UNIVERSITY OF LIMERICK
OLLSCOIL LUIMNIGH

DSE WORKSTATION CHECKLIST FOR RISK ASSESSMENT AND COMPLIANCE WITH THE SHWW (GENERAL APPLICATION) REGULATIONS 2007				
Office number: (if applicable)		Date of assessment		
User:		Any further action needed?	☐ Yes	☐ No
Manager/Supervisor				
Assessment completed by:				

Notes for completing:
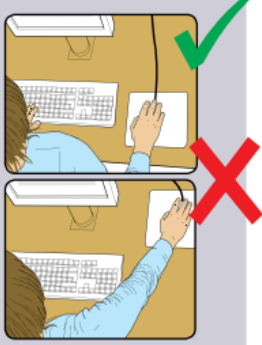*For risk assessments complete columns headed **"risk factors"** to **"action completed"** inclusive.*
*Where the answer is **'Yes'** in the second column, no further action is necessary.*
*To check equipment complies with the Schedule, answer **'Yes'** to questions in the first and last columns.*

RISK FACTORS	TICK ANSWER		HELP	FURTHER ACTION IF NEEDED
1. Display Screen	**Yes**	**No**		
Are the characters readable? Health and safety Health and safety			Make sure the screen is clean and cleaning Materials are available. Check that the text and background colours work well together.	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image free of flicker and jitter?			Try using different screen colours to reduce flicker e.g. darker background and lighter text. If there are still problems, get the set up checked e.g. by the equipment supplier.	
Is the screen's specification suitable for its intended purpose?			For example, intensive graphic work or work requiring fine attention to small details may require large 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.	
Does the screen swivel and tilt?			Swivel and tilt need not be built in: you can add a swivel and tilt mechanism. However, you may need to replace the screen if: • Swivel /title is absent or unsatisfactory. • Work is intensive • The user has problems getting the screen to a comfortable position.	
	Yes	**No**		
Is the screen free from glare and reflections?			Use mirror placed in front of screen reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of reflections. Screens that use dark characters on a light background are less prone to glare and	

RISK FACTORS	TICK ANSWER		HELP	FURTHER ACTION IF NEEDED
			reflections.	
Are adjustable window coverings provided and in adequate condition?			Check that blinds work. Blinds with vertical slats can be more suitable that horizontal ones. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.	

RISK FACTORS	TICK ANSWER		HELP	FURTHER ACTION IF NEEDED
2. Keyboard	**Yes**	**No**		
Is the keyboard separate from the screen?			This is a requirement, unless the task makes its 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? 			Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	
Does the user have good keyboard technique?			Training can be used to prevent: • Hands bent up at the wrist • Hitting the keys too hard. • Overstretching the fingers.	
Are the characters clear and 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.	

RISK FACTORS	TICK ANSWER		HELP	FURTHER ACTION IF NEEDED
3. Mouse, trackball etc.	**Yes**	**No**		
Is the device suitable for the task it is used for?			If the users is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks and available in a variety of shapes and sizes. Alternative devices such a touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user?			Most devices are best placed as close as possible, e.g. right beside the keyboard. Training may be needed to: • Prevent arm overreaching. • Encourage users not to leave their hand on the device when is not being used. • Encourage a relaxed arm and straight wrist.	
Is there support for the device user's wrist and forearm?			Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. This user should be able to find a comfortable working position with the device.	
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (e.g. of mouse ball and rollers). Check the work surface is suitable. A mouse matt may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	

RISK FACTORS	TICK ANSWER		HELP	FURTHER ACTION IF NEEDED
4. Software	**Yes**	**No**		
Is the software suitable for the task?			Software should help the user carry out the task, minimise stress and be user-friendly. Check users have had appropriate training in using software. Software should respond quickly and clearly to users input, with adequate feedback, such as clear help messages.	

RISK FACTORS	TICK ANSWER		HELP	FURTHER ACTION IF NEEDED
	Yes	No		
5. Furniture				
Is the work surface large enough for all the necessary equipment, papers etc.?			Create more room by moving printers, reference materials etc. elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be more scope for flexible rearrangement.	
Can the user comfortably reach all the equipment and papers they need to use?			Rearrange equipment, papers etc. to bring frequently used things within each reach. A document holder may be needed. Positioned to minimise uncomfortable head and eye movements.	
Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
Is the chair suitable? Is the chair stable? Does the chair have a working: ● Seat back, height and tilt adjustment? ● Seat height adjustment? ● Castors or glides?			The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.	
Is the chair adjusted correctly?			The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.	
Is the small of the back supported by the chair's backrest?			The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the size height as the top of the DSE?			Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the back of the legs?			If not, a footrest may be needed.	

