

## POLICY FOR DISPLAY SCREEN EQUIPMENT (DSE)

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## **1. INTRODUCTION**

The Health and Safety Display Screen Equipment (DSE) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 implement a European directive on minimum safety and health requirements for work with DSE.

The main health hazards from working with such equipment are:

- Upper limb disorders (including pains in the neck, arms, elbows, wrists, hands and fingers) often referred to as Repetitive Strain Injury (RSI)
- Backache
- Fatigue and stress
- Temporary eye strain (not damage)
- Headaches

Health hazards and risks associated with working with DSE may not be obvious and can be due to a number of factors however there is sufficient information available on the importance of environmental and ergonomic issues that reduce and in some instances eliminate risks.

Although there has been concern regarding ill-health among new and expectant mothers using DSE the results of scientific studies do not indicate any link between miscarriages or birth defects and working with DSE.

The intention of this policy is to set out the arrangements that the Trust will take to ensure the Health and Safety of employees and in so doing comply with DSE Regulations.

HSE guidance states it will generally be appropriate to classify the person concerned as 'user' or 'operator' if they:

Normally use DSE for continuous or near continuous periods of an hour or more at a time more or less on a daily basis or have to transfer information quickly to or from the DSE and also have to apply high levels of attention and concentration or a highly dependent on DSE or have little choice about using it or need special training or skills to use the DSE

## **2. PURPOSE OF THE POLICY**

To minimise the risks associated of working with DSE. Therefore, this policy is intended raise awareness amongst users and to provide managers with a simple tool for conducting basic DSE Assessment - See appendix 1.

## **3. SCOPE**

This policy will apply to all staff employed by the Trust, bank, agency or volunteer staff and will extend to basic DSE equipment including laptops, tablets, ipads, other handheld devices including mobile phones and peripherals such as roller balls, mouse or any other devices supplied by the Trust in connection with DSE work.

## **4. RESPONSIBILITIES**

### **4.1 Managers**

Managers are responsible for conducting initial DSE Assessments using the checklist provided with this policy and for any remedial measures so identified including the obtaining of any auxiliary equipment or alternative furniture. Advice on such can be obtained from the Health and Safety Lead or the Back Care Advisor.

**Further actions are detailed in paragraph 5.**

### **4.2 Back Care Advisor /Health and Safety Lead**

The Trust Back care Advisor / Health and Safety Lead will assist and advise managers on their DSE Assessments and in some instances will conduct the assessment on their behalf if there are circumstances such as pre-existing health conditions or in cases of pregnant or nursing mothers.

### **4.3 Staff Who Use DSE**

Staff should adopt best practice when using DSE Equipment and should make full and correct use of any auxiliary equipment provided by the Trust and report any health conditions they consider have developed through their use of DSE to their line manager as soon as practicable.

It is important to ensure that workstations are designed to meet the needs of users including those with disabilities.

Wheelchair users may have special requirements for chairs and work surfaces (for example with regard to height). In practice some wheelchair users may need a purpose-built workstation but others may prefer to use existing work surfaces. The HSE's guidance states that the needs of individual employees should have priority over minimum compliance with the standards set out in the Regulations. The Equality Act 2010 also applies, requiring reasonable adjustments to cater for the needs of disabled employees.

### **Risks due to use of Laptop/Notebook Computers**

The portability of lap top / notebook computers is their main advantage. Some staff may however still find them too heavy. Staff should also recognise that carrying a laptop/notebook computer in a designated bag may constitute a security risk. Using an ordinary bag may help to disguise what it being carried and so deter thieves.

Laptop/notebook computers have to be compact enough to be easy to carry, resulting in design compromises like smaller keyboards and screens. Laptop work is therefore less comfortable than work at standard sized equipment during prolonged use. Careful consideration needs to be given to where and how laptops are used. It is worth noting that it is possible to purchase regular-sized keyboards to attach to these computers. The regulations state that screen and keyboard need to be separate for periods of use of over an hour / set up as for desk top use.

