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| Name: |  | | | | | | Location: |  | | |
| Directorate: |  | | | | | | Phone number: |  | | |
| Date of assessment: |  | | | | | | Line manager: |  | | |
| Are you a… | Fixed based Office Worker | | | |  | | Please complete this assessment for each of the workplaces in which you work.  Do you have the space to accommodate working from home and allow a flexible arrangement of the equipment? Y / N | | | |
| A Flexible / Hybrid Worker (works from a number of different locations desks and locations) | | | |  | |
| A Home Worker (predominantly based from home) | | | |  | |
|  | | | | | Yes | No |  | | | |
| Have you reported any wrist aches or pains whilst working? | | | | |  |  |  | | | |
| Do you experience tired eyes or headaches associated with DSE at work? | | | | |  |  |  | | | |
| Have you had an eye test within the last two years for DSE?  Display screen equipment users should have an eye test every  2 years or more frequently if advised by their optician.  For guidance on claiming for an eye test and contribution towards glasses for display screen use, [Claiming for eye tests (and glasses) (sharepoint.com)](https://kentcountycouncil.sharepoint.com/sites/KCCKNet/SitePages/Claiming-for-eye-tests-(and-glasses).aspx) | | | | |  |  | Date of last eye test: |  | | |
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| Do you experience any other health issues attributed to DSE, e.g. neck, shoulder, arm, back or eye problems? | | | | |  |  |  | | | |
| Have you ever received any specific recommendations about DSE equipment from Occupational Health? | | | | |  |  |  | | | |
| Are you pregnant or recently given birth? (if yes, you should also receive a specific individual risk assessment) | | | | |  |  |  | | | |
| DSE risk factors to be assessed | | Response  Tick  Yes No | | Recommended guidance to follow to reduce the risk factor | | | | | Actions undertaken by user/line manager to address identified issues from the risk factor |
| Have you received training in arranging the workstation to minimise health risks and the correct working posture? | |  |  | Ensure that you have completed the DSE e-learning package which can be found on DELTA prior to completing this DSE self-assessment | | | | |  |
| Have you read the various DSE related guidance documents? | |  |  | Refer to the Health and Safety A-Z list of guidance on KNET/KELSI. | | | | |  |
| Do you feel able to set up your workstation correctly when hybrid working? | |  |  |  | | | | |  |
| Do you have or know where to access specific equipment that you may need whilst hybrid working – footrests, document holders etc.? | |  |  |  | | | | |  |
| Are you sitting correctly?  Is the chair adjusted correctly? And stable?  Are the forearms in correct alignment to the desk? | |  |  | Look at the positioning of your arms when you are sitting, the forearms should be in a horizontal level alignment just above your desk height when your hands are positioned on the keyboard to type.  If the forearms are not in this position, you will need to either raise or lower the chair height setting using the appropriate adjustment mechanism to achieve the correct forearm position. | | | | |  |

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| DSE risk factors to be assessed | Response  Tick  Yes No | | Recommended guidance to follow to reduce the risk factor | Actions undertaken by user/line manager to address identified issues from the risk factor |
| Are your back and shoulders adequately supported by your chair back?  Is the small of your back supported by the chairs backrest?  Is the seat pan depth satisfactory in the correct sitting position? |  |  | To get full support throughout the length of the spine you need to adjust the chair back height by either raising or lowering it so that the lumbar curve fits into the small of the back to give the appropriate support.  If the back height of your chair is not tall enough to support the full length of the spine, then you may need to replace the chair with an alternative chair which has a taller back height.  Check to see that the chair back angle has been adjusted to an upright position.  Check to see that the back of your knees are not touching the base of your chair as this will cause undue pressure and restrict blood circulation.  The distance between the front edge of your chair and the back of your knee should not be more than the width of your hand. |  |
| Are you able to slide your chair close into your desk? |  |  | Please note that chair arms are not a necessary requirement, but they should be able to adjust if fitted.  If the chair has arms, check that the arms are not restricting you from being able to position the chair close into the desk. Remove static arms from the chair if required to enable correct positioning.  If you require arms as a support mechanism to be able to get in and out of the chair, then ensure that the chair has either adjustable or retractable arms.  Remove any obstructions from under the desk or from around the chair to allow correct positioning. |  |
| DSE risk factors to be assessed | Response  Tick  Yes No | | Recommended guidance to follow to reduce the risk factor | Actions undertaken by user/line manager to address identified issues from the risk factor |
| Can you place your feet flat on the floor once you have adjusted your chair to the correct height setting?    ✓ |  |  | Once you have the upper body positioned in an ergonomic posture, you should be able to place both feet flat on the floor without too much pressure from the seat? If this is not the case a footrest will be required. Your thighs should be positioned horizontally to the floor to reduce lower leg fatigue. A footrest must be provided if you are unable to rest your feet flat on the floor.  You must never place your feet on the wheelbase as this will encourage leaning forward in the chair which will affect the support required for the spine in addition to restricting blood flow in the legs.  Please note that a footrest may also be useful if you tend to slouch forward, as the use of a footrest will encourage you to sit back into the chair correctly. |  |
| Desk height setup  Is the desk height appropriate to ensure that there is sufficient room to comfortably move the legs and feet?  Is there enough room to ensure that your legs are not impeded by the underside of your desk once you have adjusted the height of the chair correctly? |  |  | If your legs are touching the underside of your desk, then the desk is not tall enough for your leg height.  A standard office desk will be suitable for most users, however particularly tall people may need to raise their desk height to accommodate a long leg length to allow for postural changes. Desk risers/wooden blocks can be used to raise the desk. Contact [healthandsafety@kent.gov.uk](mailto:healthandsafety@kent.gov.uk) for further advice if required. |  |

