

Display Screen Equipment Procedure



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1. Introduction

In accordance with the requirements of the Display Screen Equipment Regulations 1992 and other relevant statutory United Kingdom and European legislation, NSS recognises and accepts our responsibility as an employer to protect the health and safety of their staff when they are working with Display Screen Equipment (DSE), including home workers. NSS will fulfill their obligations by:

- The assessment of workstations, using a self assessment approach, supported by appointed trained assessors;
- The provision of suitable work equipment;
- The provision of information and training for users, primarily through a computer based package;
- The provision of eye and eyesight testing for users, including financial assistance towards the purchase of spectacles where these are required solely and specifically for DSE work;
- Making arrangements for regular breaks for employees working with DSE.

Any breach of this procedure may be regarded as an offence and the member of staff may be subject to investigation in accordance with the NSS Disciplinary Policy.

Should members of staff have any difficulties with understanding any aspect of this procedure, or require further information in respect of accessibility, interpretation or application of the policy, they should contact their NSS H&S Adviser.

This procedure will be reviewed on a regular basis to take into account any changes to statutory legislation affecting the NSS and changes to the NSS organisation or the arrangements for implementation of the policy.

2. Organisation

Description on how NSS links to procedure

This Procedure will support the NSS Occupational Health Safety and Wellbeing Policy. <http://www.nssscotland-hr.scot.nhs.uk/healthy-working-lives/health-and-safety.htm> For reference to Roles and Responsibilities for Management, Staff and H&S Representatives please see the policy.

Workstation assessment and self assessment

Each Strategic Business Unit (SBU) should have one or more DSE assessors. In the case of small SBUs, an assessor(s) may be shared with another SBU. These assessors will be trained in the principles and practice of workstation assessment and problem solving. Training courses and regular updates are arranged through Personal Development Programme.

Workstation self assessment shall be carried out by all employees who use display screen equipment, using the DSE assessment form which is available electronically at HRConnect/HealthyWorkingLives/Health and Safety/Display Screen Equipment/templates. The results of this assessment will then be reviewed by the appropriate DSE assessor who will provide assistance where required to resolve problems.

Minimum requirements for workstations

Workstations and equipment must comply with specific minimum requirements laid down in the DSE regulations. These include, for example, a chair with seat height adjustment, seat back adjustment and a stable base (usually 5 wheels/castors), a desk which provides 'adequate space'; a monitor which tilts and swivels and has a clearly readable screen.

If items such as a footrest or document holder are provided these should comply with the minimum standard. However, they need only be provided if they are necessary given the nature of the work and /or the individual.

Laptop computers must also comply with the minimum standard if they are in prolonged use

Breaks

Staff are encouraged to take appropriate breaks e.g. 5 -10 minutes after 50 – 60 minutes continuous screen and /or keyboard work. Frequent mini breaks (e.g. 1 minute every 15 – 30 minutes) are preferable to longer breaks every couple of hours. Computer installed software can be useful to remind users to take frequent mini breaks.

3. Definitions

Display Screen Equipment

Any alphanumeric or graphic display screen, regardless of the display process involved. This includes microfiche viewers and production process control panels (if relevant to users)

The regulations do not apply in the case of:

- DSE in drivers cabs or control cabs
- DSE on board a means of transport
- Systems intended mainly for public use
- Portable systems not in prolonged use
- Small display panels on calculators, cash registers, medical and scientific equipment
- Display panels on 'window' typewriters

Use

Use for or in connection with work

User

An employee who habitually uses display screen equipment as a significant part of their normal work. This may include;

- Word Process operators
- Personal Assistants
- Those using spreadsheets for stores or financial purposes
- Computer Operators including donor data inputting
- Library Staff (Microfiche)
- Secretaries
- Human Resources Staff
- Laboratory Assistant

Workstation

An assembly comprising–

- Display screen equipment with or without an input device (keyboard, mouse etc)
- Any optional accessories to the display screen equipment,
- Any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other item peripheral to the display screen equipment, and
- The immediate work environment around the display screen equipment.