Staff who spend a lot of time at home working on their own laptop computer may wish to consider this, although staff should not feel that there is an expectation on them to spend excessive amounts of time in this way. Staff who use computers for work-related purposes at home should follow the same principles of use when at work.

Specific training and information should be given for laptop users on minimising risks, including sitting comfortably, angling the screen to minimise reflections and, wherever possible, placing the laptop on a firm surface at the right height for keying.

The HSE has suggested that the following ergonomic factors be taken into account when choosing portable computers:

- choose a lighter weight model of 3kg or less, with a large and clear screen (14 inch diagonal or more);
- select one with the longest battery life possible;
- choose a lightweight carry case with handle and shoulder straps;
- Consider using a trolley bag

### **BlackBerry', 'iPhones' iPads etc**

The recent surge in the use of portable handheld communications devices such as 'BlackBerries' and 'iPhones' has led to questions as to their safety. The main hazards inherent in such equipment are:

- Repetitive strain injury (RSI). The small size of the keyboards on such devices can lead to RSI problems such as 'Blackberry thumb' (see below);
- Musculo-skeletal disorders arising from the posture adopted when using such mobile devices;
- Eye strain and visual fatigue caused by squinting to view the small screen; and
- Stress - arising from the fact that the device is always on, so the user feels that he or she is always at work.

Other hazards stem from the locations in which such portable devices are used. Back pain and general musculo-skeletal disorders can arise from their use in unsuitable places such as trains and cafes. Fears of theft of the equipment lead to stress and anxiety about personal safety, whilst for those who literally use such technology 'on the move' there is the very real risk of injuries arising as a result of slips, trips and falls.'

Small communications devices are of course also subject to the Display Screen Equipment Regulations 1992 if they are in use for prolonged periods as part of someone's work. The HSE is aware of anecdotal reports of wrist and thumb pain, and neck pain arising from the heavy use of thumbs in typing words onto such handheld devices, and advises that any such risks should be managed in the normal way, i.e. carry out a risk assessment as they would for a laptop computer. The HSE also recommends that users of such devices should avoid heavy useage of the equipment in poor working environments, such as where the conditions are cramped or there is inadequate lighting.

When away from traditional DSE equipment and using mobile equipment such as BlackBerries, iPhones or iPads users are advised to take more frequent breaks to

compensate for the ergonomic disadvantages inherent in the technology. Meanwhile, on return to the office or staff work room, where full-sized DSE equipment is available, there is no need to continue to use such devices.

Many staff now make use of tablet computers such as 'iPads'. These devices offer convenience and flexibility but can pose their own health and safety problems. For example, there is a tendency when using a tablet device to adopt an awkward posture which can lead to discomfort and postural problems with prolonged use. Researchers from Harvard University have found that tablet users keep their heads in more flexed positions when using tablets than positions used by typical computer users. Working for long periods with the head slumped forward and the neck flexed can cause pain. It is recommended that users change posture every 20 minutes and use a case that doubles as a tablet stand.

### **See Appendix 1 for further information on Tablet PC Computer Guidance**

The HSE states that people who habitually use portable DSE equipment should be trained in how to minimise risks, for example by sitting comfortably, angling the screen so it is easy to read and taking frequent breaks. Wherever possible, portable DSE devices should be placed on a firm surface at a comfortable height. Where portable equipment such as tablets are in prolonged use at the user's main place of work, additional steps can be taken to reduce risks, e.g. by using a docking station.

**Further guidance is detailed in section 5.**

#### **4.4 IT Department**

The Trust IT Department will ensure equipment specification and software packages are suitable and meet the criteria outlined in the regulations. To that end will vet all orders for IT equipment to ensure:

- Compatibility with existing systems
- Capacity and speed of operation are optimal for the specific requirements of the Trust and department
- That installed programmes are suitable and supported by the IT department for maintenance.
- Ensure other managers are informed of new developments etc designed for improved ergonomics by liaising with the Back Care advisory Service.

