

# Display screen equipment work station assessment



Name of user:

Checklist completed by:

Follow up action(s) completed on:

Assessment number:

Date:

Further action(s) required?

Yes

No

Risk factors	Yes	No	Things to consider	Action required
<b>1. Display screens</b>				
1.1 Are characters clear and readable?			Make sure that the screen is clean and that cleaning materials are available. Check that text and background colours work well together.	
1.2 Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
1.3 Is the image stable, i.e. free of flicker?			Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If problems persist, have the set up checked by the equipment supplier.	

Talk to the Healthy Working Lives experts FREE on:

**0800 019 2211**  
[www.healthyworkinglives.com](http://www.healthyworkinglives.com)



# Display screen equipment work station assessment

Risk factors	Yes	No	Things to consider	Action required
1.4 Is the screen specification suitable for the intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
1.5 Is the brightness and/or contrast adjustable?			Separate adjustment controls are not essential provided the user can read the screen easily at all times.	
1.6 Does the screen swivel and tilt?			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: <ul style="list-style-type: none"> <li>• swivel/tilt is absent or unsatisfactory</li> <li>• work is intensive</li> <li>• the user has problems getting the screen to a comfortable position.</li> </ul>	
1.7 Is the screen free from glare and reflections?			A mirror placed in front of the screen will check where reflections are coming from. You might need to move the screen or desk and/or shield the screen from the source of reflections. Screens that use dark characters on a light background are less prone to glare and reflections.	
1.8 Are adjustable window coverings provided and in an adequate condition?			Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work consider anti-glare filters as a last resort and seek specialist help.	

# Display screen equipment work station assessment

Risk factors	Yes	No	Things to consider	Action required
<b>2. Keyboards</b>				
2.1 Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable, e.g. where there is a need to use portable equipment. However, for use at a workstation consider the use of a docking station and external keyboard (and mouse).	
2.2 Does the keyboard tilt?			Tilt need not be built in.	
2.3 Is it possible for the user to find a comfortable keying position?			Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Some keyboard users may find a wrist-rest useful.	
2.4 Does the user have good keyboard technique?			Training can be used to prevent: <ul style="list-style-type: none"> <li>• hands bent up at wrist</li> <li>• hitting keys too hard</li> <li>• overstretching the fingers.</li> </ul>	
2.5 Are the characters on the keys easily readable?			Keyboards should be kept clean, if despite this characters are not readable then replace keyboard. Use a keyboard with a matt finish to reduce glare and/or reflection.	

# Display screen equipment work station assessment

Risk factors	Yes	No	Things to consider	Action required
<b>3. Mouse, trackball, etc.</b>				
3.1 Is the device suitable for the task it is used for?			If the user is having problems, try a different device. The mouse and trackball are general purpose devices suitable for many tasks and available in a variety of shapes and sizes. For some people devices such as touch screens or pens may be better for some tasks.	
3.2 Is the device positioned close to the user?			Most devices are best placed as close as possible, e.g. right beside the keyboard. Training may be needed to: <ul style="list-style-type: none"> <li>• prevent arm overreaching</li> <li>• tell users not to leave their hand on the device when it is not being used</li> <li>• encourage a relaxed arm and straight wrist.</li> </ul>	
3.3 Is there support for the device user's wrist and forearm?			Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.	
3.4 Does the device work smoothly at a speed that suits the user?			See if cleaning is required (e.g. of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.	
3.5 Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	

# Display screen equipment work station assessment

Risk factors	Yes	No	Things to consider	Action required
<b>4. Software</b>				
Is the software suitable for the task?			Software should help the user carry out the task, minimise stress and be user-friendly. Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.	
<b>5. Furniture</b>				
5.1 Is the work surface large enough for all the necessary equipment, papers, etc?			Create more room by moving printers, reference materials, etc. elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible arrangement.	
5.2 Can the user comfortably reach all the equipment and papers they need to use (without over-reaching, twisting or stretching)?			Rearrange equipment, papers, etc. to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
5.3 Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	

# Display screen equipment work station assessment

Risk factors	Yes	No	Things to consider	Action required
5.4 Is the chair suitable? Is the chair stable? Does the chair have a working: <ul style="list-style-type: none"> <li>• seat back height and tilt adjustment?</li> <li>• seat height adjustment?</li> <li>• swivel mechanism?</li> <li>• castors or glides?</li> </ul>			The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.	
5.5 Is the chair adjusted correctly?			The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.	
5.6 Is the small of the back supported by the chair's backrest?			The user should have a straight back, supported by the chair, with relaxed shoulders.	
5.7 Are forearms horizontal and eyes at roughly the same height as the top of the VDU?			Adjust the chair height to get the user's arms in the right position, then adjust the VDU height, if necessary.	
5.8 Are feet flat on the floor, without too much pressure from the seat on the back of the legs?			If not, a foot-rest may be needed.	

# Display screen equipment work station assessment

Risk factors	Yes	No	Things to consider	Action required
<b>6. Environment</b>				
6.1 Is there enough room to change position and vary movement?			Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not present a trip or snag hazard.	
6.2 Is the lighting suitable, i.e. not too bright or too dim to work comfortably?			Users should be able to control light levels. For example, by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).	
6.3 Does the air feel comfortable?			VDUs and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	
6.4 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. Or, can users be moved away from the heat source?	
6.5 Are levels of noise comfortable?			Consider moving sources of noise, e.g. printers, away from the user. If not, consider sound proofing.	

# Display screen equipment work station assessment

Risk factors	Yes	No	Things to consider	Action required
<b>7. Other</b>				
7.1 How much time is spent using the display screen equipment?			Long spells of work without a change of activity will increase the risk. Adverse symptoms may develop even if the work environment and other conditions are good.	
7.2 Does the user have any aches, pains or discomfort while using the display screen equipment.			Any muscular pain or discomfort should be reported to either a GP or Occupational Health department.	
7.3 Have they been informed of their entitlement to request an eye examination?			A free eye examination. If necessary spectacles should be provided.	
7.4 Are there regular changes in activity?			Recommend frequent short breaks rather than longer more infrequent breaks. Encourage fidgeting, change of focus and other activities away from the display screen equipment.	
7.5 Does the user have any other problems relating to the work?			Psychosocial factors (poor control over the work, poor support from managers and colleagues, boredom, work overload and external problems, etc.) can be significant factors in the development of some musculoskeletal disorders.	
7.6 Can the user use the telephone comfortably?			Avoid cradling the telephone between the neck and shoulder. If using the phone for long periods use a headset.	

# Display screen equipment work station assessment

Risk factors	Yes	No	Things to consider	Action required
<b>8. Final questions to ask users</b>				
8.1 Ask if the checklist has covered all the problems they may have working with their VDU.			Remember the checklist only covers the workstation and work environment. Make sure that risks from other aspects of the work are identified and controlled, e.g. by giving users health and safety training and providing for breaks or changes of activity.	
8.2 Ask if they have experienced any discomfort or other symptoms which they attribute to working with their VDU.			Refer to Occupational Health provider.	
8.3 Ask if the user has been advised of their entitlement to eye and eyesight testing.			Advise policy.	
8.4 Ask if the user takes regular breaks working away from VDUs.			Encourage user to do so.	
8.5 Ask if the user has received information, instruction and training in display screen equipment.			Source appropriate training.	

# Display screen equipment work station assessment

Use this section to highlight any other issues or concerns