Home-worker

You are classed as a home worker if you work from home for more than 50% of your time during any one calendar year and a full DSE assessment must be carried out. Ref NSS Working at Home and Working From Home Policy <http://www.nssscotland-hr.scot.nhs.uk/Archive%20Pages/employee-relations-direct/working-at-home-and-working-from-home-policy.htm>

4. Roles and Responsibilities relating to this procedure

SBU Director / Senior Managers

Responsible and accountable for the health and safety of all staff and anyone else who may be affected by the work activities associated with their area of control. Specific duties required under this procedure are -

- Ensuring that a Health and Safety Organisational Structure and appropriate Management Arrangements are in place to ensure all aspects of health and safety are suitably managed, including the risk assessment process
- Ensuring SBU Line Managers and Supervisors are provided with adequate time and resources to effectively manage health and safety as an integral part of the operational requirements, necessary to the business undertakings for which they have line management responsibility.
- Ensuring SBU Line Managers and Supervisors are provided with adequate health and safety information, instruction, and training on their roles and responsibilities, including effectively communicating this procedure.
- Ensuring SBU Line Managers and Supervisors effectively and efficiently carry out their health and safety roles and responsibilities

Occupational Health and Safety Advisory Committee (OHSAC)

As the governing body for health and safety in NSS, OHSAC will review, endorse and subsequently authorise all new documented Occupational Health and Safety Procedures developed by the Safety Working Group, before they are released to the business.

SBU Line Managers / Supervisors

Responsible for the day to day implementation of NSS occupational health and safety policies, procedures and safe systems of work. Specific duties required under this procedure are -

- Ensuring Competent DSE Assessors are provided with adequate time and resources to undertake DSE assessments as and when required.
- Ensuring Competent DSE Assessors and staff are provided with adequate health and safety information, instruction, training and supervision in their roles, including effectively communicating this procedure and risk assessment findings
- Ensuring Competent DSE Assessors and staff effectively and efficiently carry out their health and safety roles and responsibilities
- Responsible for sign off and ownership of the DSE assessment including appointing a suitable DSE assessor for the task and effective implementation and enforcement of subsequent safe systems of work and any resulting corrective action.
- Ensure any changes to work as a result of DSE assessment findings are also reflected in the relevant safe system of work documentation such as SOPs etc
- The local senior manager is responsible for ensuring that all recommendations from an assessment are implemented as soon as is reasonable practicable.

SBU OH&S Committee Chair

Appointed competent member of staff (usually a senior manager) responsible for heading up the SBU OH&S Committee and chairing the meetings. Specific duties under this procedure are -

- Provide information, guidance and support to the Line Manager and Competent Risk Assessor as and when required
- Ensure the numbers of completed DSE assessments are added to SBU Risk Profile Document and any resulting actions necessary are included in the SBU OH&S Action Plan if applicable
- Monitor progress of these actions through reviewing the plan with OH&S committee
- Submit a quarterly RAG report to the NSS H&S Advisors on the progress of that OH&S Action Plan

DSE Assessors

- Shall ensure that DSE assessments are completed when required and any findings reported back to the individual and their line manager.

NSS National Health and Safety Advisors

Appointed competent members of staff who have completed or are working towards a professional health and safety qualification e.g. NEBOSH Diploma or equivalent and who are responsible for providing expert health and safety advice and support to all NSS staff. Specific duties under this policy are -

- Provide expert advice guidance and support nationally to DSE assessors and staff across the Organisation

NSS Occupational Health Service

- Provide advice and information where an underlying health condition may affect or impact on the use of DSE equipment. This may take the form of service adjustments or specialist equipment

- Provide reports as required

Local H&S Advisors (where applicable) & Staff Side Reps

Appointed competent members of staff who provide health and safety advice and support to staff at a local level. Specific duties under this procedure are -

- Assist with the DSE risk assessment process by providing practical support and guidance to the local DSE risk assessors, OH&S Committee Chair, Committee Reps and staff on a daily basis
- Attend OH&S Committee meetings and advise on DSE risk assessment matters and feed back to staff

Employees

All staff must comply with this procedure and follow safe systems of work developed from DSE risk assessments and co-operate with management to assist NSS in meeting their statutory obligations in relation to health and safety. Staff must report any DSE concerns to their line manager in the first instance and the local H&S representative or Occupational Health if appropriate

Other Sources Internal/External

Competent persons from inside or outside the Organisation with a particular level of knowledge or expertise which may be required to ensure all relevant necessary information has been considered to provide a suitable and sufficient DSE risk assessment. e.g. ergonomists, manufacturers, suppliers etc. Requirement under this procedure is -

- Provide necessary information, knowledge and expertise to the Competent DSE Risk Assessor and Line Manager when required in order to assist the DSE risk assessment process

5. Occupational Health

Eyesight testing

NSS employees are entitled but are not obliged to undergo, an appropriate eye and eyesight test if they:

- a. are a user as defined in section 3
- b. become a user through a change of job or workload
- c. have concerns about their work and eyesight

These tests should be carried out if possible before the employee commences DSE work and be repeated at regular intervals of 2 years (or sooner if the optician recommends).