#### **5. PROCEDURE**

Every employee who uses Display Screen Equipment including those with a disability or special needs will have an assessment conducted using the pro-forma in appendix1 by their line manager /supervisor or other specialist officer of the Trust.

In addition staff should be provided with information and guidance on the potential health risks through the use of DSE to include taking regular breaks and the trust's procedure for

eye testing and provision of corrective spectacles. HR should be contacted for further information regarding eye tests and costs for spectacles.

Any equipment or furniture identified as the result of a DSE assessment must be obtained in a timely manner.

Arrangements must be in place to inspect any area where DSE is located to ensure the DSE is being used as advised and formally followed up if it is not.

All users of DSE should be provided with demonstrations/training on specific IT equipment and ergonomics of workstations including information on ill health conditions which may develop if the equipment or workstation is not used correctly.

DSE assessments should be reviewed due to staff changes, office reorganisations etc.

The use of portable equipment such as laptops must also be assessed / reviewed where extensive use within an office environment is identified to ensure that ancillary equipment, e.g. raised plinth's, auxiliary keyboards and lap top docking stations are used to minimise health risks.

Arrangements must be agreed for staff with existing health conditions are monitored and as necessary provided with specialist equipment such as seating, ergonomic keyboards etc.

Staff will use DSE in the advised and approved manner and make full use of any devices supplied by the Trust intended to reduce health risks and as recommended by the HSE. e.g. after every hour of continuous DSE work take a 5-10 minute break or change work activities to alternate tasks away from the DSE. Employees should also bring to the attention of their manager any developed symptoms they consider are the result of their use of DSE.

All staff who are or may become designated 'users' will receive information, which includes:

- The risks of working with DSE
- The importance of good posture and changes of position
- The availability of suitable furniture
- How to adjust the furniture to avoid the risks
- The availability of ancillary equipment e.g. foot rests, wrist rests
- The avoidance of reflections and glare
- Adjustment of contrast/brightness
- The risk assessment process and their contribution to it
- The need to report the onset of related aches and pains
- The entitlement to eye and eye sight tests and the provision of spectacles where are required specifically for DSE work

A record of the DSE assessment and details of action taken I response to the assessment is to be kept in the individuals personal file.



## 6. TRAINING IMPLICATIONS

Managers should ensure staff aware of the contents of this policy at local induction and whenever a DSE assessment is required.

If a manager requires assistance to complete a DSE assessment they should contact the Trust Back Care Advisor or Health and Safety Lead

Records of any information, instruction or training provided for managers should be maintained in the personal file, and a record of the training / instruction sent to the Learning and Development Team at the RED Centre.

## 7. MONITORING ARRANGEMENTS

Area for Monitoring	How	Who by	Reported to	Frequency
DSE Risk Assessments	Review of Documents	Health and Safety Lead / Back Care Advisor	Health, Safety & Security Forum	Annually / H&s Workplace Inspections
Staff with existing health conditions	Monitoring as necessary	Managers / Occupational Health	Health, Safety & Security Forum	On-going

## 8. EQUALITY IMPACT ASSESSMENT SCREENING -

The completed Equality Impact Assessment for this Policy has been published on the Equality and Diversity webpage of the RDaSH website [click here](#)

### 8.1 Privacy, Dignity and Respect

<p>The NHS Constitution states that all patients should feel that their privacy and dignity are respected while they are in hospital. High Quality Care for All (2008), Lord Darzi's review of the NHS, identifies the need to organise care around the individual, '<i>not just clinically but in terms of dignity and respect</i>'.</p> <p>As a consequence the Trust is required to articulate its intent to deliver care with privacy and dignity that treats all service users with respect. Therefore, all procedural documents will be considered, if relevant, to reflect the requirement to treat everyone with privacy, dignity and respect, (when appropriate this should also include how same sex accommodation is provided).</p>	<p><b>Indicate how this will be met</b></p>
	<p>There are no additional requirements in relation to privacy, dignity and respect</p>

