brightness and/or the contrast between the characters and the background shall be easily adjustable by the operator and easily adjustable to account for ambient conditions.
- The screen must swivel and tilt easily and freely to suit the needs of the operator.
- It shall be possible to use a separate base for the screen or an adjustable table.
- The screen shall be free of reflective glare and reflections liable to cause discomfort to the user.

1.3 Keyboard

- The keyboard shall be tiltable and separate from the screen to allow the worker to find a comfortable working position avoiding fatigue in the arms or hands.
- The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the operator.
- The keyboard shall have a matt surface to avoid reflective glare.
- The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard. The symbols on the keys shall be adequately contrasted and legible from the design working position.

1.4 Work desk or work surface

- The work desk or work surface shall have a sufficiently large, low-reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.
- The document holder (if present) shall be stable and adjustable and shall be positioned to minimize the need for uncomfortable head and eye movements.
- There shall be adequate space for workers to find a comfortable position.
- Note that “sit/stand” desks are not a standard requirement under the regulations and any need for such a provision must be ascertained via risk assessment and, if necessary, consultation with Occupational Health.

1.5 Work chair

- The work chair shall be stable and allow the operator easy freedom of movement and a comfortable position.
- The seat shall be adjustable in height.

- The seat back shall be adjustable in both height and tilt.
- A footrest shall be made available to anyone who requires one.

2. Environment

2.1 Space Requirements

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

2.2 Lighting

- Room lighting and/or spot lighting (work lamps) shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the user's vision requirements.
- Potentially disturbing glare and reflections on the screen or other equipment shall be prevented by co-ordinating workplace and workstation layout with the position and technical characteristics of artificial light sources. See also below.

2.3 Reflections and glare

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

2.4 Noise

Noise emitted by equipment belonging to workstation(s) shall be taken into account when a workstation is being equipped, in particular so as not to distract attention or disturb speech. Similar consideration must be made of noise associated with activities not directly part of the workstation, but that has potential to disturb or distract the workstation user. Location of workstations should be chosen carefully and not placed in environments where intrusive noise is likely.

2.5 Heat

Equipment belonging to workstation(s) shall not produce excess heat which could cause discomfort to workers. Similar consideration must be made of heat associated with activities not directly part of the workstation, but that has potential to cause discomfort to the workstation user. Location of workstations should be chosen carefully and not placed in environments where intrusive heat sources are likely.

2.6 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 workers' safety and health.

2.7 Humidity

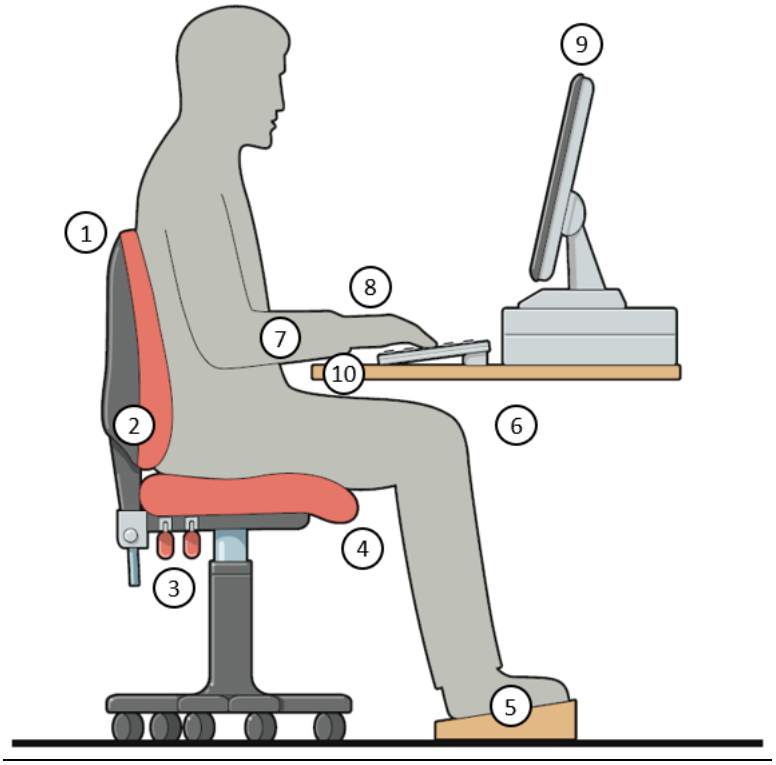
An adequate level of humidity shall be established and maintained, which can often be accomplished by having windows that open or the use of plants. HVAC systems should be designed to maintain appropriate humidity levels and not dry the air.

3. Operator/Computer Interface

In designing, selecting, commissioning and modifying software, and in designing tasks using display screen equipment, 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 operator's level of knowledge or experience; no quantitative or qualitative checking facility may be used without the knowledge of the workers;
- systems must provide feedback to workers on their performance;
- systems must display information in a format and at a pace which are adapted to operators;
- the principles of software ergonomics must be applied, in particular to human data processing.

