

REMOTE / HYBRID WORKING & DISPLAY SCREEN EQUIPMENT Office Home or Alternative Site SELF-ASSESSMENT

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DSE User Self-Assessment Form Part 1 - Instructions

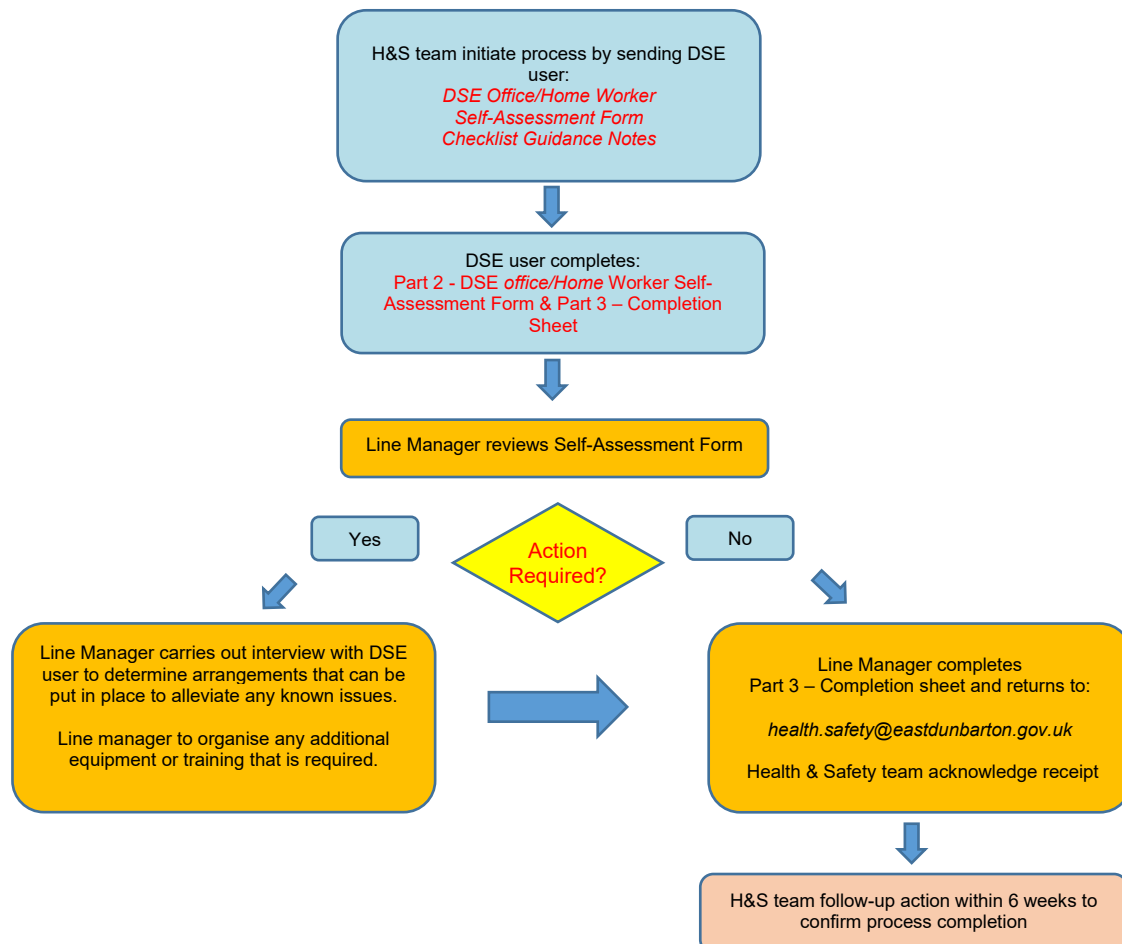
Please read the guidance notes for remote working and DSE user self-assessment and then complete the following checklist. Adjust your workstation as you go through the checklist and add any comments where these adjustments cannot be fulfilled and you feel that further action is required. These will help us determine the control measures to be taken to address individual DSE needs. Bear in mind not all adjustments will be possible as we work from home or in an alternative site. Please follow these recommendations as closely as possible.