## 8.2 Mental Capacity Act

<p>Central to any aspect of care delivered to adults and young people aged 16 years or over will be the consideration of the individuals capacity to participate in the decision making process. Consequently, no intervention should be carried out without either the individuals informed consent, or the powers included in a legal framework, or by order of the Court</p> <p>Therefore, the Trust is required to make sure that all staff working with individuals who use our service are familiar with the provisions within the Mental Capacity Act. For this reason all procedural documents will be considered, if relevant to reflect the provisions of the Mental Capacity Act 2005 to ensure that the interests of an individual whose capacity is in question can continue to make as many decisions for themselves as possible.</p>	<p><b>Indicate How This Will Be Achieved.</b></p> <p><i>All individuals involved in the implementation of this policy should do so in accordance with the Guiding Principles of the Mental Capacity Act 2005. (Section 1)</i></p>
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## 9. LINKS TO OTHER PROCEDURAL DOCUMENTS

- Pregnant and Nursing Mother Policy and Procedures

## 10. REFERENCES

- The Health and Safety at Work Act 1974
- The Health and Safety (Display Screen Equipment) Regulations 1992 as amended in 2002
- The Management of Health and Safety Regulations 1992
- The Workplace (Health, Safety and Welfare) Regulations 1992

## 11. APPENDIX

- Tablet PC Computer Guidance
- DSE Assessment Checklist

## TABLET PC COMPUTER GUIDANCE

This guidance is to provide advice to those members of staff who use Tablets as part of their work. Where a member of staff is provided with a Tablet, it is important to familiarise themselves with its user manual and this guidance ensuring adherence to the recommendations.

Tablet PCs are designed to be lightweight and carried in one hand. They are thus easier to use and handle than a laptop which normally requires a surface to set the computer down while in use.

Some earlier Tablets were not 'convertible with keyboards and do not have a media drive, these items are available as external devices usually connected through a USB port.

However the more recent Tablets used within the organisation are of the 'convertible' type and can configure as either a Tablet or Laptop.



Tablets with a display screen of less than 15 inches (diagonally) should not be used for:-

- Prolonged periods of time in offices without connection to an external keyboard, check with IT re USB ports for the keyboard mouse and monitor, as the user will not be able to adopt a good seated posture and the portable screen, due to its physical size may cause headaches and dry eyes;
- Detailed graphical work unless the software package allows for magnification

### Temporary/Transient Office Use

Whenever working with Tablets, the important factor is to avoid poor posture. When used in an office environment, some points to remember in order to achieve best practice include:

#### Configuration

- Connection to peripheral equipment (height adjustable monitor, keyboard and mouse) must be provided and used;
- Where Tablet *only* devices are supplied, they must be 'docked' in their docking station and peripherals again used.

#### Sitting

- Adopt a good sitting position in order to avoid straining your arms and back;
- Try not to slouch. Do not sit forward and crouch over the Tablet;
- When reading from a hard copy keep it as close to the Tablet as possible

#### Correct Pen Usage

- Hold as for a normal pen applying light pressure;
- Experiment with using the pen in different applications and take time to get used to how the pen works so that you are able to make the most of your Tablet PC and improve productivity;

- Do not 'stab' at the screen as this may damage the screen (or if a screen protector is in use), will cause damage to the protector and may require its replacement.

### Reading the Screen

- Avoid glare. Glare and reflected light can affect screen clarity when using Tablets;
- Position the screen directly in front of you;
- Do not work with the screen at any angle other than at right angles to your line of sight;
- If glare occurs, adjust your screen – either by means of programmed menu controls or to another position within the room – in order to reduce reflections;
- Do not sit with your back towards a window;
- Regularly clean your screen protector, or replace it as necessary (see handbook);
- Adjust screen brightness to suit surrounding light levels (see handbook).