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| DSE risk factors to be assessed | Response  Tick  Yes No | | Recommended guidance to follow to reduce the risk factor | Actions undertaken by user/line manager to address identified issues from the risk factor |
| Screen setup  Is your screen placed directly in front of you? |  |  | All screens should always be placed directly in front of you, preferably in the centre of the desk when using a standard straight edge desk.  If you are using a curved edge desk, then the screen can be placed into the centre of the curve if it is not practical to place the screen in the centre on the straight edge of the desk. If placing the screen into the curve, then you must ensure that the chair is positioned into the curve in direct alignment to the screen and keyboard. |  | |
| ✓ |  |  | Is the screen height and angle set correctly?  To ensure that the screen is at the correct height and angle, either raise or lower the screen height so that your eyes rest within the top third of the screen and slightly tilt the screen backwards.  To adjust the screen height, push the bottom of the screen up or down as required or press the release button at the back of the stem attached to the screen.  If the screen is still too low after adjustment, you may require the use of a screen riser to achieve the correct height.  Please note that varifocal users may need to have their screen(s) set at a slightly lower height to accommodate their prescription to ensure that they are not working with an upward head posture which can cause issues with neck pain. |  | |

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| DSE risk factors to be assessed | Response  Tick  Yes No | | Recommended guidance to follow to reduce the risk factor | Actions undertaken by user/line manager to address identified issues from the risk factor |
| If using dual screens, have you positioned the screens adjacent to each other? |  |  | Dual screens should be placed next to each other so that they are butted together at approx 90˚ angle to each other and be placed in the centre of the desk directly in front of the user. If you predominately use one of the screens for 80% of the time, then place the dominant screen in front of you and butt the second screen slightly to the side of your main screen.  Both screens must be adjusted to the same height as each other regardless to what type of screen you are using e.g., a standard screen and a laptop screen. You may need to use a screen raiser to ensure that both screens are the same height as each other. |  | |
| Is the display screen easy to read with minimal reflection, glare from lights, windows, shining walls and surfaces? |  |  | Position the monitor away from the source of glare where possible. You may need to consider repositioning the screen on your desk to resolve glare issues. If this does not resolve the issue, then consider the installation of blinds or black out film coverings on windows or removing any overhead lighting tubes which are directly above your screen and replace with a desk lamp if required.  Screens that use dark characters on a light background are less prone to glare and reflections.  If the above does not work, you could consider fitting an anti-glare screen filter to your screen. |  | |

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| DSE risk factors to be assessed | Response  Tick  Yes No | | Recommended guidance to follow to reduce the risk factor | Actions undertaken by user/line manager to address identified issues from the risk t |
| Is the screen set at the correct viewing distance from you? |  |  | The screen should be placed at an arm’s length away from the edge of the desk.  Please note that you must slide your chair close into the edge of the desk and ensure that your back is in contact with the chair back whilst holding out your arm length to check the screen distance. |  |
| Do you clean your screen regularly? |  |  | Clean the computer screen with appropriate screen wipes to allow greater clarity of characters. |  |
| Is the screen image stable and free from flicker? |  |  | Try using different screen colours to reduce flicker, e.g., darker background and a lighter text.  Contact ICT for support if the screen image is unstable. |  |
| Do you know how to adjust the contrast/brightness to reduce glare to read the screen more easily? |  |  | Adjust the Eco Mode button which is on the bottom right-hand side of the monitor to adjust screen brightness or adjust your brightness settings within the control panel ON your PC. |  |
| Can the characters displayed on the screen be clearly seen? |  |  | Check font and icon size is sufficient and check that the text and background colours work for you, alter using settings ease of access display on your computer if required or contact ICT for further advice. |  |

