

Chapter 12 – Assurance Checklist

Amendment record

This Annex has been reviewed by Directorate of Defence Safety and Support (DDSS) together with relevant subject matter experts and key safety stakeholders. Any suggestions for amendments to this chapter should in the first instance be directed to the Defence Area's [Safety Centre/Team Group Mailbox](#) and with their approval, sent to DDSS at: People-DDS-GroupMailbox@mod.gov.uk.

Version No	Date of publication	Text Affected	Authority
1.0	26 Oct 26	New Annex to assist in this Chapter assurance	Dir DSS

Unit / Establishment / Site / Platform Name		Accountable Person	
Date		Assessor	
Policy Expectation	Observation	Action Plan	
Policy Statement 1			
1. Is there evidence to demonstrate that a suitable strategy with sufficient resources is in place to prevent or reduce health and safety risks from the use of DSE in the workplace?			
2. Is there evidence to demonstrate that personnel are made aware of any safety related policy and processes associated with the safe use of DSE?			
3. Is there evidence to demonstrate that any health and safety issues identified in connection with the use of DSE in the workplace are addressed in a collaborative manner?			

4. Is there evidence to demonstrate that DSE users are provided with adequate health and safety training required for the safe use of their workstation?			
5. Is there evidence that DSE users have access to relevant DSE policies, procedures, guidance and supporting information?			
6. Is there evidence that DSE-related health and safety concerns raised by personnel are investigated and acted upon in a timely manner?			
7. Is there evidence that adequate arrangements are in place to provide DSE training to new starters and refresher training where required?			
8. Is there evidence that DSE information, instruction and training is provided in an accessible format where required, including where reasonable adjustments have been implemented where necessary?			
9. Is there evidence that sufficient resources (personnel, equipment, furniture, training and funding) have been allocated to support the safe use of DSE?			
Overall	Rating	Observations	Action Plan
Policy Statement 1 Overall Rating	Choose...		

Policy Statement 2	Observation	Action Plan
1. Is there evidence to demonstrate that suitable and sufficient DSE workstation risk assessments are being carried out?		
2. Is there evidence to demonstrate that the DSE workstation risk assessment has considered the equipment provided (e.g. keyboard, screen, desk and chair) as well as the environment (e.g. space, lighting, temperature, ventilation and noise)?		
3. Is there evidence to demonstrate that the DSE workstation risk assessments are recorded (e.g. on the MOD Form 5013) and retained for the period for which they remain valid and extant and in accordance with JSP 375 Chapter 39?		
4. Is there evidence to demonstrate that the person(s) carrying out the risk assessments are competent and have a good understanding of the hazards appropriate to the workstation(s) being assessed?		
5. Where the responsibility for carrying out the DSE workstation risk assessment has been delegated is there evidence to demonstrate that the significant findings have been explained to the person responsible for the risk?		
6. Is there evidence to demonstrate that the significant findings of the DSE workstation risk assessment have been communicated to all those who may be harmed by the activity and other relevant stakeholders?		

7. Is there evidence to demonstrate that the control measures identified in the risk assessment have been implemented and recorded?		
8. Is there evidence to demonstrate that the control measures that have been implemented, have resolved the problem, and if not have further control measures been implemented where necessary?		
9. Is there evidence to demonstrate that those working at remote locations are not placed at greater risk compared to those working at a Defence establishment, unit or site?		
10. Is there evidence to demonstrate that DSE workstation risk assessments are carried by those who work at home on a permanent or long-term basis; or routinely split their time between their workplace and home?		
11. Is there evidence to demonstrate that suitable DSE risk assessment training has been provided to those who work at home on a permanent or long-term basis and are required to undertake a DSE self-assessment?		
12. Is there evidence to demonstrate that the findings of the risk assessments and any necessary control measures to be implemented have been explained and copied to all personnel engaged in or affected by the activity?		

13. Where generic workstation assessments are used, is there evidence that they relate to genuinely standard workstation configurations and have been made available to users?		
14. Is there evidence that workstation risk assessments are readily available for inspection and review?		
15. Is there evidence that workstation assessments consider specialist environments, equipment or operational settings where DSE is used?		
16. Is there evidence that control measures for remote workers have been implemented where identified in workstation assessments?		
Overall	Rating	Observations
Policy Statement 2 Overall Rating	Choose...	