Appendix 3 - Idealised Seating and Posture for Typical Office Tasks



1. SEAT BACK ADJUSTABILITY
2. GOOD LUMBAR SUPPORT
3. SEAT HEIGHT ADJUSTABILITY
4. NO EXCESS PRESSURE ON UNDERSIDE OF THIGHS, BACKS OF KNEES
5. FOOT SUPPORT IF NEEDED
6. SPACE FOR POSTURAL CHANGE, NO OBSTACLES UNDER DESK
7. FOREARMS APPROXIMATELY HORIZONTAL
8. MINIMAL EXTENSION, FLEXION OR DEVIATION OF WRISTS
9. SCREEN HEIGHT AND ANGLE SHOULD ALLOW COMFORTABLE HEAD POSITION
10. SPACE IN FRONT OF KEYBOARD TO SUPPORT HANDS/WRISTS DURING PAUSES IN KEYING

This diagram is reproduced from Health and Safety Executive Guidance and Regulations

Appendix 4 - DSE - "User" Definition Form

To be completed by a DSE assessor (note that these questions have been incorporated into the DSE Risk Assessment database, so if using the database, there is no requirement to complete this form).

Name of employee	**Date**		
Job Title	**Staff ID No:**		
Department/Unit			
Factors in the assessed person's job	**Yes**	**No**	**Guide No.**
Significant part of the working day spent using DSE			1
Continuous keyboard use for an hour or more often			2
Accuracy is critical; high attention and concentration required			3
Under pressure to deal with DSE workload largely generated by others			4
Very limited discretion in when to use			5
Copy typing or transferring data from paper to screen > 4 hours a day			6
Do you think this person fits the legal definition of "User"?			7
Assessor's name and phone number			
Assessor's signature and date			

Guidance notes on the "User" Definition Form

1. Being a "User" means interacting with the DSE in a fashion that puts the person at risk in a way that is covered under the regulations. This would NOT involve cleaning or assembling DSE workstations (although such activities would still need to be risk assessed for general health and safety risks to the worker). Generally, "interacting" is taken to mean using an item of DSE for an activity that the DSE is designed for (e.g. sitting typing at a computer or controlling a production process through a visual display control unit).

2. We mean here that there are keying tasks that engage the person for spells of over an hour at a time. This does not mean that the person cannot take short breaks or make phone calls, etc, during this work, but that the work is in one batch or task and would take over an hour of continuous keying. This is not the same as an aggregate amount of over one hour during the working day.
   Examples of this type of work includes inputting invoices, student records data, having long documents to type, cataloguing books, typing numbers of letters, etc.

3. All errors are annoying and may incur the displeasure of the person for whom the work was done, but some are critical and could affect smooth operation of the University, cause financial problems or lead to legal problems. For example, getting a name wrongly spelled on a casual letter is not critical, but in a contract it is. Errors in IT programming can have large repercussions. Finance mistakes lead to problems in accounting and auditing as well as dissatisfied customers.

4. Is the job largely undertaking DSE-related work for someone else? If so, how much urgency is there to respond? Or, is the job at a bottleneck of processing where the person is under pressure to clear it? We all have to do such tasks for other people some of the time, but you need to judge how much genuine pressure there is to perform this work and whether the person could have rearranged their workload to avoid this pressure. For example, academics marking assignments (assuming many of these come electronically) will have a turn-around time, but the marking can be done when the lecturer chooses and broken up into shorter spells of work. The academic can also set sufficient time between submission date and return date to give adequate time for assessment.

5. This is an important point. Most senior and academic people can organise their own work to do things when they want. Most clerical and administrative people, except senior ones, have certain tasks that have to be completed at specified times and little opportunity to reschedule their work. Think here about "office workers" rather than people who work in an office.

6. This should be fairly easy to define. Cataloguing books, taking data from invoices onto screen, processing routine paperwork onto the PC. Many clerical and administrative jobs involve this sort of work. The question is "how long does this work take every day?". Seasonal variations will also occur in some jobs and if a one or two week long heavy workload exists at the start of the academic year, followed by a much lighter workload for the rest of the year, this will not be a "yes"

7. If 4 or more of these are "yes", assume we have a "User" as defined by DSE Regulations.

Staff likely to be classed as DSE Users:

- Clerical staff and Office Administrators
- IT staff
- Data inputters (e.g. Finance)
- Graphic designers

Staff unlikely to be classed as DSE Users:

- Academic staff
- Technical and manual staff

Appendix 5 - Provision of Eye Examinations and Spectacles

An employee who thinks they are a DSE "User" and who wishes to have an eye test through the University should ask their DSE Assessor to complete a "User" Definition Form (Appendix 4) and send this to Safety Services. Safety Services will email an Eye Test Voucher to the member of staff. The member of staff should make an appointment to visit the specified optician and the voucher should be presented to the optician at this time.

If a prescription is needed solely for use with DSE, spectacles will be provided. The optician will confirm this requirement. If the employee wishes to have non-standard frames or lenses other than single vision, they will pay for the glasses less the contracted cost of basic single vision glasses covered by the voucher.