### Hot Desking:

Work areas used for hot desking should where possible incorporate different heights of desk or tables in their office design for example high tables to stand at to input data on a short face to face input base. Easily adjustable chairs should also be provided. Advice can be sought from the Back Care Advisory Team.

### Working away from the office / using a Tablets / PC's in Cars / other vehicles

Tablets / PC's should not be used in cars / other vehicles. However, on occasions this may be unavoidable in which case:



Never use your Tablet / PC when driving;

For short durations only, i.e. to check emails, it is preferable to sit in the passenger seat if you have to use portable IT equipment adjusting the seat to provide legroom;

Remain aware of the immediate area around your car and lock the doors for security.

### Working with a Tablet in a Service Users / Patients Home

When meeting service users / patients in their own homes and where no suitable flat surface is available, they should be used in the Tablet configuration, but if a suitable hard surface and chair is available, the Tablet should be reconfigured and used as a Laptop if possible.

- Try to compromise by using an appropriate chair that gives good posture support;
- If using a Tablet whilst sitting on a sofa or easy chair, place a cushion on your lap to act as a platform;
- If handing to the client to gain their signature or show them relevant information, again use a cushion on their lap to protect their skin from any potential bruising;

- If held in the hand, work with the Tablet close to your body;
- If available, use a neck strap and holder for longer periods of use whilst standing.

### **Working with a Tablet on Trains**

- Avoid working in seats with tables attached to the rear of seats in front of you;
- Try to book and use the more spacious communal tables when travelling, with the PC in the Laptop configuration (if convertible);
- Be aware of sensitive confidential information and safeguard it from prying eyes.

### **Personal Safety**

Always be conscious of your personal safety when carrying or using your Tablet. Take sensible precautions such as: -

- Plan your tasks to avoid situations where you are likely to be lone working in circumstances where theft is likely;
- Take extra care in public places, or in other situations (or at times) where either risk of theft may be greater;
- If possible, do not carry the Tablet in luggage with a computer manufacture's branding;
- Always be conscious of vehicle security when transporting your Tablet between venues e.g. never leave it on view in an unattended vehicle; and never leave it overnight in an unattended vehicle.

### **Manual Handling**

Tablets vary in size and weight but are generally smaller than laptops – typically 2Kg.

In many instances these are accompanied by the use of peripherals such as portable printers, spare batteries etc. Whilst the Tablet and any associated items will usually have a carrying case of some description, the overall weight and methods of transportation need to be considered.

Carrying cases of the type with single shoulder straps can put strain on the back and neck muscles if equipment is carried for any distance or for any long period of time. If a briefcase is also carried then the overall weight plus the awkwardness of the resulting load can be a problem, even though you appear to be balancing the load.

The use of a backpack is more advantageous to cut down strain on your arms and distribute loads evenly across the body. This is also more effective for personal safety reasons.

If used alone an alternative lightweight shoulder bag could be used or use a trolley bag.



Always try to reduce the amount of weight you intend to carry by:

- Not carrying equipment unless they are really likely to be needed;
- Minimizing hard copy documents you take. Store them electronically on the tablet or on a disk/memory stick (if of a non-confidential nature), or consider sending them in advance (by post or e-mail) to your destination;
- All computer work that carries personal identifiable data should be encrypted.
- Regularly checking your batteries and following the recharging instructions in order to avoid carrying extra batteries (e.g. most tablet PC batteries will only last for approx. 3 hours, however newer generation tablet PC's may last up to 5 hours, depending on settings and usage).

## Mobile Communications

It must be accepted that where provided for use, mobile communications devices may not operate in some locations due to poor transmission paths or levels. Such problems should be report and alternative arrangements considered.



