

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.

Note. The DSE workstation assessment reference number should be unique , for example, the establishment code, assessors' initials, and version number LMB-RBT-01		DSE Workstation assessment reference number		
Organisation/Business Area/Military Unit			Workstation location	
DSE Workstation Assessment type	Office <input type="checkbox"/>	Hot desking <input type="checkbox"/>	Home/Remote <input type="checkbox"/>	Portable <input type="checkbox"/>
Commander/Manager name (and signature if printed)			Commander/Manager 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?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	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)	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	Consider mats or blotters to reduce reflections and glare.	
Display screen					
5	Is the screen suitable for its intended use?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	Software settings may need adjusting to change text size or zoom.	
8	Is the image stable, for example free of flicker and jitter?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	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.	

DSE Workstation Assessment

Ref	Risk factor	Yes	No	Things to consider	Action to take
15	Are the characters on the keys easily readable?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	<p>If the user is having problems, try a different device.</p> <p>The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes.</p> <p>Alternative devices such as touchscreens may be better for some tasks (but can be worse for others).</p>	
17	Can the device be positioned close to the user?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	<p>Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>The user should be able to find a comfortable working position with the device.</p>	
19	Does the device work smoothly and at a reasonable speed?	<input type="checkbox"/>	<input type="checkbox"/>	<p>See if cleaning is required (e.g. of mouse ball and rollers).</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p>	
20	Can the settings be easily adjusted for the speed and accuracy of the mouse.	<input type="checkbox"/>	<input type="checkbox"/>	Users may need training in how to adjust the mouse settings.	
Software					
21	Is the standard Microsoft Office software installed and operating correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p> <p>Check if appropriate training in using the software is provided.</p>	

DSE Workstation Assessment

Ref	Risk factor	Yes	No	Things to consider	Action to take
Working environment					
22	Is there enough room to change position and vary movement?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	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	Have actions resolved the problem?
				YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>

Note: If the actions haven't resolved the problem, then further actions or control measures may need to be implemented to resolve the problem?

Is a specialist DSE assessment required?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Assessor's name (and signature if printed)		Date
Commander's/Manager's name (and signature if printed)		Date

DSE Assessment - Review

Timeframe (i.e., two year or 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 \(Retention of Records\)](#).