



# Health & Safety Risk Assessment Form



Ref: CF:008:06

RE: Display Screen Equipment Workstation Risk Assessment Form

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September 2018

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June 2020

Author(s):

National Health & Safety Function

## Part A

## DSE Workstation Risk Assessment Form

Division:

Social care  
Midlands Louth  
Meath CHO

Source of Risk:

Display screen equipment  
workstation risk

HG/CHO/NAS/Function:

CHO8

Primary Impact Category:

Staff

Hospital Site/Service:

Drogheda Services  
for Older People

Risk Type:

Musculoskeletal injury

Dept/Service Site:

The Village  
Residence

Name of Risk Owner (BLOCKS):

Seamus Mc Caul

Date of Assessment:

1<sup>st</sup> May 2023

Signature of Risk Owner:

Andrea Doorly

Unique ID No:

RA 004

Risk Co-Ordinator:

Seamus Mc Caul

\*DSE Workstation Assessor(s):

All staff

DSE Users name:

Name of DSE Users  
Line Manager:

Seamus Mc Caul

Note:

Please note exposure to COVID-19 may present a health risk to staff and others at our places of work. It is essential that the latest public health advice is followed and suitable control measures identified and implemented to mitigate the risk of COVID-19 infection.

When conducting DSE risk assessments consideration should be paid to the risk presented and the means of avoiding and mitigating any such risk so far as is reasonably practicable.

Where 2 metre worker separation cannot be ensured a specific activity risk assessment must be conducted and alternative protective measures must be put in place e.g. comprehensive hygiene measures, minimising the frequency and time staff are within 2 metres of each other, minimising the number of staff involved in the task, physical barriers, provision of face masks.

The Line Manager / DSE Workstation Assessor, in consultation with the employee must carry out the risk assessment/analysis of the Employee's workstation.

*Please ensure the following:*

1. Ensure the DSE User has completed the DSE User Awareness module on HSElanD prior to assessment
2. You use the comment section to document where adjustments to the user workstation have been implemented.
3. Actions that cannot be resolved during the assessment are documented on **Part C** of risk assessment form

	<p>4. Provide the DSE User with a copy of this DSE risk assessment once completed</p> <p>It the responsibility of the Line Manager to ensure any remedial actions identified are implemented</p>
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<b>Workstation Location, e.g. room number, specific work area (payroll, accounts etc):</b>	The Village Residence	<b>Typing Skills:</b>	Minimum
<b>Tasks Undertaken:</b>			
<b>Dominant Hand:</b>	R ( )    L ( )    Both ( yes )		
<b>Requires glasses:</b>	Y ( )    N ( ) Some of the staff		
<b>Approximate length of time spent at DSE:</b>	1 to 2 Hours ( )                      3-5 Hours ( )                      >5 Hours ( ) varies		
<b>Other relevant information e.g. discomfort or symptoms or any concerns relating to DSE use raised by the user?</b>	no		
<i>Sample picture of workstation</i>			

## Using DSE Safely



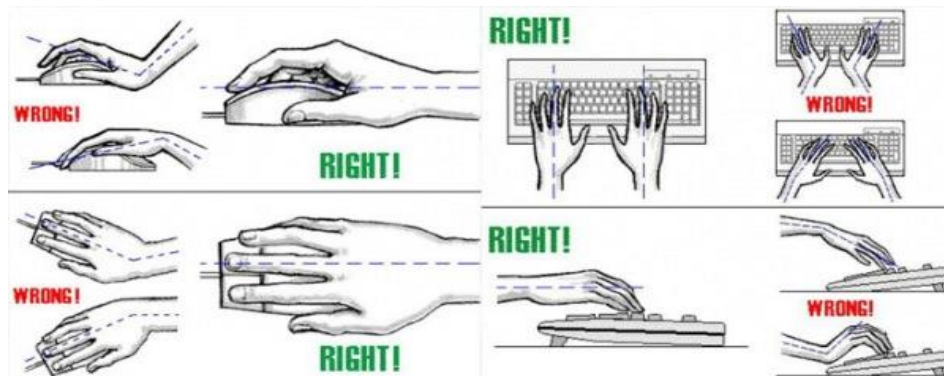
While seated ensure the following:

- ① Your back is straight and the lower back is supported by the backrest.
- ② Your thighs are parallel to the floor in a slightly downward position.
- ③ Your feet are resting comfortably on the floor (if not possible, a footrest may be required).
- ④ Your forearms and wrists are in a straight line while typing, your shoulders are relaxed.
- ⑤ Eyes are level with top of screen or slightly below eye level.
- ⑥ The screen is approximately at arm's length and is positioned to avoid reflective glare.
- ⑦ Keyboard is directly in front of you with enough space to rest forearms on the desk between keyboard and desk edge.

