 <p>Feidhmeannacht na Seirbhíse Sláinte Health Service Executive</p>	<h1 style="margin: 0;">Health &amp; Safety Risk Assessment Form</h1>		
<b>Ref:CF:008:04</b>	<b>RE: Display Screen Equipment (DSE)</b>		
<b>Issue date:</b>	July 2017	<b>Review date:</b>	July 2019
<b>Author(s):</b>	National Health & Safety Function		
<b>Legislation:</b>	The Safety, Health and Welfare at Work (General Application) Regulations, 2007, requires all hazards associated with the use of display screen equipment be identified and any risk to the health and/or safety of the employee assessed. All risk assessments must be in writing and the necessary control measures to eliminate or minimise the risks documented and implemented.		
<b>Note:</b>	<p>The Line Manager or other competent person, in consultation with the Employee must carry out the analysis/risk assessment of the Employee's workstation. It is also the responsibility of the Line Manager to ensure any remedial actions identified are implemented.</p> <p>This form is for use by Line Managers and other competent DSE assessors.</p> <p>Please ensure that you and your Employee(s) have undertaken the appropriate training before commencing the analysis.</p>		

## Introduction

Legal duties in relation to Display Screen Equipment (DSE) analysis are set out in Regulation 72 (1) (b) of the Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007). The legislation requires a written analysis and risk assessment to be conducted with respect to each workstation used by an "Employee" when:

- The employee commences work or moves to a new workstation
- The employee is experiencing problems with the workstation
- Any other major change in the employee's capability or workstation

In the context of the legislation an "Employee" is an employee who habitually uses DSE as a significant part of their normal work. As a guide, usage may be considered "habitual" where:

- DSE is used by the Employee for continuous periods of more than one hour
- The Employee has no choice but to use DSE to carry out their work
- The DSE is generally used on a daily basis

The analysis/ risk assessment must be conducted in the first instance by the relevant Line Manager or other competent person (e.g. trained DSE assessor) in consultation with the Employee.

The Display Screen Equipment e-learning programme available on HSELand must be completed by Line Managers and their “Employees” prior to undertaking DSE analysis. The programme is available through the following link - <https://www.hseland.ie/dash/Account/Login>

### **Important Notes on Undertaking the Analysis**

Line Managers and other assessors must observe the following when undertaking an analysis:

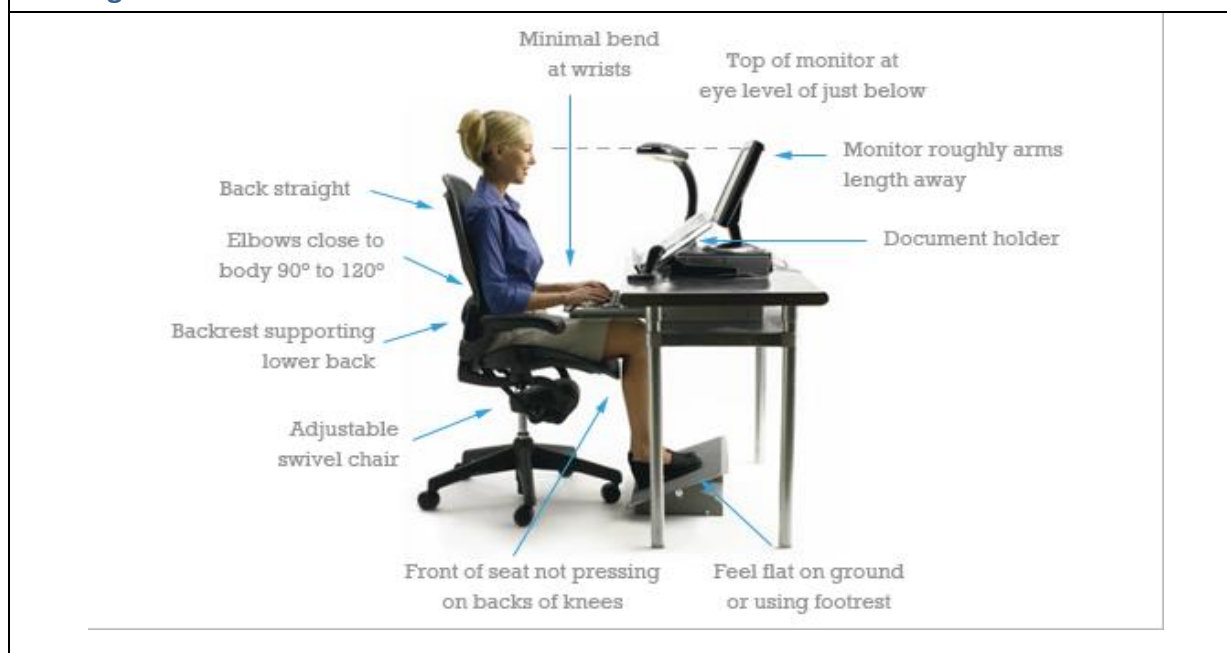
- Observe the Employee working at the workstation, and have regard to the Employee’s posture, level of intensity of keyboard/mouse work, freedom of movement and the nature of work completed
- Take into account the individual characteristics of the Employee including body height
- Observe the general environment at the workstation including the set-up of the equipment at the workstation and the lighting environment including potential sources of glare, and
- Talk to the Employee in order to understand the nature of his/her work, to raise issues arising at the workstation, as well as to seek feedback on other issues in the context of display screen equipment (e.g. need for a footrest) that they may have.