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| DSE risk factors to be assessed | Response  Tick  Yes No | | Recommended guidance to follow to reduce the risk factor | Actions undertaken by user/line manager to address identified issues from the risk factor |
| Are you suffering with headaches? |  |  | In the first instance you must check that the screen distance and screen height setup are correct and that there is no glare on the screen.  Undertake regular screen breaks throughout the day so that your focus is somewhere other than the screen all the time to enable your eyes to have a rest.  Ensure that you drink plenty of fluids to rehydrate.  If you are still experiencing headaches, then you should consider undertaking an eye test or visiting the GP as appropriate. |  |
| Keyboard setup  Is the keyboard placed close to the edge of the desk?  Is the keyboard placed straight in front of you in a horizontal alignment to the edge of your desk? |  |  | The keyboard should be placed approximately 10cm from the edge of the desk and be placed directly in front of the user and be in direct alignment to the computer screen, this is to allow you to rest your hands when you are not typing. The wrist rest (potentially placed between the edge of the desk and the keyboard) is not really designed for support but to ensure straight arm and wrist posture.  To gauge the correct distance, place the beginning of your longest finger where it joins your knuckle on the edge of your desk and then place the keyboard on the desk where your fingertips end.  Please note that if you are using dual screens, place your keyboard centrally between both screens close to the edge of the desk in the same way that you would when using a single screen or place in front of the screen that you predominantly use. |  |

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| DSE risk factors to be assessed | Response  Tick  Yes No | | Recommended guidance to follow to reduce the risk factor | Actions undertaken by user/line manager to address identified issues from the risk factor |
|  |  |  | The keyboard should always be placed in a horizontal alignment to the edge of the desk. Do not tilt the keyboard at a sideways angle as this will cause undue twisting of the arms, shoulder, and neck. |  |
| Can the angle/tilt of the keyboard be adjusted? |  |  | If your keyboard has a set of pull out stands at the back of it, use them to tilt the keyboard at a slightly downwards angle from the back of the keyboard. Please note, not all keyboards have this functionality. |  |
| Is the keyboard separate from the screen (this also applies if you use a laptop as your normal DSE) |  |  | This is a requirement unless the task makes it impractical e.g. for infrequent ad-hoc tasks or where you may use your laptop for short periods of time |  |
| Are all the characters on the keyboard clear and readable? |  |  | Clean your keyboard with regularly with cleaning wipes so that the characters are readable. If the characters still cannot be read, the keyboard my need replacing. Please note that a matt finish keyboard can help to reduce glare. |  |
| Are your wrists in a neutral position when typing? |  |  | Your hands should be in a relaxed parallel position with each other when you are keying and should not be angled either inwards or outwards.  Check to see that the arms are also in a relaxed position close into your body so that your elbows are not in a splayed outwards position as this can cause upper limb disorders.  Good keyboard technique is important to reduce musculoskeletal injury. |  |
| DSE risk factors to be assessed | Response  Tick  Yes No | | Recommended guidance to follow to reduce the risk factor | Actions undertaken by user/line manager to address identified issues from the risk factor |
| Mouse setup  Is the mouse positioned close to the keyboard to avoid overreaching? |  |  | If you are having problems or it is not comfortable whilst using, consider trying a different device. The standard mouse is general purpose and suitable for many but some users may find a vertical mouse or trackball more appropriate and comfortable to use.  Ensure that the mouse is kept close into the side of the keyboard so that your arm is not sideways or forwards in an extended position as this will put undue pressure on your arm and shoulders causing over extension.  If there is limited space on the desk which restricts the user from placing the mouse close to the keyboard, consider using a shorter keyboard. Speak to [healthandsafety@kent.gov.uk](mailto:healthandsafety@kent.gov.uk) for further advice. |  |
| Is the mouse the correct size for your hand size? |  |  | Check to see that your fingers and thumb are in a nice relaxed natural position over the curve of the mouse when using it. Ensure that all the functions of the mouse can easily be reached.  If you are using the mouse with a tight claw like hand posture it is quite likely that the mouse is the incorrect size for your hand and should be replaced with a larger mouse. |  |