Policy Statement 3	Observation	Action Plan
1. Is there evidence to demonstrate that suitable and sufficient DSE user risk assessments are being carried out by all personnel that use DSE, including those working at remote locations?		
2. Is there evidence that DSE user assessments are completed by remote workers and retained appropriately?		

3. Is there evidence to demonstrate that DSE users have undertaken the DSE user training before carrying out their DSE user risk assessment?		
4. Is there evidence to demonstrate that the findings of DSE user risk assessments have been recorded (e.g. on the MOD Form 5016)?		
5. Is there evidence that DSE user assessments considered whether reasonable adjustments were required to enable individuals to undertake their work safely and effectively?		
6. Is there evidence to demonstrate that the findings of DSE user risk assessments are discussed between personnel and their commanders or managers and that the recommended actions such as control measures or reasonable adjustments have been agreed?		
7. Is there evidence to demonstrate that the control measures or reasonable adjustments identified in the DSE user risk assessment have been implemented and recorded on the MOD Form 5016?		
8. Is there evidence that completed DSE user risk assessments are retained for the period for which they remain valid and extant and in accordance with JSP 375 Chapter 39?		

9. Is there evidence that users and their commanders/managers have formally agreed the findings, recommended actions, control measures and reasonable adjustments?		
10. Is there evidence that personnel with occupational health concerns have been referred to appropriate specialist advice where necessary?		
11. Is there evidence that appropriate specialist advice was sought where user needs could not be adequately addressed through standard workstation arrangements?		
12. Is there evidence that reasonable adjustments identified through DSE assessments have been implemented and remain effective?		
13. For home workers, is there evidence that personnel understand how to set up and assess their own workstation safely?		
Overall	Rating	Observations
Policy Statement 3 Overall Rating	Choose...	

Policy Statement 4	Observation	Action Plan
1. Is there evidence to demonstrate that DSE workstation and user risk assessments are being reviewed at a frequency that is appropriate and proportionate to the risk level of the activity?		
2. Is there evidence to demonstrate that DSE workstation and user risk assessments are being reviewed more frequently when there is reason to suspect that they are no longer valid or when there are significant changes to the workstations or user's circumstances?		
3. Is there evidence to demonstrate that DSE workstation and user risk assessments are being reviewed when unexpected hazards arise, activities change or any of the situations apply that are listed under Policy Statement 4?		
4. Is there evidence that DSE workstation risk assessments are reviewed following accidents, incidents or near misses?		
5. Is there evidence that DSE user assessments are reviewed following changes to the user's personal circumstances, health condition or working pattern?		
6. Is there evidence that DSE assessments and associated reasonable adjustments are reviewed where there is reason to believe that an existing adjustment is no longer effective or where the needs of the individual have changed?		

7. Is there evidence that recommendations from safety advisers, Trade Unions, staff associations, regulators or functional specialists are considered during review of assessments?		
8. Is there evidence that revised control measures are implemented and recorded following assessment reviews?		
Overall	Rating	Observations
Policy Statement 4 Overall Rating	Choose...	
Policy Statement 5	Observation	Action Plan
1. Is there evidence that the results of DSE assessments are being used to identify and implement suitable preventative and corrective measures?		
2. Is there evidence that users are encouraged to take regular breaks from DSE work and that work demands permit such breaks?		
3. Is there evidence that personnel requiring DSE eyesight testing are able to access the Corporate Eyecare Scheme (CES)?		
4. Is there evidence that recommendations arising from DSE user assessments relating to eyesight testing, corrective spectacles or safety eyewear have been implemented?		

5. Is there evidence that local procedures exist for the administration and management of the CES?		
6. Is there evidence that personnel requiring reasonable adjustments related to visual display work have received appropriate support and equipment?		
7. Is there evidence that military personnel report eyesight test outcomes to Primary Care facilities and that significant issues are managed appropriately?		
Overall	Rating	Observations
Policy statement 5 Overall Rating	Choose...	

	Rating	Observations	Action Plan
Overall Chapter Rating	Choose...		