

## Using Display Screen Equipment at Work

Site: Any	Date:		
<p><b>Main work activities:</b> All use of Display Screen Equipment (DSE) including computers (desktop and portable) and any other similar equipment operated at a workstation <u>not covered by a more specific risk assessment</u></p> <p><i>NB This is a generic risk assessment for guidance. While it may be suitable for many DSE users, further or different controls may be necessary for specific workstations, individuals and jobs. This assessment should be modified and personalised accordingly.</i></p>			
<p><b>Maximum number of people exposed:</b> Usually 1 per workstation</p> <p><b>Category, (skilled, visitor, trainee etc.):</b> All (Note: any particularly vulnerable person including pregnant persons and anyone with an existing condition that may be affected by this type of work may need additional assessment)</p> <p><b>Age range:</b> All (see note above)</p> <p><b>Frequency and duration of exposure:</b> Daily, up to a full working day – 8hours</p>			
<p><b>Hazards/Risks identified:</b></p> <p>Principle general hazards to consider for DSE use include:</p> <ol style="list-style-type: none"> <li>1. Poor posture and incorrect adjustment/poor quality/condition of seating</li> <li>2. Incorrect/poor ergonomic layout of workstation</li> <li>3. Continuous/long duration working patterns</li> <li>4. Other environmental issues including space, lighting (including glare), heat/ventilation and house-keeping</li> </ol>			
<p><b>Current action taken to reduce the risk:</b></p> <ol style="list-style-type: none"> <li>1. All DSE users are invited to complete a self-assessment of their workstation(s)<sup>1</sup></li> <li>2. All workstations meet specified minimum requirements<sup>2</sup></li> <li>3. Work activities are planned to include breaks or changes of activity</li> <li>4. Eye and eyesight tests are provided on request, and special spectacles if needed</li> <li>5. Information and training is provided for all DSE users<sup>3</sup></li> </ol> <p><b>Risk assessment (taking account of existing controls):</b> <i>Delete as appropriate (see notes overleaf)</i></p> <ol style="list-style-type: none"> <li>1. A serious risk remains requiring immediate action as detailed below</li> <li>2. A significant risk remains and will be further dealt with as detailed below</li> <li>3. This is considered a low/acceptable risk that is currently sufficiently well controlled</li> </ol>			
Agreed new/additional control measures:	When	Who	Done

**Completed by:** Jon Wayte, Occupational Safety and Health Adviser (OSHA)

1. [Link to self-assessment tool](#)

2. [Minimum requirements are included in the self-assessment](#)

3. [Link to DSE user information \(and from Sept 2018 on-line learning module\)](#)

*Specific Guidance – DSE at Work*

**Support your back**

Avoid [back pain](#) by adjusting your chair so that your lower back is properly supported. A correctly adjusted chair will reduce the strain on your back. Get one that is easily adjustable so that you can change the height, back position and tilt. Have your knees level with your hips. You may need a footrest for this.

**Adjust your chair**

Adjust your chair height so that you can use the keyboard with your wrists and forearms straight and level with the floor. This can help prevent [repetitive strain injuries](#). Your elbows should be by the side of your body, so that the arm forms an L-shape at the elbow joint.

**Rest your feet on floor**

Your feet should be flat on the floor. If they're not, ask if you can have a footrest, which lets you rest your feet at a level that's comfortable. Don't cross your legs, as this can cut off circulation and cause hip problems.

**Place your screen at eye level**

Your screen should be directly in front of you. A good guide is to place the monitor about an arm's length away, with the top of the screen roughly at eye level. To achieve this you may need to get a stand for your monitor. If the screen is too high or too low, you'll have to bend your neck, which can be uncomfortable.

**Using the keyboard**

Place your keyboard in front of you when typing. Leave a gap of about four to six inches (100mm-150mm) at the front of the desk to rest your wrists between bouts of typing. Your wrists should be straight when using a keyboard. Keep your elbows vertical under your shoulder and right by your side. Some people like to use a wrist rest to keep their wrists straight and at the same level as the keys.

**Keep your mouse close**

Position and use the mouse as close to you as possible. A mouse mat with a wrist pad may help to keep your wrist straight and avoid awkward bending. If you are not using your keyboard, push it to one side if using the mouse a lot.

**Avoid screen reflection**

Your screen should be as glare-free as possible. If there's glare on your screen, hold a mirror in front of it to identify the cause. Position the monitor to avoid reflection from overhead lighting and sunlight. If necessary, pull blinds across the windows and replace ceiling lighting with table lights. Adjusting the screen's brightness or contrast can make it much easier to use.

**Working with spectacles**

People with bifocal spectacles may find them less than ideal for computer work. It's important to be able to see the screen easily without having to raise or lower your head. If you can't work comfortably with bifocals, you may need a different type of spectacles. Consult your optician if in doubt. We will pay for an eyetest for DSE users and contribute to spectacles provided specifically for DSE work.

**Take a break**

Avoid sitting in the same position for more than about 45 minutes at a time. Simply sitting back and stretching can be therapeutic but aim to get up and move around several times a day.

***If in doubt seek further advice from your Line Manager or Occupational Safety and Health Adviser (OSHA)***