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| DSE risk factors to be assessed | Response  Tick  Yes No | | Recommended guidance to follow to reduce the risk factor | Actions undertaken by user/line manager to address identified issues from the risk factor |
| Are you experiencing discomfort when using the mouse?  Is there support for your wrist and forearm?  Does the device work smoothly at a speed that suits you and the cursor readable? |  |  | Ensure that you are not flexing your wrists in either a sideways or tilted upwards position when using the mouse. Your wrist, hand and forearm should remain in a natural straight alignment when using the mouse.  Support can be from the desk or arm of your chair or combination.  Do not put undue pressure on your wrist by pressing down onto a solid surface such as the desk as this can cause a variety of wrist/hand issues. Place the mouse on a soft surface such as a mouse mat.  You can adjust your device in Settings > Devices > Mouse in the control panel and change if required.  Change pointer colour and size for ease of use in Ease of access > Mouse pointer  If you continue to suffer with issues in your wrist or hand, then consider replacing the mouse a vertical ergonomic mouse. Speak to [healthandsafety@kent.gov.uk](mailto:healthandsafety@kent.gov.uk) for further advice. |  |

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| DSE risk factors to be assessed | Response  Tick  Yes No | | Recommended guidance to follow to reduce the risk factor | Actions undertaken by user/line manager to address identified issues from the risk factor |
| Laptop/Tablet and phone users  Do you work with your laptop directly on your knees/table or desk?  Are you required or expected to do sustained work activity using a laptop or mobile devices?  Do you have access to a tablet stand and separate keyboard/mouse and external input for larger screen for sustained use?  Does your phone or tablet have a grip facility to ensure you don’t drop the device? |  |  | Working with your laptop on your knees or to low down can lead to poor neck posture and should be avoided where possible. If it is not possible to raise the laptop from your knees/desk or table, you should minimise the amount of time you work with a laptop on your knees and take frequent breaks.  Working on a laptop placed on thighs/knees for a prolonged time can also lead to other complications and health issues.  Mobile working includes sending texts, emails to communicate with colleagues or clients however in the context of this assessment do not include use of smartphones for phone calls.  Consider a tablet riser with a separate keyboard as a minimum for prolonged use. For sustained use, set up as per laptop instructions above.  This allows you to relax your grip and stretch you arm out easier.  The prolonged gripping of a device such as a tablet, viewing the screen with the neck flexed (looking downwards) e.g. whilst it is placed on the lap or the excessive thumb or digit use to grip and use a tablet or mobile phone can also cause discomfort and injuries |  |
| DSE risk factors to be assessed | Response  Tick  Yes No | | Recommended guidance to follow to reduce the risk factor | Actions undertaken by user/line manager to address identified issues from the risk factor |
|  |  |  | Hold the phone or tablet up to ease the neck posture.  Vary use as comfort allows, but don’t hold too low. Do not use the touch screen with the fingers or thumb of the holding hand, consider using a stylus or pen.  Consider your sitting and standing postures as required.  Follow the same advice for laptops above and if you need to set up a working location with desk and chair for longer periods of time. |  |
| Do you take micro breaks and rest breaks whilst using mobile device?  Do you use any techniques to reduce the need to type such as voice note, voice to text or keyboard short cuts when using the mobile device? |  |  | Take 5-10 minutes within the hour, spread out as micro breaks, throughout the hour, by changing your task, stretching, or changing your posture, as required. Stand up to also vary your posture.  Look away from the screen regularly, to allow you to blink more frequently and rest your eyes e.g. 20-20-20: look away every 20 minutes, for 20 seconds to a distance of approx.20 metres. |  |
| Do you have adequate rest breaks when mobile working? |  |  | Consider taking frequent short breaks when using mobile devices and driving. |  |

