

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 various tasks. The notes are set out to follow the form, so you can easily follow from one document to the other.

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

Is the user average height?

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

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

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

Is the noise an issue?

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?

Does air conditioning dry the air?

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?

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.

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

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

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

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

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

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

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

Having air-conditioning can cause more problems than it cures.

As there may not be enough hard wiring, which means there will be trailing leads and multiple sockets. The use of multiple extension leads 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?
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?
Is it deep enough to allow you to rest your forearms? See Section 3.
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?
Does it have built in lumbar support? Do you need lower back support?
Can you place your feet flat on the floor? Is it comfortable for you? Do you need to have your legs/feet raised?
When working, are your wrists and forearms supported? Are they raised?
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?
Do you have a desk lamp to provide the right light where you need it?
Is it adjustable, suitable for your needs?

S A M P L E

Use of one hand only will not fit all. The height of the desk/bench of the desk should be high enough? Old people are rarely able to have a desk that is more than a certain height.
What type of chair do you have? Which chairs will be able to adjust to your height? You may have a chair that will be too high or too low.
What type of desk/bench do you have? Is it adjustable? Can it be adjusted to suit your needs? Is it deep enough to allow you to rest your forearms? See Section 3.
Can you place your feet flat on the floor? Is it comfortable for you? Do you need to have your legs/feet raised?
When working, are your wrists and forearms supported? Are they raised?
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?
Do you have a desk lamp to provide the right light where you need it?
Is it adjustable, suitable for your needs?



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 eye line or just below eyes?
Are you able to place your laptop /tablet in a comfortable position?
Are the background colours/ default font suitable for you? Do you know how to change them? Are you allowed to change the background colours/ default font?
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 work?

Is the mouse the right size for your hand? Do you use a mouse or touchpad?
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? Does the wire get in the way?

STAMPELLE

Can you adjust the height of the chair to suit your height?
Can you adjust the chair to raise the monitor to eye level?
Are you able to use the chair competently? Do you know how to use it? Can you be more comfortable?
Are you able to use the chair for long periods of time? Are you able to use the chair for short periods of time?
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