Repeat testing should also be available if the employee has concerns about visual difficulties arising from the use of DSE. The employee should discuss the problems with their line

manager in the first instance.

An appropriate eye and eyesight test is defined within the Opticians Act 1989. All opticians now offer free eye tests and to any employee who feels that they are having visual problem associated with DSE use

In normal circumstances where the DSE user has regular eye sight tests reimbursement towards the cost of corrective glasses will be offered to the employee, where correction requires to be made for DSE use. This will be confirmed by the optician on the prescription supplied by the optician

Confidentiality

Note: the results of the eyesight test can only be disclosed to NSS with the consent of the employee.

Provision of Glasses

Where special corrective appliances are prescribed specifically for work with DSE (typically the bifocal wearer who require single vision glasses for DSE work) NSS must provide these regardless of the premises at which the workstation is used. Glasses required for any other purpose are not the responsibility of the NSS.

Employees will not be supplied with tinted lenses of the so-called "VDU glasses" that claim to protect from radiation. NSS will only pay the basic cost of suitable lenses and basic frames.

Reimbursement towards the cost of prescription glasses for DSE use

Once the prescription form has been signed by the optician confirming the glasses are solely for DSE use, or are required for general use but incorporate a special prescription for VDU use, the member of staff must then take this form to their line manger for approval. Once agreed the member of staff will submit a claim up to the present value of £65.

6. Training and Education

How to access to Training and Education:

For all courses currently offered by the HWL Team which are centrally funded please review the Training Section which is available on HR Connect on the Healthy Working Lives pages and the NSS Learning and Development Website.

To enrol on a workshop you are required to discuss and agree this with their Line Manager, add the course to their PDP and then enrol through eESS

https://eess.mhs.scot.nhs.uk/OA_HTML/RF.jsp?function_id=28716&resp_id=1&resp_appl_id=1&security_group_id=0&lang_code=US¶ms=VSPMcTD.1Fu-VWA4E7iVA&oas=fwLMmah-8tL-XUzOcXxSwQ..

where they will find the course details

Training and Education available:

Staff Mandatory Training

All staff should include and complete the elearning training module every 3 years, and this should be included onto their PDP.

E-KSF - level 1 training information can be found in the KSF Framework Book

All new staff members should be supported in the correct set up of their workstation and they should complete a DSE Self Assessment form within the first month which should be reviewed and any actions taken/implemented by their Line Manager.

DSE self assessments are undertaken every 3 years, but if you have any concerns about your workstation, any discomfort you are experiencing or had a significant change to your workstation, talk to your line manager or DSE assessor at any time. This includes expectant mothers who may be suffering discomfort.

Display Screen Assessors

E-KSF level 2, 3, 4 (dependant on role within the organisation).

HWL currently deliver an IOSH accredited day course which supports DSE Assessors to be able to:

- Support the Organisation in compliance with the NHSS Manual Handling Passport Scheme
- Understand the scope of the DSE Regulations and what they mean in practice
- Understand the risks associated with DSE use and the factors which contribute to their development
- Understand the cumulative and multi-factorial nature of work related musculo-skeletal disorders
- Effectively identify and evaluate risk through a risk assessment process
- Recommend action to reduce risk identified
- Appreciate the wider practical and commercial issues which must be taken into account when making recommendations to reduce risk

Refresher Training

All DSE Assessors will be required to undertake a half day refresher course every 3 years.

For further information and guidance please contact the HWL Team.

7. NSS Support (see local arrangements)

Should members of staff have any difficulties with understanding any aspect of this procedure, or require further information in respect of accessibility, interpretation or application of the procedure, they should contact their:

- Line Manager
- SBU Occupational Health and Safety Committee Chair & Committee Reps
- Local Health and Safety Advisor & Trade Union H&S Rep
- Healthy Working Lives contacts, email; NSS.HealthyWorkingLives@nhs.net
Health and Safety 0131 275 7671, Occupational Health 0131 275 6360
- Help is also available via the Healthy Working Lives Website on HR Connect where other NSS policies, procedures and guidance documents can be found.

