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DSE risk assessment guidance notes

These guidance notes have been written to help you complete the DSE risk assessment form. The notes contain information on how to carry out the assessment. The notes are set out to follow the form, so you can easily follow from one document to the other.

how best to go through the DSE risk assessment form. The notes contain information on how not to carry out various tasks. The notes are set out to follow the form, so you can easily follow from one document to the other.

A

Does the user have any health issues that could be exacerbated by working at a particular location or in a particular way?

to ask the user if they have any health issues that could be exacerbated by working at a particular location or in a particular way.

Is the user average height?

the user is important as the desk height for an average person and somebody very tall may not be able to use the desk.

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Is the lighting sufficient? Is it natural light or artificial?

look at the lighting. Sometimes the lighting in a room is not adequate for computer use.

Does it cause glare? Do you have enough shade? Does the sun blind you at different times of the day?

if the sun causes glare at different times of the day.

Where are you working? In an office or home? What are the levels of background noise? In or near a manufacturing workshop? On a building site? In your car/van?

location of the desk or bench etc. If you now work from home and their working arrangements may not be very good. While they are on the go, maybe in a car or on trains.

Is the noise an issue?

A noisy environment is not just a comfort issue, you may need to look at the Work Regulations 2006.

Is the general temperature in your work area suitable for you? Is it too hot/cold? Does it change during the day? Do you have portable heaters? Are they adequate?

It is always very hard to get right for everyone. What is comfortable for one, may not be for someone else.

Does air conditioning dry the air?

Having air-conditioning can cause dry skin more than it cures.

Are there enough power sockets for the equipment you use? Are there extension leads that could cause you or anyone to trip? Are trailing leads enclosed in cable guards?

As well as this, there may not be enough hardwired sockets, which means there will be trailing leads and multiple sockets. The use of multiple sockets should be looked at as part of your risk assessment as well as the DSE.

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Is the desk/bench etc the right height?
Can it be adjusted to suit?

se of one
fit all.

Is it large enough for the work you do?
Is the monitor be positioned to suit your need?
Is there enough room for you to use a mouse/pointer?

bench of the
ugh? Old
are rarely
have
e than a



Is it deep enough to allow you to rest your forearms? See Section 3.

chair do you
n chairs will
be able to
ly have
will be
height.

Do you have a 'normal' office chair or a specialist type? ie 'saddle' or 'kneeling'?



Can your chair be adjusted for height?
Does it have casters? Is it stable or does it wobble when you sit on it?

with the health
people have
blems and
support.

Does it have built in lumbar support?
Do you need lower back support?

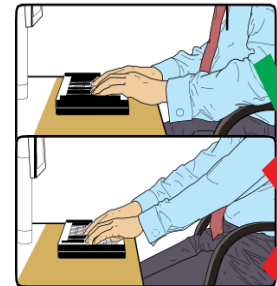
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Can you place your feet flat on the floor?
Is it comfortable for you? Do you need to use a footrest/legs/feet raised?

When working, are your wrists and forearms supported? Are they raised?

r wrists
ed to
osition of
ative to the
well as the
spending

Do your arms/wrists ache after working for a long period of time?



Can you stop using a screen to rest your head and arms or is your job process driven by the screen?

P

Do you have a desk lamp to provide the right lighting where you need it?

will need a
provide
your
possibly the
side lamp is
you need to
stable angle



Is it adjustable, suitable for your needs?

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Do you have a flat screen monitor?
Do you use a laptop or tablet?



Can it be positioned closer/farther away from you as needed?



Can you adjust the tilt to suit your height/eyeline?

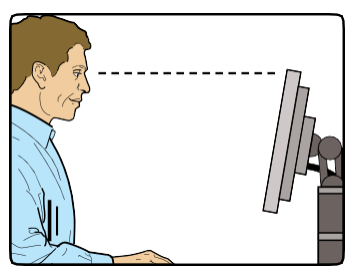


Do you have/need an anti-glare filter?
Do you have a standard keyboard or an ergonomic 'shaped' one?

When using a desktop monitor, is the screen approximately level with your eyes?
just below eyes?

Are you able to place your laptop /tablet in a comfortable position?

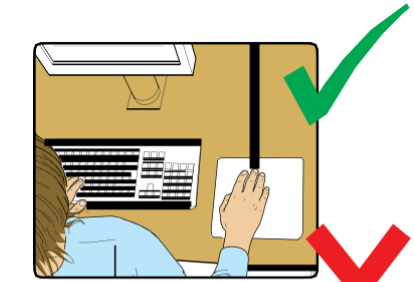
Are the background colours/ default fonts suitable for you? Do you know how to change them? Are you allowed to change the background colours?



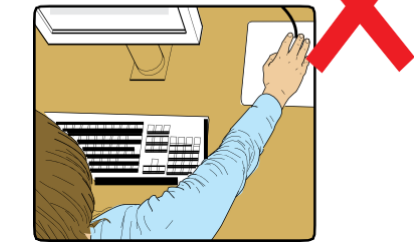
Is the screen suitable for the work you are doing? Do you need to concentrate on the screen for long /short periods of time?

Is the screen large enough for the work you are doing? Do you need high definition graphics or typing/spreadsheet software?

Is the mouse the right size for your hand?
Can it be set up for left/right hand use?



Do you use a mat? Do you need one?
Is your mouse wired or Bluetooth? Do the wires get in the way?



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