NOTE: Laptops are not for prolonged use. If and when required to be used for long periods a written risk assessment should be carried out, once it has been connected to a docking station and a mouse utilised. Other portable electronic equipment (e.g. tablets) are not recommended for long term use.

## DSE Risk Assessment

<b>Name:</b>	<b>Date:</b>
<b>Dept/Job Description:</b>	
<b>Manager:</b>	<b>Location:</b>
<b>Dominant hand:</b>	<b>R ( ) L ( ) Both ( )</b>

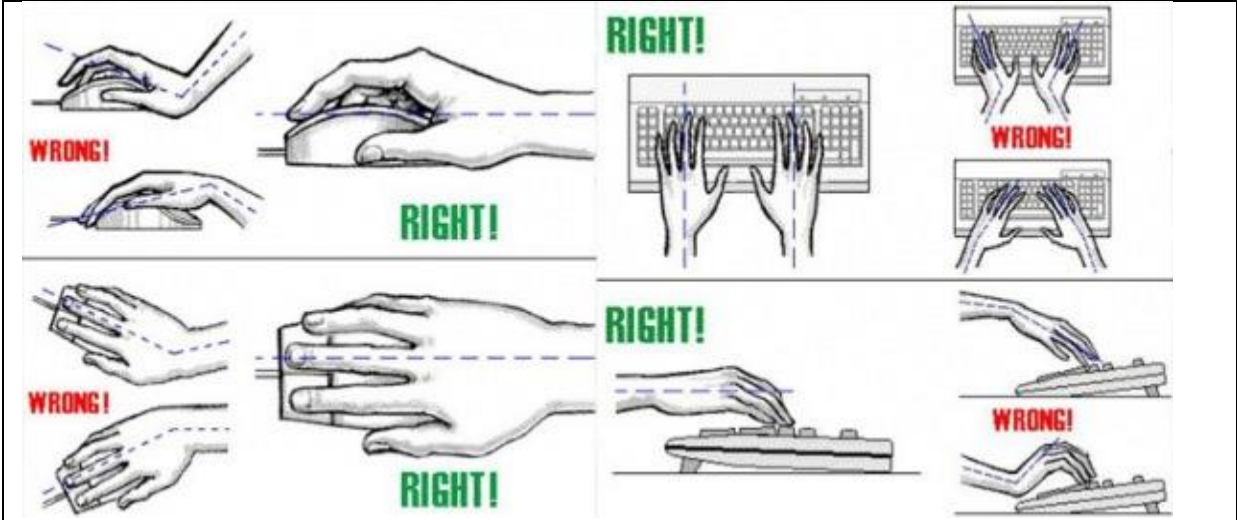
### Seating and Monitor:



	<b>Yes</b>	<b>No</b>
1. Is the chair height adjustable?		
2. Is the chair backrest adjustable - height and tilt?		
3. Is chair height correct?		
4. Is the back erect when sitting into chair?		
5. Is the lumbar curve supported by the chair's backrest?		
6. Are the thighs horizontal or positioned slightly downward?		
7. Are lower legs at 90° or greater?		
8. Are the feet resting comfortably on the floor or footrest?		
9. If arm rests are present are they adjustable? Leave blank if not applicable.		
10. Has the employee been advised of chair adjustments?		
11. Is monitor positioned directly in front of user?		
12. Is the employee eye-line in the upper third of monitor?		
13. Is monitor 450-800mm from eyes (arms length)?		
14. If present is the monitor & document holder at the same height and angle? Leave blank if not applicable.		
15. Is monitor adjustable in tilt and swivel?		