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| DSE risk factors to be assessed | Response  Tick  Yes No | | Recommended guidance to follow to reduce the risk factor | Actions undertaken by user/line manager to address identified issues from the risk factor |
| Document holder set up  If a document holder is used, can it be positioned close to the screen? |  |  | The document holder should be placed directly in front of the user and be placed between the keyboard and the screen to ensure any undue twisting of the head and neck.  Speak to [healthandsafety@kent.gov.uk](mailto:healthandsafety@kent.gov.uk) for further advice. |  |
| Desk space and workplace environment  Is the work surface of the desk large enough for all the necessary equipment? |  |  | Create more room by moving non-essential items on the desk to somewhere else such as a cupboard or drawers.  There should be some scope for flexible rearrangement of items on the desk. |  |

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| DSE risk factors to be assessed | Response  Tick  Yes No | | Recommended guidance to follow to reduce the risk factor | Actions undertaken by user/line manager to address identified issues from the risk factor |
| Can you comfortably reach all the equipment that you need to use? |  |  | Bring frequently used items within easy reach so that you are not twisting your torso to reach them. All equipment should be within an arm's reach.  You should try to work in the primary working zone on your desk which is the immediate front edge of the desk where your keyboard is placed to avoid overstretching.  If you need to move your equipment but the cables for the equipment are not long enough to enable you to make the necessary adjustments, contact Cantium for assistance. |  |
| Can you change activities so as to avoid prolonged or continuous use of DSE? |  |  | Intersperse tasks throughout the day so that you are getting a different range of movement and are not constantly sitting in a prolonged static sitting position.  Vary between both sitting and standing when working at your desk, e.g., try standing when taking phone calls or simply stand and have a stretch of your spine to release tension from your muscles. Take regular breaks away from the desk throughout the day to get sufficient body movement and good blood circulation by undertaking non-screen-based work such as filing or photocopying. |  |
| Is there enough room to change body position and vary your range of movements when carrying out your tasks? |  |  | Space is needed immediately surrounding your workstation to enable you to be able to move and stretch. If there is restricted space, consider reorganising the environment layout and remove any obstructions. |  |

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| DSE risk factors to be assessed | Response  Tick  Yes No | | Recommended guidance to follow to reduce the risk factor | Actions undertaken by user/line manager to address identified issues from the risk factor |
| Are there any obstructions underneath the desk? |  |  | Remove any obstructions from under the desk, this would mean handbags or boxes used for storage and include the management of any trailing cables to ensure there is sufficient space to move your legs and feet and not have a trip or snag hazard. |  |
| Is the workstation area free of tripping hazards? |  |  | Ensure handbags, boxes, storage etc. are stored out of the way of travel |  |
| Is the lighting suitable e.g., not too bright, or too dim to work comfortably? |  |  | Consider shading or repositioning light sources or obtaining local lighting e.g., desk lamps (but make sure lights do not cause glare by reflecting off walls or other surfaces). Consider removal of tubes from ceiling lights. Contact Facilities Management to arrange this. |  |
| Does the air feel comfortable? |  |  | Circulate fresh air if possible, by opening windows where appropriate, using fans, air conditioning etc. Consider a humidifier if discomfort is severe. |  |
| Are levels of heat comfortable? |  |  | Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Consider moving away from any heat source. |  |
| Are noise levels comfortable and appropriate |  |  | Move away from sources of noise like printers or get source moved away. |  |
| Has the checklist covered all the problems you may have had whilst using and working with DSE? |  |  | Discuss any issues identified from this DSE self-assessment with your line manager. If you have identified that you require specific DSE equipment your line manager is responsible for arranging supply of this. |  |
| DSE risk factors to be assessed | Response  Tick  Yes No | | Recommended guidance to follow to reduce the risk factor | Actions undertaken by user/line manager to address identified issues from the risk factor |
| Do you require any specialist software voice/dictation or any other equipment to enable you to carry out your work?  Do you require any further assistance in acquiring specialist equipment or adapting the office environment |  |  | If any issues remain unsolved, please contact your Directorate linked Health and Safety Adviser who can offer further advice and guidance. Details for them can be found on the ['Your Health and Safety’](https://kentcountycouncil.sharepoint.com/sites/KCCKNet/SitePages/Your-health-and-Safety.aspx?web=1) on KNet |  |

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| Additional Information |
| If you are currently experiencing ill-health or symptoms, which you associate with the use of DSE, please speak with your manager and outline any issues / medical issues which might affect how you are working, as this information will highlight any special considerations that will need to be undertaken by your manager. Include any information where you are either awaiting a medical appointment or procedure to be undertaken. |

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| Action table - Input any actions identified throughout this assessment for remediation with your line manager. | | | | |
| Action | Who is responsible for actioning | Date started | Date completed | Signed |
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