Part B		Equipment		
	Chair	Yes	No	Comments
1	Is the work chair stable i.e. has a five star base and stable when weight is placed on it?	yes		
2	Is the seat height adjustable?	yes		
3	Does the chair allow freedom of movement (in and out of the workspace easily and turn from side to side while seated) and allow for seating in a comfortable position?	yes		
4	Is the backrest adjustable in height and tilt to provide lower back support?	yes		

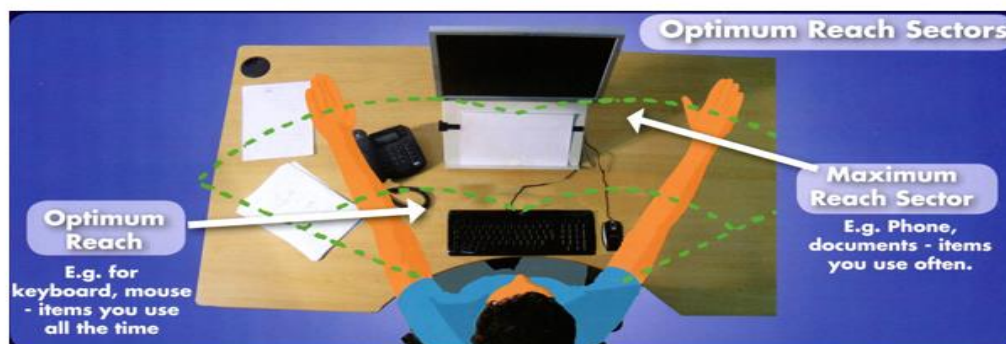
<b>5</b>	If arm rests are present, are they adjustable/removable?	<b>yes</b>		
<b>6</b>	Has the chair been adjusted to ensure while seated: <ul style="list-style-type: none"> <li>➤ The back is in an upright or slightly reclined position?</li> <li>➤ Shoulders are relaxed?</li> <li>➤ Small of the back is supported?</li> <li>➤ There is a 90 degree angle at knees and elbow?</li> <li>➤ Thighs horizontal or positioned slightly downward?</li> <li>➤ Upper arms are vertical and close to the sides of the body while typing?</li> <li>➤ Forearms horizontal with the desk?</li> </ul>	<b>yes</b>		
<b>7</b>	Are the feet resting comfortably on the floor?  If not, is a footrest provided?	<b>yes</b>		
<b>8</b>	Is the User aware of how to adjust the chair in order to find the best posture in accordance with their work?	<b>yes</b>		
<b>Screen</b>				
		<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>9</b>	Is the screen positioned directly in front of the User?	<b>yes</b>		
<b>10</b>	Is the screen an adequate distance (approximately arm's length) from the User?	<b>yes</b>		
<b>11</b>	Is the screen adjustable in height and swivel/tilt?	<b>yes</b>		
<b>12</b>	Is the Users' eye-line in the upper third of the screen?	<b>yes</b>		
<b>13</b>	Are the characters on the screen well defined, clearly formed and of adequate size and spacing to ensure letters and numerals are clearly distinguishable?	<b>yes</b>		
<b>14</b>	Are the images on the screen stable and free from flickering?	<b>yes</b>		
<b>15</b>	Is the screen clean with brightness and contrast adjustable?	<b>yes</b>		

## Keyboard and Mouse



		Yes	No	Comments
16	Is the keyboard positioned directly in front of the User to avoid twisting while typing?	yes		
17	Are characters clearly defined on the keyboard?	yes		
18	Is the keyboard tiltable and separate from the screen?	yes		
19	Is there sufficient space on the desk in front of the keyboard to support the forearms and hands to avoid fatigue?	yes		
20	Does the User have good keyboard technique e.g. are the wrists in line with forearms in a neutral position while typing? Note: wrist rests are only to be used to rest the wrist in between typing	yes		
21	Does the keyboard have a matt surface so as to avoid glare?	yes		
22	Is the mouse close to the keyboard when in use so that the User's forearm is relaxed and the wrist is straight?	yes		
23	Is a mouse mat required?	yes		