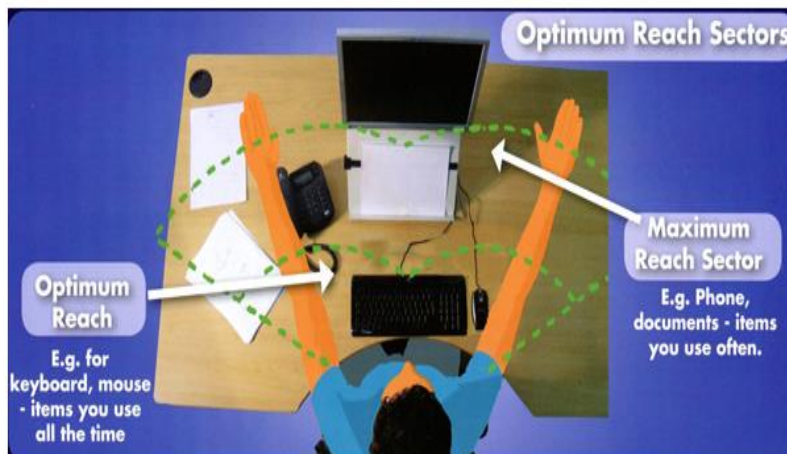
16. Is monitor contrast/brightness adjustable?		
17. Are the monitor and desk free from glare?		
18. Has employee had an eye test for Display Screen Equipment work?		

**Personal interaction:**



	Yes	No
1. Are upper arms vertical and close to sides of body?		
2. Are lower arms at right angles to upper arms-elbow at 90°?		
3. Are wrists in neutral position when typing?		
4. Is correct technique applied when using mouse?		
5. Are regular breaks/micro breaks taken?		

**Desktop:**



	Yes	No

1. Are commonly used items within the Optimum Reach Sectors?		
2. Is a mouse mat required?		
3. Is a mouse mat present?		
4. Is keyboard positioned directly in front of user?		
5. Is phone within comfortable reach?		
6. Is there adequate space on desk for equipment and writing space?		
7. Is there sufficient legroom underneath desk?		

**Findings & Recommendations:**

If the answer to any of the above questions is “NO” please document on the attached risk assessment form to highlight any remedial actions required.

It is the responsibility of the Line Manager to ensure any remedial actions identified are implemented.

## Health & Safety General Risk Assessment Form

<b>Administration Area:</b> Midlands Louth Meath CHO	<b>Primary Risk Category:</b> Moving & Handling
<b>Location:</b> St Mary's Hospital	<b>Secondary Risk Category:</b> Back & neck strain
<b>Section/Ward/Dept:</b> Office areas including wards	<b>Tertiary Risk Category:</b>
<b>Date of Assessment:</b> 01/05/2018	<b>Name of Risk Owner (BLOCKS):</b> SEAMUS MCCAUL
<b>Source of Risk:</b>	<b>Signature of Risk Owner:</b>
<b>Unique ID No:</b> 016	

HAZARD & RISK DESCRIPTION	IMPACTS/VUNERABILITIES	EXISTING CONTROL MEASURES	ADDITIONAL CONTROLS REQUIRED	PERSON RESPONSIBLE FOR ACTION	DUE DATE
Staff who need to sit at a desk and look at display monitors as part of their days work are at risk	<ul style="list-style-type: none"> <li>Risk of back strain due to inappropriate seating</li> <li>Risk of back strain due to incorrect chair height and poor posture</li> <li>Increased risk of neck and shoulder injury due to incorrect display screen monitors and poor posture</li> <li>Eye strain due to poor screen quality</li> </ul>	<ul style="list-style-type: none"> <li>Each staff member carries out their own risk assessment</li> <li>If additional equipment is required, this needs to be identified in the risk assessment and funding will be sourced to supply the required equipment by their line manager</li> <li>Staff are responsible for their own health &amp; safety and should identify if they feel at risk to their line manager in order for appropriate interventions to be put in place</li> </ul>		Admin staff  Any staff member spending long periods of time at a computer screen  Administrator	Review date January 2019
INITIAL RISK			RESIDUAL RISK		
Likelihood	Impact	Initial Risk Rating	Likelihood	Impact	Residual Risk Rating
possible	moderate	4			
					STATUS
					Open

