

OFFICE WORKING & DISPLAY SCREEN EQUIPMENT OFFICE SEL-ASSESSMENT

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DSE User Self-Assessment Form Part 1 - Instructions

Please complete the following checklist by adjusting 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 but please follow these recommendations as closely as possible.

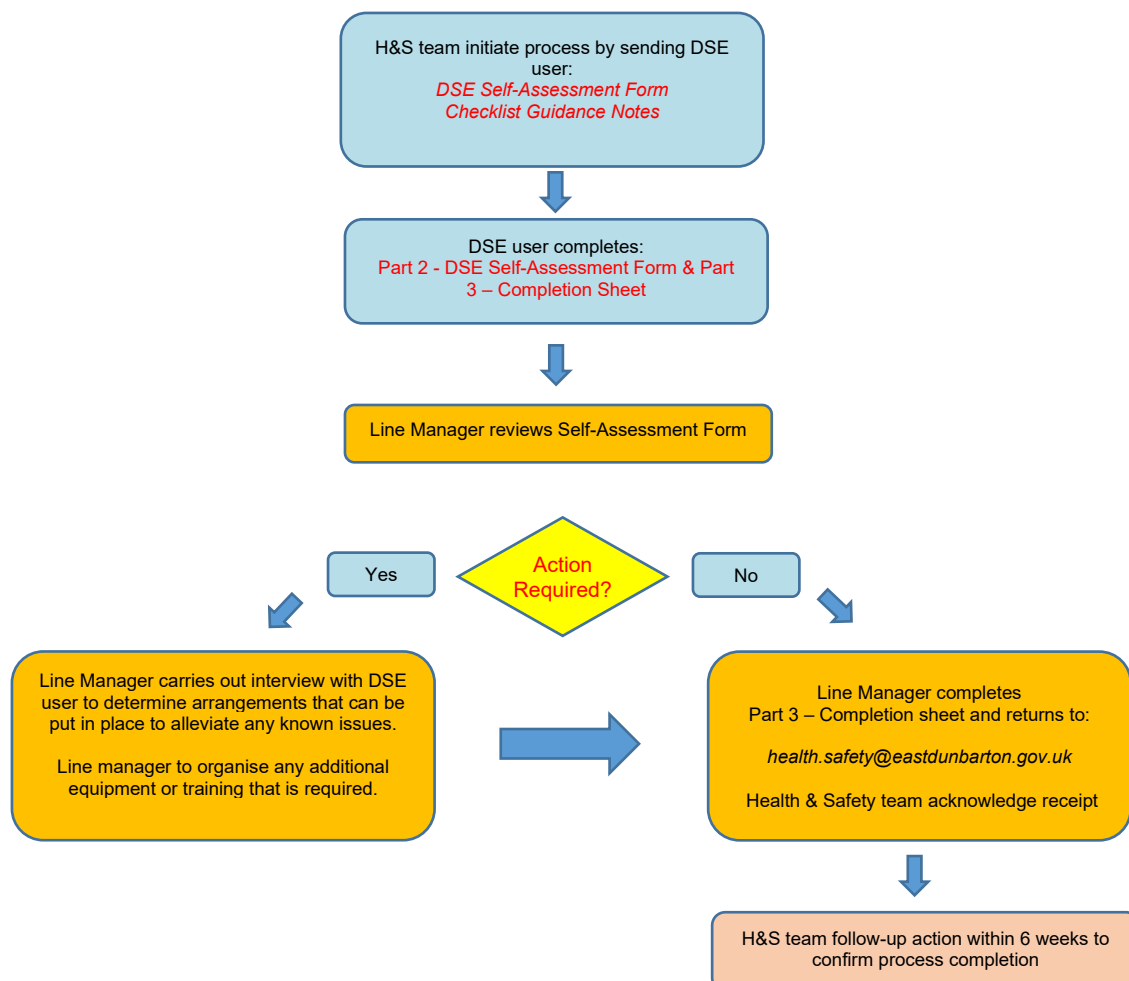
Workstation location

Seat number

User:

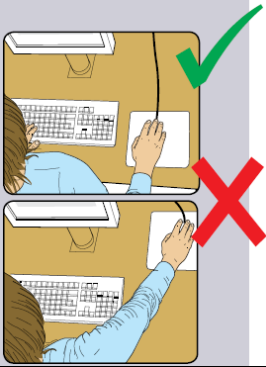
Users' FULL Name

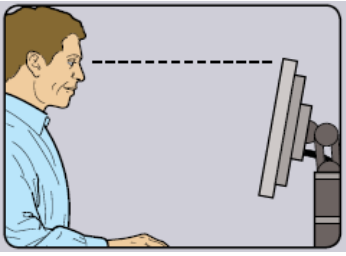
DSE Process Flow Chart



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?		This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable). <i>A separate keyboard is issued with all laptops by ICT.</i>	
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.	
2. MOUSE, TRACKBALL, ETC			
Is the device suitable for the tasks it is used for?		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. A</i>	

		<i>separate mouse is issued with all laptops by ICT</i>	
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 it 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. 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?		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?		Users may need training in how to adjust device settings.	
3. DISPLAY SCREEN			
Are the characters clear and readable? 		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 stable, i.e. 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 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.	
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/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? 		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?		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?		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.?		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 some 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 easy 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/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. <i>If your chair used 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? 	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?	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?	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?	A footrest may be needed.	
6. ENVIRONMENT		
Is there enough room to change position and vary movement?	Space is needed to move, stretch and fidget. Ensure under desk is clear. Consider	

		reorganising 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. 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?		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?		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?		Consider moving sources of noise, e.g. tv, radios, away from the user. If not, consider moving to a different part of the house.	
Are floor coverings, such as carpets and rugs, secure?			
7. LONE WORKING & MENTAL WELLBEING			
Are you familiar with your team's lone working procedures?			
Do you know the name and number of a manager or supervisor who you can get in touch with easily?			
Do you have a system for regularly 'checking in' with your employer if you are not visibly online each day?			
Do you have any concerns about managing your working hours, workload or work-life balance?			
Are you aware of the Time for Talking confidential service available for employees?		<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			

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)