## Desk



		Yes	No	Comments
24	Is the work surface sufficiently large to allow for flexible arrangement of the screen, keyboard, documents and related equipment?	yes		
25	Does the work surface have a low reflective surface i.e. matt or semi matt?	yes		
26	Is commonly used equipment such as the phone or mouse arranged within easy reach to prevent overstretching and twisting?	yes		
27	Is there sufficient unobstructed legroom underneath the desk?	yes		
<b>Environment</b>				
	<b>Space</b>	Yes	No	Comments
28	Is there sufficient space (minimum 4.65m <sup>2</sup> ) to allow for easy access and egress to and from the workstation?	yes		
29	Are cables and equipment placed in such a way to prevent a slip/trip hazard?	yes		
	<b>Lighting</b>	Yes	No	Comments
30	Is the lighting level suitable (general rule 300-500 lux) for the tasks and comfortable for the User?	yes		
	<b>Glare and reflections</b>	Yes	No	Comments
31	Is the workstation designed to ensure sources of light (e.g. windows, transparent and translucent walls, brightly coloured fixtures) cause no direct glare and/or distracting reflections on the screen?	yes		
32	Are windows fitted with suitable adjustable blinds etc. to reduce light and glare?	yes		
	<b>Noise</b>	Yes	No	Comments
33	Is the work area free from excessive noise from equipment?			
	<b>Heat</b>	Yes	No	Comments
34	Is the work area well ventilated?	yes		
35	Is the work area free of draughts?	yes		
36	Is heat produced by equipment at a level that is comfortable for the User?	yes		

<b>37</b>	Is the ambient temperature (for sedentary work in the range of 18 -24°C) comfortable for the DSE User?	<b>yes</b>		
	<b>Humidity</b>			
<b>38</b>	Are adequate levels of humidity (minimum of 30 % winter and 40-60% in summer) maintained?	<b>yes</b>		
<b>User/ Computer Interface</b>				
		<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>39</b>	Is the User familiar with the computer software programmes they are required to use to perform their tasks?	<b>yes</b>		
<b>40</b>	Does the User consider the software suitable to the task undertaken?	<b>yes</b>		
<b>41</b>	Has the User been provided with training and instruction on the software, as appropriate, in order to perform tasks?	<b>yes</b>		
<b>42</b>	Has consideration been given to the use of a document holder?	<b>yes</b>		
<b>43</b>	If present, is the document holder and the monitor at the same height and angle to minimise head and neck movement?	<b>yes</b>		
<b>44</b>	Is work planned to allow for periodic task breaks or changes of routine away from the DSE?	<b>yes</b>		
<b>45</b>	Has consideration been given to the psychosocial risk factors that may be present e.g. control over pace and nature of tasks, monotonous work, high levels of attention and concentration required, frequent tight deadlines?	<b>yes</b>		
<b>46</b>	Is the User aware of their entitlement to eye and eye sight testing and where appropriate, provision of free corrective lenses?	<b>yes</b>		
<b>47</b>	Is the User aware of how to report any issues relating to the use of DSE?	<b>yes</b>		



Part C DSE Workstation Risk Assessment Form				
**HAZARD & RISK DESCRIPTION	EXISTING CONTROL MEASURES	ADDITIONAL CONTROLS REQUIRED	ACTION OWNER (i.e. the Person responsible for the action)	DUE DATE
<p>Risk of musculoskeletal injury or upper limb disorder due to: • overstretching as the positioning of armrests prevent the user moving closer to desk • Poorly laid out workstation</p> <p>Risk of psychosocial injury (stress) due to inadequate systems of work i.e. not allowing for periodic task breaks or changes of routine away from the DSE</p> <p>Eye Fati</p>	<p>DSE user has completed the HSELand DSE User Awareness Module</p> <p>Staff member is aware of the Guideline Document Re: Display Screen Equipment</p> <p>DSE has a built in anti-glare screen</p>	<p>A request has been submitted for a new chair with removable/ adjustable armrests</p> <p>A document holder to be supplied and adjusted to same height and angle as monitor to minimize head and neck movement.</p> <p>Review systems of work to ensure work is planned: • to allow employees control over the pace and nature of tasks • periodic breaks or changes of tasks away from the DSE to allow the user to change posture and avoid fatigue</p> <p>Employee to be made aware of the availability of eye and eye sight testing</p>	All Staff	Sept 2024





INITIAL RISK			RISK STATUS		
Likelihood	Impact	Initial Risk Rating	Open	Monitor	Closed
2	2	4	✓		

**\*Risk Assessor to be recorded for OSH risks only.**

**\*\*Where the risk being assessed relates to an OSH risk please ensure that the HAZARD and associated risk are recorded on the form. All other risk assessments require a risk description only.**