**DSE ASSESSMENT CHECKLIST**

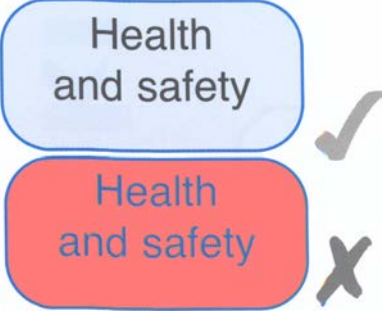

Workstation location:	_____
Portable Equipment:	_____
User Full Name:	_____
Checklist completed by:	_____
Assessment checked by:	_____
Date of assessment:	_____
Any further action needed?	YES / NO
Follow-up action completed on:	_____

This checklist can be used as an aid to risk assessment and to help comply with the Schedule of the Health and Safety (Display Screen Equipment) Regulations.

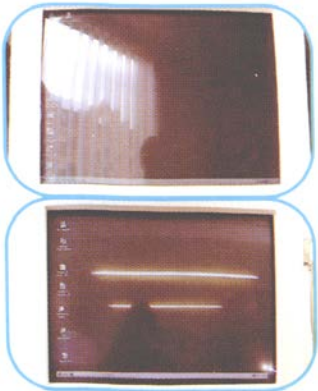
Work through the checklist, ticking either the 'yes' or 'no' column against each risk factor:

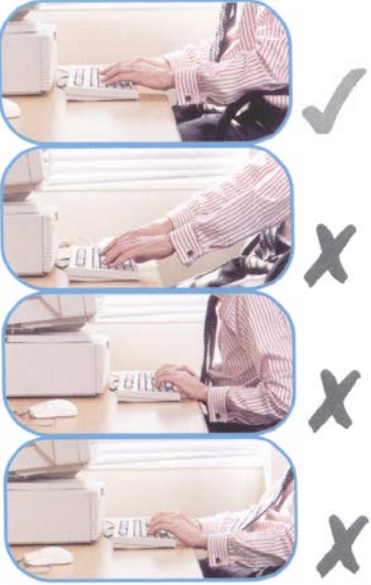
- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.


Remember the checklist mainly covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, for example by giving user's training advice and guidance for the use of portable equipment or providing for breaks or changes of activity. Advice on these is given in the main text of the checklist and also the relevant parts of the DSE Policy.

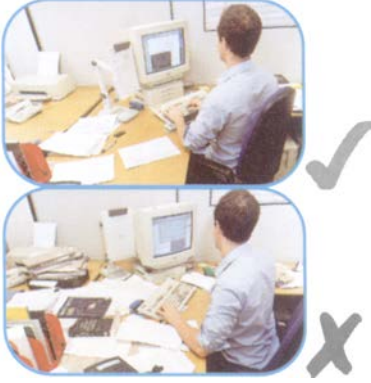
RISK FACTORS	Tick Answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
1 Display Screen				
<p>Are the characters clear and readable?</p> 			<p>Make sure the screen is clean and cleaning materials are made available.</p> <p>Check that text and background colours work well together.</p>	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, i.e. free of flicker and jitter?			Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If problems still exist, get the set-up checked, e.g. by the equipment supplier.	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
<p>Does the screen swivel and tilt?</p> 			<p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p> <p>However, you may need to replace the screen if:</p> <ul style="list-style-type: none"> <li>swivel/tilt is absent or unsatisfactory;</li> <li>work is intensive; and/or</li> <li>the user has problems moving the screen to a comfortable position.</li> </ul>	
Is the screen free from glare and reflections?			<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</p>	





RISK FACTORS	Tick Answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
			<p>or even the desk and/or shield the screen from the source of reflections.</p> <p>Screens that use dark characters on a light background are less prone to flare and reflections.</p>	
Are adjustable window coverings provided and in adequate condition?			<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>2 Keyboard</b>				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in.	
Is it possible to find a comfortable keying position?			<p>Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p> <p>Users of thick, raised keyboards may need a wrist rest.</p>	


RISK FACTORS	Tick Answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
				
Does the user have good keyboard technique?			Training can be used to prevent: hands bent up at wrist; hitting the keys too hard; overstretching the fingers.	
Are the characters on the keys easily readable?			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.	
<b>3 Mouse, trackball etc.</b>				
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and track ball 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	