Workstation location

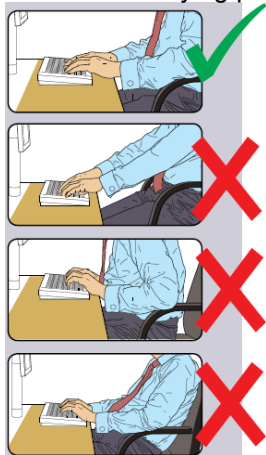
Room in home i.e. Home office, living room, lap, etc...

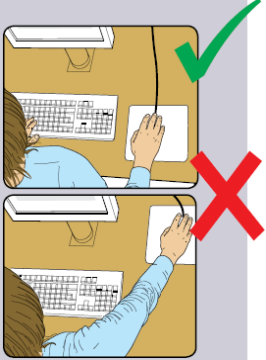
User:

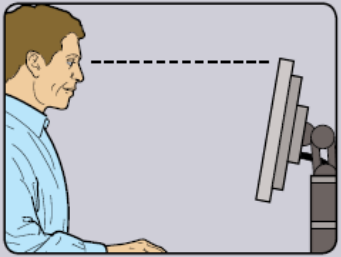
DSE Process Flow Chart



Part 2 - Checklist

Risk Factors	Y/ N	Things to consider	Action to take (Leave blank if no action is required)
1. KEYBOARD			
Is the keyboard separate from the screen?	Yes	This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable). <i>When working from home, a separate keyboard should be used. ICT issue laptops with a separate keyboard or you can use your own</i>	
Does the keyboard tilt?	Yes	Tilt need not be built in.	
Is it possible to find a comfortable keying position? 	Yes	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?	Yes	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?	Yes	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.	
2. MOUSE, TRACKBALL, ETC			
Is the device suitable for the tasks it is used for?	Yes	If the user 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 as touch screens may be better for some tasks (but can be worse for others). <i>Whilst there is no requirement to have a separate mouse or input device, consideration should be made as to whether or not a laptop trackpad is suitable for tasks being carried out. ICT issue laptop with a mouse.</i>	

Is the device positioned close to the user? 	Yes	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 it is not being used; • encourage a relaxed arm and straight wrist.	
Is there support for the device user's wrist and forearm?	Yes	Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. The 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?	Yes	See if cleaning is required (e.g. of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?	Yes	Users may need training in how to adjust device settings.	
3. DISPLAY SCREEN			
Are the characters clear and readable? 	Yes	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?	Yes	Software settings may need adjusting to change text size.	
Is the image stable, i.e. free of flicker and jitter?	Yes	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 use?	Yes	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?	Yes	Separate adjustment controls are not essential, provided the	

		user can read the screen easily at all times.	
Does the screen swivel and tilt? 	Yes	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/tilt is absent or unsatisfactory; • work is intensive; and/or • the user has problems getting the screen to a comfortable position. <i>Through the very nature of laptop PCs, the screen can be easily tilted and laptop swivelled to achieve the best position. The height and position of the portable's screen should be angled so that the user is sitting comfortably and reflection is minimised (raiser blocks are commonly used to help with screen height).</i>	
Is the screen free from glare and reflections? 	Yes	Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of the reflections. Screens that use dark characters on a light background are less prone to glare and reflections.	
Are adjustable window coverings provided and in adequate condition?	Yes	Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.	
4. SOFTWARE			
Is the software suitable for the task?	Yes	Software should help the user carry out the task, minimise stress and be user-friendly. Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.	
5. FURNITURE			
Is the work surface large enough for all the necessary equipment, papers etc.?	Yes	Create more room by moving printers, reference materials etc. elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved.	
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		There should be some scope for flexible rearrangement.	
Can the user comfortably reach all the equipment and papers they need to use?	Yes	Rearrange equipment, papers etc. to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
Are surfaces free from glare and reflection?	Yes	Consider mats or blotters to reduce reflections/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?	Yes	The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms. <i>If your chair at home does not meet these requirements, make sure to take frequent breaks to move around for a few minutes before sitting back down.</i>	
Is the chair adjusted correctly? 	Yes	The user should be able to carry out their work sitting comfortably. 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?	Yes	The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the DSE?	Yes	Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?	Yes	A footrest may be needed.	
6. ENVIRONMENT			
Do you have a room which will be specifically used for home working?	Yes	If No, please state where you will be working at home? Having a specific space to work in can help with stress	

