

	Display Screen Assessment (DSE)	Revision: 1 Date: Aug 18
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The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to protect their employees from the hazards of working with display screens. To meet their requirements the employer must carry out a risk assessment, where ever possible provide natural breaks from the screen, provide employees with eye and eyesight tests and spectacles if necessary (where required for DSE use only) and provide information and training.

Please complete this assessment and the summary of action required, and return to:

Name:		Signed	
Date:		Department:	

1 Display screen, keyboard and input devices

Satisfactory

Is the screen in a comfortable position with adequate adjustment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the image clear, characters easy to read and without distracting reflections?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there adequate space in front of keyboard to rest wrists?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the keyboard have sufficient adjustment / tilt?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is it possible to locate a mouse in a comfortable position and without discomfort?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

2 Furniture

On your desk is adequate work space available and room for all equipment to be placed as required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your desk satisfactory in terms of it's height, comfort and general suitability for use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your chair adjustable to allow compatibility with your desk and place your feet on the floor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3 Work station environment

Are the temperature and humidity levels comfortable at your work station?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is lighting at your workstation sufficient and at a comfortable level?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are noise levels at your work station controlled to an acceptable level?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is their sufficient space in your working area for all your work equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4 User personal factors

Are cleaning materials available?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does user know how to report defect/problems?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

5 Any other comments

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