8. External Sources of Help

Contacts:

The Health and Safety Executive (HSE) www.hse.co.uk

Royal Society for the Prevention of Accidents (ROSPA) www.rosipa.com

References:

- The Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- NSS Working at Home and Working from Home Policy. <http://www.nssscotland-hr.scot.nhs.uk/Archive%20Pages/employee-relations-direct/working-at-home-and-working-from-home-policy.htm>

9. References

- The Health and Safety (Display Screen Equipment) Regulations 1992
- Working with display screen equipment (DSE) HSE INDG36
- Seating at Work HS(G)57
- Lighting at Work HS(G) 38
- Work with display screen equipment: Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 L26

10. Appendices

- (I) DSE forms
- (II) Process Flow Map

11. Sign Off and Review Date

Date Procedure is effective

Reviewed By: *Jacqui Jms* Date:31 August 2015
Joint Chair, OHSAC (Occupational Health & Safety Advisory Committee)

Carole Crowb
Agreed by: Date: ...31 August 2015
Joint Chair, OHSAC (Occupational Health & Safety Advisory Committee)

Next scheduled review date: August 2017

APPENDIX I

Display Screen Equipment (DSE) Workstation Assessment (NSSDSE01)

Introduction

NHS NSS are legally obliged to provide you with a safe and healthy working environment at your computer workstation [under the Health and Safety (Display Screen Equipment) Regulations 1992]. To ensure that it is suitable for you, each DSE workstation needs to be assessed to ensure that it offers appropriate adjustment and arrangement for the user.

The aim of this assessment is to ensure that your workstation and computer equipment are suitable for you, so as to reduce the likelihood of the health problems associated with working at computers. These are pain and discomfort in the upper limb (shoulders down to your fingers), lower back, visual discomfort, and tiredness and stress. There is much that can be done to avoid these problems, such as setting up and using the equipment correctly, and taking regular breaks from computer work. These things will be reviewed in this assessment.

You are asked to complete the first 5 pages of this form, and return it to your display screen assessor, who will review it. If required, they will come and observe you working, and make suggestions for changes to your workstation.

DSE self assessments are undertaken every 3 years, but if you have any concerns about your workstation, any discomfort you are experiencing or had a significant change to your workstation, talk to your line manager or DSE assessor at any time. This includes expectant mothers who may be suffering discomfort.

Guidance on how to set up your workstation is available in the leaflet ‘DSE Safety and Comfort guide’, or on the HWL pages on geNSS. It is recommended that you read this prior to undertaking this assessment. If you have any questions, please ask your DSE assessor.

User’s Name:		Date of completing form:	
Job Title:		Tel extension:	
Dept / Workstation:			
Line Manager’s name:		Tel extension:	
Assessor’s name:			
SECTION 1: About you and how you use the computer equipment			
1	Are you: Employed by NSS Employed by an agency		
2	How many hours do you normally work per week?		
3	Approximately how many hours do you spend using a computer per working day?		
4	Do you use a laptop for work?		Yes / No
	If yes, Do you use it with a separate screen, keyboard and docking station?		Yes / No
	How many hours per week do you use the laptop in the office		
	How many hours per week do you use the laptop away from the office		
5	Do you occasionally use a computer at home for work?		Yes / No
	If Yes, approx how many hrs/wk Note: You are classed as a home worker if you work from home for more than 50% of your time during any one calendar year and you will need a full DSE assessment carried out. Ref NSS Working at Home and Working From Home Policy. Please contact your DSE assessor for advice		
6	Please indicate how many of the following you have at your workstation?		
	Screen		
	Keyboard		
	Mouse		
	Computer (laptop or PC)		

If you have more than one screen, keyboard or mouse, or use a laptop without a docking station (i.e. separate keyboard and mouse), please speak to your workstation assessor before completing the form.