		management, it reduces physical intrusion into the home, helps keep domestic interruptions to a minimum and reduces risks to other people at home (eg young children). <i>Try to have a designated space and avoid working in different areas of your home. Ideally choose one room for your office.</i>	
Is there sufficient separation from other individuals in the home or alternative site?	Yes	If the room is lockable, this is better as it improves the security of your equipment and data.	
Are you able to take telephone/ video calls confidentially at home or in the alternative site?	Yes	Confidentiality is essential at all times. Consider the area in the house or premises used where you will work in, who might be able to hear you, if your windows and doors are open or who will be able to see your screen. <i>ICT should provide you with a headset for telephone and video calls.</i>	
Are you able to securely stored files or paperwork in a safe, secure and lockable place? <i>Please be aware that any Council documents or notes in paper format currently in your home must be securely stored and not left lying around. It is very important that we remain aware of our responsibility to keep sensitive information confidential.</i>	Yes	Employees should have minimal files or paperwork based on the technologies we have. If there are instances when paper files are held at home, these should be in a safe, secure and lockable place wherever possible. In instances where any employee has concerns they should attend the office to use the established storage systems or scan the relevant documents. <i>Please keep any paper documentation safely until a return to the office is possible and this paperwork can be stored or disposed of securely.</i>	
Is there enough room to change position and vary movement?	Yes	Space is needed to move, stretch and fidget. Consider reorganising the office / homeworking 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?	Yes	Users should be able to control light levels, e.g. by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps.	
Does the air feel comfortable?	Yes	DSE and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	
Are levels of heat comfortable?	Yes	Can heating be better controlled? More ventilation or air conditioning may be required.	

		Or, can users be moved away from the heat source?	
Are levels of noise comfortable?	Yes	Consider moving sources of noise, e.g. tv, radios, away from the user. If not, consider moving to a different part of the house.	
7. SLIPS TRIPS AND FALLS			
Are floor coverings, such as carpets and rugs, secure?	Yes		
If you carry hot drinks and food upstairs/downstairs, have you assessed risk of slipping & tripping?	Yes		
Are stairways and corridors clear of trip hazards?	Yes		
Is the floor area around your desk clear of boxes, papers and wires?	Yes		
8. LONE WORKING & MENTAL WELLBEING			
Are you familiar with your employer's lone working health and safety policy?	Yes		
Do you know the name and number of a manager or supervisor who you can get in touch with easily?	Yes		
Do you have a system for regularly 'checking in' with your manager or colleagues if you are not visibly online each day?	Yes		
Is your home kept secure whilst you're working there?	Yes		
Are important files and laptops kept locked away securely when not in use?	Yes		
Do you have any concerns about managing your working hours, workload or work-life balance?	Yes		
Are you aware of the Time for Talking confidential service available for employees?	Yes	<i>As part of our occupational health provision, employees have access to a free 24 hour confidential helpline/support service which offers a wide range of support on a variety of topics to meet individual employee needs including access to self-help resources and sign posting.</i>	Telephone: 0800 9703980 Email: admin@timefortalking.co.uk www.timefortalking.co.uk Live Web Chat: Accessed via website. Password: Tftnow (case sensitive)
Do you have good access to organisational	Yes		

