

Workstation and DSE self-assessment form



This form should be completed as a self-assessment of your workstation(s) and then submitted to your local DSE assessor and/or line manager for review.

Complete the [workstation and DSE e-learning module](#) **before** filling out this form. View the [DSE risk assessment flowchart](#) for details about obtaining equipment.

You can find further information on the [Workstation and DSE webpage](#).

Name:			
Date:			
Workstation location(s): <i>One form can cover multiple workstations – please specify which ones.</i>			
Date e-learning was last completed: <i>Training should be refreshed annually.</i>			
Have you previously been issued with specialist equipment or furniture? <i>As part of the University's DSE assessment process.</i>			
Assessment reviewed by: <i>Local DSE assessor.</i>			
Is any further action needed? <i>If YES, complete the action plan at the end of this document.</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date follow-up action completed: <i>As recommended by the local DSE assessor</i>			
Type of working (tick all that apply)			
Traditional single fixed workstation at the University	Using shared workstations on campus	Home working, (e.g. temporarily, blended working etc.)	Agile working across a range of UoB and non-UoB locations

Work through this form, ticking either 'yes' or 'no' against each question.

✓ **Yes** answers require no further action.

- x **No** answers will require review, advice and support by the local DSE assessor. The DSE user should provide details in the 'comments' column.

1. Display screens				
Check	Yes	No	Advice	Comments
Are text and images on screen clear and easy to read?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>Make sure the screen is clean and that cleaning materials are made available.</p> <p>If the screen cannot always be read easily, tweak your computer settings, such as by adjusting:</p> <ul style="list-style-type: none"> the brightness and contrast the text size the colour contrast of text and background colours <p>Limit the use of phones and tablets for reading.</p>	
Is the screen suitable for the work being carried out?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Intensive graphic work or tasks requiring fine attention to small details may require large display screens.	
Does the screen swivel and tilt?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p> <p>However, you may need to replace the screen if:</p> <ul style="list-style-type: none"> the swivel or tilt is absent or unsatisfactory, your work is intensive, you have problems getting the screen into a comfortable position. 	
Is the screen free from glare and reflections?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check where reflections are coming from by placing a mirror in front of the screen.	

			<p>You may need to move the screen, relocate your desk, or shield the screen from the source of reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p> <p>To avoid glare on the screen, does the room have adjustable window coverings that are in adequate condition?</p> <p>Check that the room's blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	
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2. Keyboards

Check	Yes	No	Advice	Comments
Is a separate keyboard being used?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>Using a separate keyboard is a requirement unless the task makes it impracticable.</p> <p>A separate keyboard is also needed when using a laptop for longer periods.</p>	
Does the keyboard tilt?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Tilt need not be built in and you may not need to use it. Try to avoid a flexed wrist position.	
Is it possible to find a comfortable typing position?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Try pushing the display screen further back to create more room for the keyboard, hands and wrists.	

			If you use a thick, raised keyboard, you may need a wrist rest.	
Do you have a good technique for typing with your keyboard?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Training can prevent: <ul style="list-style-type: none"> • hands bent up at wrist, • hitting the keys too hard, • overstretching the fingers. 	

3. Mouse, trackball and related

Check	Yes	No	Advice	Comments
Is a separate mouse being used and is the mouse or input device suitable for the tasks it is used for?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Using a separate mouse is a requirement unless the task makes it impracticable. If you are having problems, try a different type of mouse or input device. Alternative devices such as touch screens may be better for some tasks but can be worse for others. If you are using a laptop for more than a short time, a separate mouse should be used.	
Is the device positioned close enough to you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Most devices are best placed as close as possible, right beside the keyboard, to the centre of your body.	
Is there support for your wrist and forearm?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Support should usually be gained from the desk surface or arm of a chair. If not, a separate supporting device may help. You should be able to find a comfortable working position with the device.	
Does the device work smoothly at a	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check the work surface is suitable. A mouse mat may be needed.	

speed that suits you?			Can you easily adjust the software settings to change the speed and accuracy of the mouse pointer?	
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4. Software

Check	Yes	No	Advice	Comments
Is the software suitable for the task?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>Software should help you carry out the task, minimise stress and be user-friendly.</p> <p>Check you have had appropriate training to use the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	

5. Desk work surface

Check	Yes	No	Advice	Comments
Is the work surface suitable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>Create more room by moving equipment around. There should be some scope for flexible arrangement.</p> <p>The work surface should be deep enough to fit the screen, keyboard and mouse and provide support for the forearms.</p> <p>The worksurface should be a suitable height to allow the chair to fit under when adjusted to the correct height.</p>	

			Taller individuals may need their desk raising.	
Can you comfortably reach all the equipment and documents you need to use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Rearrange equipment to bring frequently used items 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 <input type="checkbox"/>	No <input type="checkbox"/>	Consider mats or blotters to reduce reflections and glare.	
6. Chair and posture				
Check	Yes	No	Advice	Comments
Is the chair suitable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	The chair may need repairing or replacing if the user is uncomfortable or cannot use the adjustment mechanisms. For <u>temporary</u> home working, try using extra cushions to sit at the right height and provide support for the back.	
Is the chair stable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Does the chair have working adjustments?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Your chair should be stable and have the following adjustments: <ul style="list-style-type: none"> • Seat back height and tilt • Seat height • Swivel mechanism • Castors or glides If not present, you may need a new chair.	

<p>Is your posture optimal?</p> <p>Is the chair adjusted correctly?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>You should be able to carry out your work sitting comfortably.</p> <p>Consider training for how to adopt suitable postures while working.</p> <p>Armrests may stop you getting close enough to use the equipment comfortably. Ideally use a chair without armrests.</p> <p>Move any obstructions from under the desk.</p>	
<p>Is the small of your back supported by the chair's backrest?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>You should have a straight back, supported by the chair, with relaxed shoulders.</p>	
<p>Are forearms horizontal and eyes at roughly the same height as the top of the screen?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>Adjust the chair height to get your arms in the right position in relation to the desk, then adjust the screen height, if necessary.</p>	
<p>Are feet flat on the floor (or footrest), without too much pressure from the seat on the backs of the legs?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>If not, a footrest may be needed.</p>	

7. Environment

Check	Yes	No	Advice	Comments
<p>Is there enough room to change position and vary movement?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p>	
<p>Is the lighting suitable and not</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>You should be able to control light levels, for example by</p>	

too bright or too dim to work comfortably?			<p>adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, such as desk lamps. However, make sure lights don't cause glare by reflecting off walls or other surfaces.</p>	
Does the air feel comfortable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>DSE and other equipment may dry the air.</p> <p>Circulate fresh air if possible. Plants may help.</p> <p>Consider a humidifier if discomfort is severe.</p>	
Are levels of heat comfortable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Alternatively, can workstations be moved away from the heat source?</p>	
Are levels of noise comfortable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>Consider moving sources of noise such as printers away from workstations. If not, consider soundproofing.</p>	
Do you take regular breaks away from your workstation and DSE?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>Take lunch breaks away from your desk.</p> <p>For every hour, aim to spend 10 minutes taking a break away from DSE by working on activities where you can move into a different position.</p> <p>Try to take frequent short breaks, such as getting a drink, moving to talk to a colleague, photocopying or filing.</p> <p>Include movement into your working day wherever possible.</p>	

8.Other

**Are there any other problems with your workstation or using DSE?
If so, please give details here:**

Continue on another sheet if necessary

Action plan

Completed by: DSE assessor (if applicable)

Action item	Comments	Person responsible	Date completed