7	Do you work at a desk and chair?								Yes / No	
	If not; please describe your set-up?									
8	Do you have any of the following at your workstation and if so, do you use them?									
		Have	Use		Have	Use		Have	Use	
	Footrest			Mouse Mat			Printer			
	Task Lamp			Docking Station			Telephone			
	Document Holder			Pedestal / Drawers			Cleaning materials			
9	Does most of your work at the computer involve typing ...								Yes	No
	continuously or for long periods (e.g. data entry, writing reports, letters,)									
	intermittently (e.g. telephone enquiries, obtaining information)									
10	Do you often have to work intensively at the computer for 1 hour or more without getting a short break away from it (e.g. phone calls, photocopying, paper work, toilet or drinks)?									
11	Do you feel that your work requires high concentration?									
12	Do you regularly use a telephone while also keying?									
	If yes, is a headset provided?									
	If no, would one be useful?									
13	Do you use the mouse:									
	Occasionally for navigation (<20% of time)									
	Regularly (20-80% of time)									
	Constantly (>80% of time)									
14	Which hand do you use your mouse with?									
	Left									
	Right									
	Alternate between them									
15	Have you had an eyesight test within the last 3 years?									
16	Do you wear bi-focals or vari-focal glasses?									
17	Do you wear DSE glasses (i.e. provided specifically for computer work)									

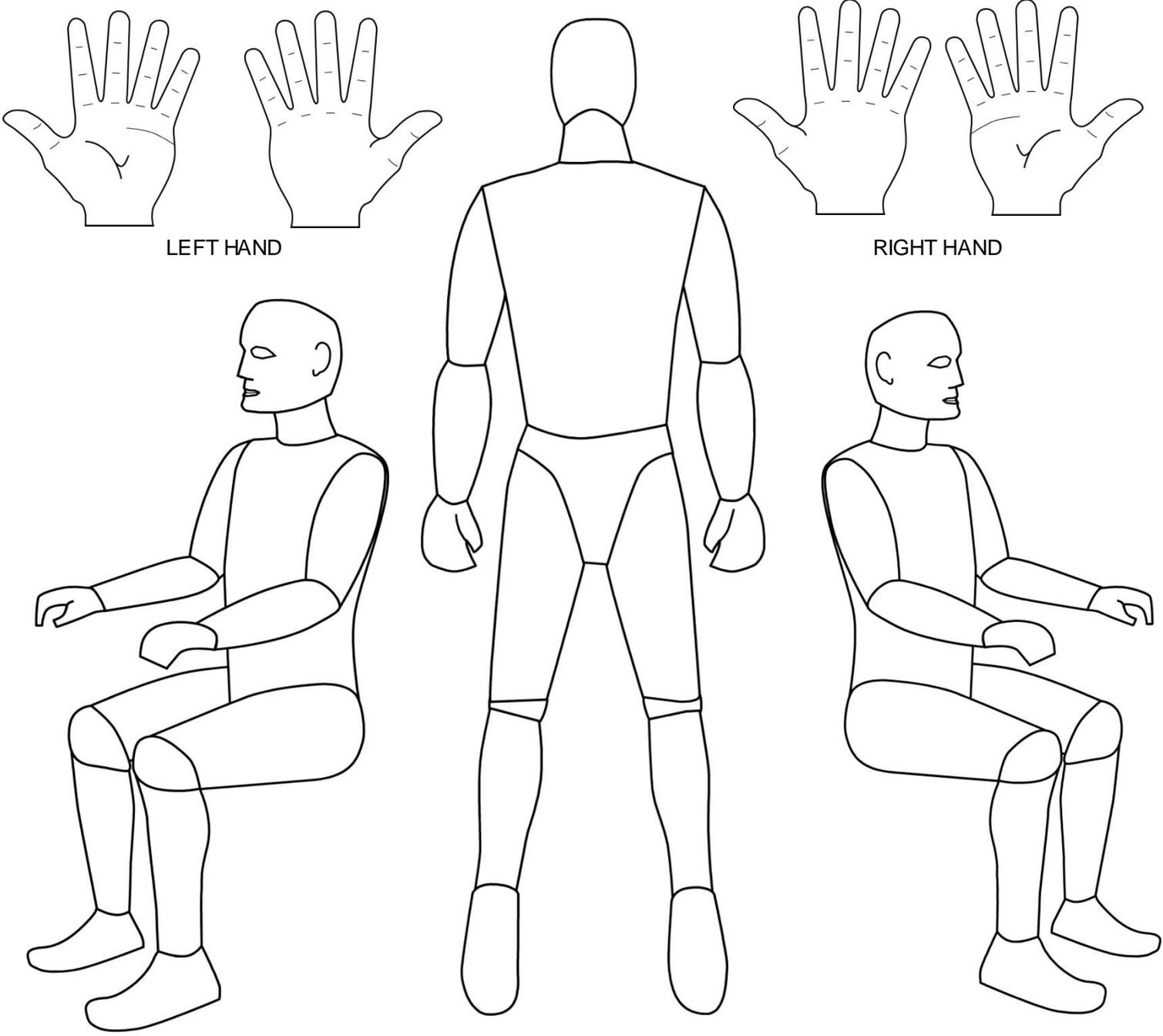
SECTION 2: Assessment of equipment, furniture and environment					
KEYBOARD AND MOUSE			Yes	No	Comments
18	Are the symbols on the keyboard clear and legible?				
19	Can you tilt the keyboard (small legs under it at the back)?				
20	Can you move your keyboard so that you can rest your hands in front of the keyboard when you are not keying?				
21	Is the mouse comfortable to use?				
22	Are the mouse settings correct for you?				
23	Are the mouse and keyboard working properly (e.g. no sticky keys) and not causing problems?				
SCREEN			Yes	No	Comments
24	Is the screen in a position where you can view it comfortably (e.g. without twisting or leaning forward)? This is about arm's length from you when sitting comfortably				
25	Is the screen at a height where you can view it comfortably? (i.e. top of the screen approximately level with your eyes)				

