MOD – DSE Workstation Assessment

Notes for completion: Work through the checklist, (Further guidance Work with display screen equipment – HSE - L26))

'Yes' answers require no further action.
'No' answers will require investigation and/or remedial action by the commander or manager. They should record their decisions in the 'Action to Take' column. Assessors should check later that actions have been taken and have resolved the problem.

Organisation/Business Area/Military Unit		Workstation location	
DSE Assessment type	Office	Hot desking	Home/Remote ☐	Portable
Commanders/Managers name (and signature if printed)		**Commanders/ Managers rank/grade**	

DSE Workstation Assessment					
Ref	**Risk factor**	**Yes**	**No**	**Things to consider**	**Action to take**
Furniture					
1	Is the work surface large enough for all the necessary equipment, documents etc?	☐	☐	Create more room by moving printers, reference materials etc elsewhere.	
2	Is the workstation configured so that users should be able to comfortably reach all the equipment and documents they will need to use?	☐	☐	Rearrange equipment, papers etc. to bring frequently used items within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
3	Is the chair suitable? (the chair should have working seat back height / tilt adjustment, seat height adjustment, swivel mechanism, castors or glides and be stable)	☐	☐	The chair may need repairing or replacing if the user(s) find it uncomfortable, or adjustment mechanisms do not work. The chair arms should not obstruct the chair from getting close to the desk.	
4	Are surfaces free from glare and reflection?	☐	☐	Consider mats or blotters to reduce reflections and glare.	
Display screen					
5	Is the screen suitable for its intended use?	☐	☐	For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
6	Are the characters clear and readable?	☐	☐	Make sure the screen is clean and cleaning materials are made available. Check text and background contrast.	

	DSE Workstation Assessment				
Ref	**Risk factor**	**Yes**	**No**	**Things to consider**	**Action to take**
7	Is the text size adjustable?	☐	☐	Software settings may need adjusting to change text size or zoom.	
8	Is the image stable, for example free of flicker and jitter?	☐	☐	Try using different screen colours to reduce flicker, for example darker background and lighter text. If problems still exist, get the set-up checked, for example by the local iHub	
9	Can the display settings be adjusted by a user?	☐	☐	Brightness, colours and contrast can be adjusted in Windows settings, and separate monitors have specific image settings that can be changed.	
10	Is the screen adjustable or capable of being moved into a comfortable user position?	☐	☐	Standalone screens can generally tilt, rotate, swivel and be vertically adjusted. This mechanism can sometimes be added if it is not adequate. Laptop screens can tilt and the laptop itself swivelled, but laptop stands are recommended to adjust the height of the screen.	
11	Is the screen free from glare and reflections?	☐	☐	Move the screen and/or shield it from the source of reflections. Dark characters on a light background are less prone to glare and reflections. Check that blinds etc. work	
Keyboards					
12	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 a portable).	
13	Does the keyboard tilt?	☐	☐	Tilt need not be built in but can be adjusted with the keyboard "feet".	
14	Is there adequate space in front of the keyboard to facilitate a comfortable keying position?	☐	☐	Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	

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DSE Workstation Assessment					
Ref	Risk factor	Yes	No	Things to consider	Action to take
15	Are the characters on the keys easily readable?	☐	☐	Keyboards should be kept clean. If characters can't be read, the keyboard may need modifying or replacing.	
Mouse, Trackball etc					
16	Is the device suitable for the tasks 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. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
17	Can the device be positioned close to the user?	☐	☐	Most devices are best placed as close together as possible, for example beside the keyboard.	
18	Is there a support for the 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.	
19	Does the device work smoothly and at a reasonable speed?	☐	☐	See if cleaning is required (e.g. of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.	
20	Can the settings be easily adjusted for the speed and accuracy of the mouse.	☐	☐	Users may need training in how to adjust the mouse settings.	
Software					
21	Is the standard Microsoft Office software installed and operating correctly?	☐	☐	Software should help the user carry out the task, minimise stress and be user-friendly. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages. Check if appropriate training in using the software is provided.	

Ref	Risk factor	Yes	No	Things to consider	Action to take
	DSE Workstation Assessment				
Working environment					
22	Is there enough room to change position and vary movement?	☐	☐	Space is needed to move and stretch. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.	
23	Is the lighting suitable, for example 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).	
24	Does the air feel comfortable?	☐	☐	Display screens and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	
25	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?	
26	Are levels of noise comfortable?	☐	☐	Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.	

Additional comments – Detail any other problems that the checklist may not have covered.

Recording DSE Workstation Assessment Actions

The commander, manager, or delegated DSE assessor **must** record below the recommended actions to take in order to resolve the issue(s) identified in the DSE workstation assessment. The assessor **must** review the actions once they have been implemented to make sure they have resolved the problem.

Recommended actions to take

Ref No	Action	Actionee (Name)	Date completed

Is a specialist DSE assessment required?	YES ☐ NO ☐	**Have actions been completed?**	YES ☐ NO ☐
Have the actions resolved the problem?	YES ☐ NO ☐	If **No** then further actions or control measures may need to be implemented to resolve the problem.	
Assessor's/User's name (and signature if printed**)**		**Date**	
Commander's/Manager's name (and signature if printed)		**Date**	

DSE Assessment - Review

Timeframe (i.e., a significant change) **and/or reason for review**			
Assessor's name (and signature if printed**)**		**Review Date**	
Commander's/Manager's name (and signature if printed**)**		**Date**	

Note: The DSE workstation assessments **must** be reviewed if there is a significant change to the workstation and recorded in line with JSP 375 Chapter 39 (Retention of Records).