information (eg by email, intranet, newsletter)?			
9. FIRE and ELECTRICAL SAFETY			
Are smoke detectors working and checked regularly, e.g. every month?	Yes		
Do you regularly dispose of waste, including papers, to prevent a build- up of fire 'fuel'?	Yes		
Do you have emergency arrangements in place in case of fire?	Yes		
Does all electrical equipment look in good order with no signs of burns / charring?	Yes	You should look at electrical equipment before you use it, with the equipment disconnected. <i>You should remove any damaged or faulty equipment from use without delay and report to IT, who will let you know of next steps.</i> User checks These should be carried out before most electrical equipment is used, Employees should look for: ✓ damage to the lead including fraying, cuts or heavy scuffing, eg from floor box covers; ✓ damage to the plug, eg to the cover or bent pins; ✓ tape applied to the lead to join leads together; ✓ coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug); ✓ damage to the outer cover of the equipment itself, including loose parts or screws; ✓ signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment; ✓ equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible; and ✓ cables trapped under furniture or in floor boxes.	
Do all wires look in good order with no damage or fraying?	Yes		
Do you regularly inspect your electrical equipment to check for signs of wear and tear?	Yes		
Do you switch off equipment when not in use?	Yes		
10. FINAL QUESTIONS TO USERS			
Has the checklist covered all the problems you may have whilst working with DSE and remote working?	Choose an item.		

If you have experienced any discomfort or other symptoms which you attribute to working with DSE that has not been covered in the above boxes then please elaborate. <i>Examples include back problems, work-related upper limb disorders (WRULD) or musculoskeletal disorders (MSD).</i>	
Have you had your eyes tested recently? <i>Whilst there is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue. Please speak to your manager. Eye examinations are free in Scotland.</i>	Choose an item.
Do you take regular breaks working away from DSE?	Choose an item.
Do you know how to report an accident or near miss while remote working?	Choose an item. Please contact the H&S Team on 0141 777 3210 or email Health.Safety@eastdunbarton.gov.uk
Do you know how to report an equipment failure to IT or connection issues?	Choose an item. If you experience any difficulty, please contact the ICT Service Desk on, 0141 578 8888 or go to The Hub, Top Tasks, ICT self-service.
Please write down the details of any issues here: 	
If you wish so, you can share a photograph or plan of your working space to be assessed more effectively. This is optional. <i>Please indicate where windows, doors and sockets are.</i> 	

If any of the answers are answered NO then please elaborate in the box above where required.

PLEASE NOTE:

It is the responsibility of the employee to inform their manager of any issues / potential issues identified in the above DSE and Homeworking Self-Assessment and where circumstances change in respect of their Home Working Risk Self-Assessment.

Part 3 - Completion sheet

DSE User – Full Name	Job Title	Dept	DSE Self-Assessment Completed (Date)

DSE User: please now send to your Line Manager for action.

Based on the above self-assessment, you should contact your Line Manager to implement action points and order additional equipment or training where required:

Equipment Requirements	Required	Ordered (Date)	In Place H&S team use	H&S Follow-up H&S team use
Keyboard	☐			
Input device (Mouse/Trackball)	☐			
Additional screen	☐			
Additional Software	☐			
Work desk / surface	☐			
Chair	☐			
Other:	☐			

Additional Support	Required	Arranged (Date)	In Place H&S team Use	H&S Follow-up H&S team use
Environment	☐			
Education / Training	☐			
Work Organisation	☐			
Other factors	☐			

Line Manager – Full Name	Job Title	Dept	DSE Self-Assessment Completed (Date)

Line Manager: please send back to health.safety@eastdunbarton.gov.uk

H&S team comments:		
Name:	DSE Self-Assessment Completed (Date)	Follow up required by: (if applicable)