

Appendix 5: Display Screen Equipment (DSE) Risk Assessment Worksheet (Completed)

Risk Assessment Form for Individual Computer Work Station

Name of the Employee

John Smith

Date

DD/MM/YY

Employee Job Description (Key Work Tasks)

John spends 80% of his day completing data entry tasks at computer work station. Other duties include writing up and filing documentation and attending team meetings.

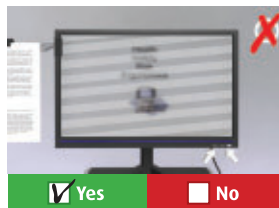
Name of the Assessor

Edel Jones

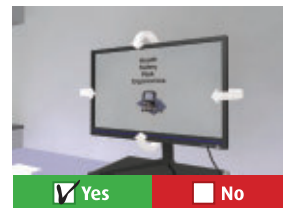
Assessment (Tick as Appropriate ✓)



Characters on screen well defined and clearly formed (adequate size/spacing)



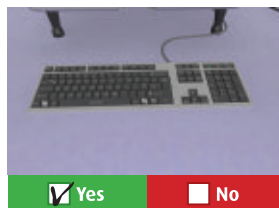
Screen image stable, no flickering/instability, contrast and brightness adjustable



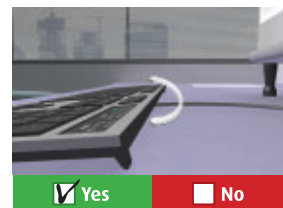
Screen can swivel and tilt easily and freely



Separate base for screen or an adjustable table provided



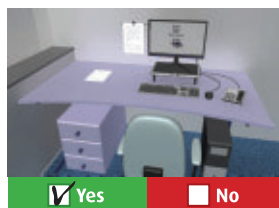
Keyboard with matt surface. keyboard arrangements and characteristics of the keys suitable symbols on keys are legible and contrasted



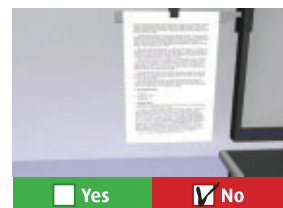
Keyboard tiltable and separate from the screen



Space in front of the keyboard sufficient to support hands/arms

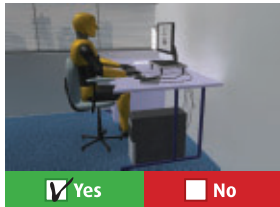


Work desk has sufficiently large low-reflectance surface and allows flexible arrangements



Document holder stable, adjustable and positioned appropriately

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Adequate space for users to find comfortable position



Work chair stable and allows freedom of movement



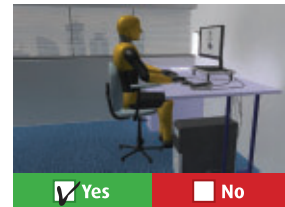
Seat adjustable in height



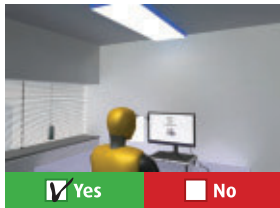
Seat back adjustable in both height and tilt



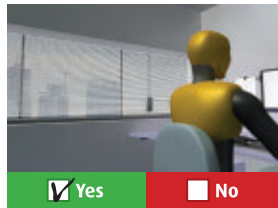
Footrest should be made available where required



Workstation provides space for user to change position and vary movements



Satisfactory lighting conditions/contrast between screen and background/prevention of disturbing glare through correct position of light source



Sources of light at workstation managed to reduce direct glare/distraction reflection – use adjustable covering for windows



Adequate level of humidity/no excess heat at work station

Findings:

No separate base for screen available. No document holder provided. Seat not adjustable in height. Seat back not adjustable in both height and tilt.

Corrective Actions:

*Source appropriate separate base for screen. Source document holder. Provide seating which is adjustable in height and which allows both height and tilt adjustability.
Note: Actions to be completed by assessor in consultation with line manager before date DD/MM/YY*

Sign-off:

Edel Jwa
Assessor's Signature

DD/MM/YY
Date

[Signature]
Employee's Signature

DD/MM/YY
Date