26	Can you tilt the screen (up and down), so as to get a comfortable viewing position and avoid reflections?			
27	Is the screen image stable? (i.e. without flicker)			
28	Is the screen image clear? (i.e. can you read the characters on screen without any problems; colour + contrast are OK?)			
29	Can you control both contrast and brightness on the screen so they are comfortable for you?			
30	Are the font sizes and screen colours correct for you?			
31	Is the screen an appropriate size for your work?			
32	Do you keep your screen clean using screen wipes?			
33	Do you try to look away from the screen regularly (e.g. for a few seconds every few minutes) to give your eyes a rest?			
34	Is the screen working OK and not causing any problems?			
DOCUMENT HOLDER		Yes	No	Comments
35	Do you have a document holder?			
	If no, do you think you need a document holder?			
36	If there is a document holder, is it:			
	Stable?			
	A suitable size for the documents you work from?			
	Adequately adjustable in height and tilt?			
CHAIR (see HWL DSE Guidance presentation on geNSS on how to adjust your chair)		Yes	No	Comments
37	Is your chair stable, and are you able to move freely on it? (i.e. 5 star castor base)			
38	Can you easily adjust the seat height?			
39	Can you easily adjust the backrest height?			
40	Can you easily adjust the backrest angle?			
41	Can you move the chair close enough to the desk without the armrests getting in the way?			N/A
42	Can you adjust the seat pad?			
43	Do you know how to use all the adjustments on the chair?			
44	Do you find the chair adequately supportive?			
45	The chairs have a safe weight limit of 23 stone. Do you think the chair will be OK for this reason? Exceeding the safe weight limit of the chair could cause injury. Alternative chairs are available.			
FOOTREST		Yes	No	Comments
46	If you have a footrest, is it suitable (size, height etc)?			
WORK DESK		Yes	No	Comments
47	Is there enough space on the work surface for all the equipment / paperwork?			
48	Can you reach all the equipment without stretching?			
49	Is there enough space under the desk for you to be able to sit comfortably?			
50	Is it easy to get in and out of your workstation?			

51	Is the work surface free of distracting reflections?			
52	Is the work area free of sharp edges?			
53	Is there trailing or damaged cables?			
54	Are you able to find a comfortable position to work?			
55	Do you have any other issues with equipment?			If yes, please comment below
WORK ENVIRONMENT		Yes	No	Comments
56	Are noise levels from the equipment acceptable (i.e. don't disturb speech / concentration)?			
57	Are the lighting levels satisfactory for your work?			
58	Are you free of any light shining directly in your eyes?			
59	Are there blinds or curtains that effectively control reflections and glare from windows?			
60	Is the room temperature comfortable?			
61	Is the humidity level acceptable? (i.e. not dry / stuffy)			
62	Is the work area free from draughts?			
OTHER WORKSTATIONS		Yes	No	Comments
63	Do you use other computer workstations for work (for more than an hour a day) besides this one?			
	If yes, please specify where they are:			
This has been intentionally left blank for additional comments				