RISK FACTORS	Tick Answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
			others).	
<p>Is the device positioned close to the user?</p> 			<p>Most devices are best placed as close as possible, e.g. right beside the keyboard.</p> <p>Training may be needed to:</p> <ul style="list-style-type: none"> <li>prevent arm overreaching;</li> <li>tell 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>	
<p>Is there support for the device user's wrist and forearm?</p>			<p>Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>The user should be able to find a comfortable working position.</p>	
<p>Does the device work smoothly at a speed that suits the user?</p>			<p>See if cleaning is required (e.g. of mouse ball and rollers).</p> <p>Check the work surface is suitable.</p> <p>A mouse mat may be needed.</p>	
<p>Can the user easily adjust software settings for speed and accuracy of pointer?</p>			<p>Users may need training in how to adjust device settings.</p>	
<b>4 Software</b>				
<p>Is the software suitable for the task?</p>			<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</p>	

RISK FACTORS	Tick Answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
			and clearly to user input, with adequate feedback, such as clear help messages.	
<b>5 Furniture</b>				
<p>Is the work surface large enough for all the necessary equipment, papers etc?</p> 			<p>Create more room by moving printers, reference materials etc elsewhere.</p> <p>If necessary, consider providing new power and telecom 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>			<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>			<p>Consider mats or blotters to reduce reflections and glare.</p>	
<p>Is the chair suitable? Is the chair stable? Does the chair have a working: seat back height and tilt adjustment? seat height adjustment? swivel mechanism? castors or glides?</p>			<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		
<p>Is the chair adjusted correctly?</p> 			<p>The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.</p>	
<p>Is the small of the back supported by the chair's backrest?</p>			<p>The user should have a straight back, supported by the chair, with relaxed shoulders.</p>	
<p>Are forearms horizontal and eyes at roughly the same height as the top of the screen?</p>			<p>Adjust the chair height to get the user's arms in the right position, then adjust the screen height, if necessary.</p>	
<p>Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?</p>			<p>If not, a footrest may be needed.</p>	
<b>6 Environment</b>				
<p>Is there enough room to change position and vary movement?</p>			<p>Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.</p>	
<p>Is the lighting suitable, e.g. not too bright or too dim to</p>			<p>Users should be able to control light levels, e.g. by adjusting window</p>	

RISK FACTORS	Tick Answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
<p>work comfortably?</p> 			<p>blinds or light switches. Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p>	
<p>Is the environment sufficiently ventilated?</p>			<p>DSE and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.</p>	
<p>Are levels of heat comfortable?</p>			<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 sources?</p>	
<p>Are levels of noise comfortable?</p>			<p>Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.</p>	
<p>Are cables/wires secure and not causing a hazard?</p>			<p>Consider possible tripping hazards. Could cables be accidentally disconnected causing loss of work.</p>	
<p>If laptops / tablets are used is there sufficient equipment to achieve the same ergonomics as using a desktop computer?</p>			<p>Consider the use of raised plinths, ancillary screens, keyboards, and mouse devices to enable good posture to be maintained. See paragraph 4.4 and Appendix 1 of DSE Policy for advice and guidance</p>	

RISK FACTORS	Tick Answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
				
<b>7. FINAL QUESTIONS TO USERS</b>				
<ul style="list-style-type: none"> <li>• <b>Ask If The Checklist Has Covered All The Problems They May Have Working With Their DSE.</b></li> <li>• <b>Ask If They Have Experienced Any Discomfort Or Other Symptoms, Which They Attribute To Working With Their DSE.</b></li> <li>• <b>Ask If The User Has Been Advised Of Their Entitlement To Eye And Eyesight Testing – contact HR for further information</b> <ul style="list-style-type: none"> <li>○ <b>Date Of Last Eye Test:</b> _____</li> </ul> </li> <li>• <b>Ask If The User Takes Regular Breaks Working Away From Their DSE.</b></li> </ul>				
<b>NOTES:</b>				