RISK FACTORS	TICK ANSWER		HELP	FURTHER ACTION IF NEEDED
6. Environment	**Yes**	**No**		
Is there enough room to change position and vary movement?			Space is needed to move, stretch and fidget. Consider reorganizing the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.	
Is the lighting suitable e.g. not too bright or too dim to work comfortably?			Users should be able to control light levels, e.g. adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting e.g. desk lamps (but make sure lights do not cause glare by reflecting off walls or other surfaces).	
Does the air feel comfortable?			DSE and other equipment my dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	
Are levels of heat comfortable?			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 source?	
Are levels of noise comfortable?			Consider moving sources of noise, e.g. printers away from the user. If not, consider soundproofing.	

Other Questions
7. Direct questions to the DSE User.
Do you conduct remote working?
Have you completed the DSE Elearning training programme?
Has the checklist covered all problems you may be working with your DSE?
Have you experienced any discomfort or other symptoms, which you attribute to working with your DSE?
Have you been advised of your entitlement to eye and eyesight testing? (Permanent and contract UL employees)
Do you take regular breaks working away from the DSE? Employee can stand for 5 mins/hr. while using DSE?

Checklist sourced from http://www.hse.gov.uk/pubns/ck1.pdf) http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3

## Seating and Monitor

1. Your back is straight and the lower back is supported by the backrest.
2. Your thighs are parallel to the floor in a slightly downward position.
3. Your feet are resting comfortably on the floor (if not possible, a footrest may be required).
4. Your forearms and wrists are in a straight line while typing, your shoulders are relaxed.
5. Eyes are level with top of screen or slightly below eye level.
6. The screen is approximately at arm's length and is positioned to avoid reflective glare.
7. Keyboard is directly in front of you with enough space to rest forearms on the desk between the keyboard and desk edge.

Keyboard and Mouse
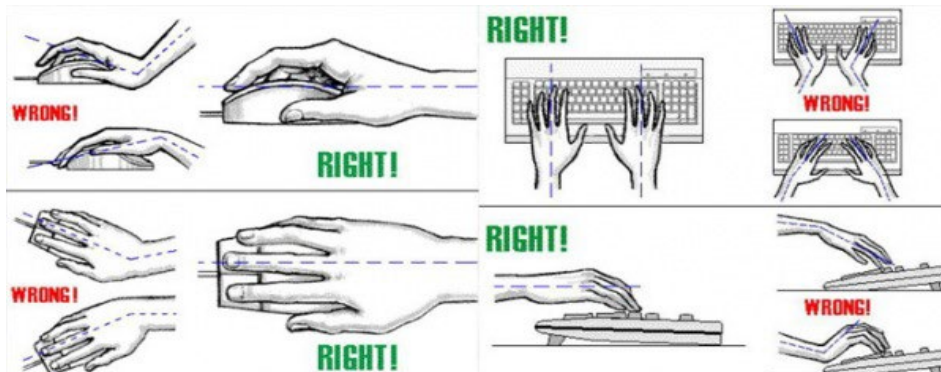
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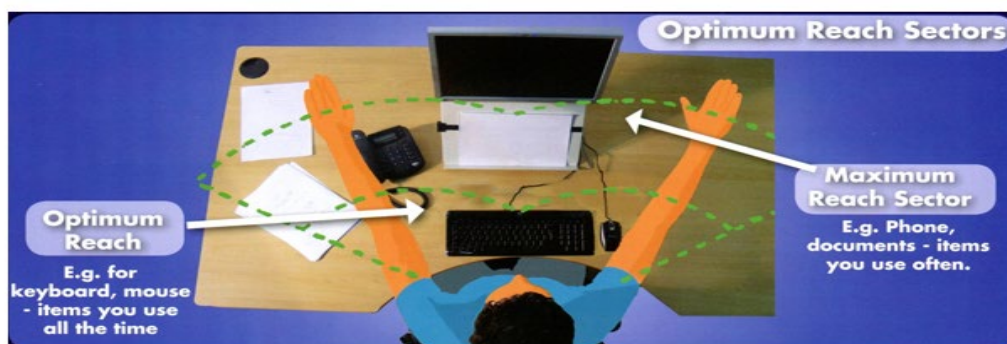
Source: Illustrations sourced from 18 09 17 CF: 008:04 Health & Safety Risk Assessment Form Re DSE Workstation RA Form