SECTION 3: About any discomfort

64	<i>This Question is Optional – however, the answers can be useful in helping us to set up the workstation for you. The assessor will consider your workstation in relation to your discomfort, and may discuss this with you.</i>	Yes	No	Some-Times
Do you regularly experience any of the following symptoms during or after computer work?				
• I would prefer not to answer				
• Headache				
• Eye discomfort / strain				
• Excessive tiredness / stress				
• Physical discomfort				
If Yes; shade the diagrams below to indicate where this is				



Please return this form to your workstation assessor. They will review it, and may come and observe you working at the computer, in order to consider any workstation adjustments you may require.

To be completed by the Workstation Assessor

Assessor's name:		Date form reviewed:	
Summary		Yes	No
Is a workstation assessment required?			
If Yes; what is the planned date of the assessment?			
If No; Inform the Line Manager and User by e-mail. Attach the e-mail notification, with line manager's acknowledgement to this form and file document(s) centrally			
This has been intentionally left blank for additional comments			

This section is to be completed by the DSE Assessor if there are any concerns in the sections above.

Otherwise this form should be filed securely and a further DSE self assessment carried out within 2-3 yrs or in the event of any changes.

Date of completing the observations:	
--------------------------------------	--

Observe the user undertaking their typical keyboard tasks for a few minutes before completing this section.

SECTION 4: Posture at the workstation: to be completed while the user is undertaking their typical DSE tasks				
	POSTURE – when working at the keyboard...	Yes	No	Comments
1	Are the shoulders relaxed when keying?			
2	Are the upper arms relaxed by the side of the body when keying?			
3	Are the wrists / arms free of any direct point pressure when keying / using mouse (i.e. not rested on edge of desk etc)?			
4	Are the wrists generally at a neutral angle when keying?			
5	Is the keyboard in an appropriate position?			
6	Are the fingers relaxed when pressing the keys / using the mouse? (i.e. not held awkwardly)			
7	Is the typing style relaxed? (i.e. without very rapid or heavy keystrokes)			
8	Does the user keep the mouse close, so they don't have to stretch to reach it?			
9	Is the wrist free of high pressure when using the mouse? (i.e. the weight of the arm is not taken on the wrist)			
10	Is the forearm approximately horizontal when using the mouse?			
11	Is the wrist at a neutral angle when using the mouse?			
12	Is the style of mouse suitable for the user?			
13	If a wrist rest is used, is it suitable?			
14	Is the user sitting at an appropriate height at the keyboard?			
15	With the chair at the correct height are the feet adequately supported (on floor or footrest)?			
16	Is the user's back upright and the lower back supported?			
17	Is the backrest at an appropriate height and angle?			
18	Is there sufficient space between the front edge of the seat pad and the back of the knees? (a fist width or 5-7cm apart)			
19	Is there sufficient clearance between the top of the legs and the desk with feet on the floor or foot rest?			
20	Is the top of the screen approx level with the user's eyes?			
21	Is the screen a suitable distance from the user (arm's length)?			
22	Is the screen in an appropriate position?			
23	If present, is the document holder suitably positioned?			
24	Is the head usually facing forwards (i.e. no / little twist)?			
25	Is the head generally in an upright posture when keying?			

26	Does the user avoid poking their head forward (ears in front of shoulders) when pressing the keys / using the mouse / viewing screen?			
27	Is all other equipment positioned appropriately?			

If you have adjusted the chair / equipment etc, observe the user working again.

28	Is the user happy with the adjustments that have been made?			
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SECTION 5: Risk reduction measures and recommendations

User's name:

Action taken during the assessment

(should be reviewed 1-2 weeks after assessment)

No.	Description of action taken by assessor	Reviewed (signature)

Action to be taken

(should be reviewed 1-2 weeks after they are completed)

No.	Recommendations	Priority H, M, L*	Date completed	Reviewed (signature)

Tick if Occupational Health referral is required

Comments:

Please sign and date any comments made after the assessment

* H = High M = Medium L = Low

User's signature:	Date
Assessor's signature:	Date
Line manager's signature:	Date

File Document(s) in line with Local Arrangements

Appendix !!

