



03 Jan 2020 / Shaina Bedingfield

Display Screen Equipment (DSE) Assessment Form Template

Complete

| Inspection score | Failed items | Created actions |
|--|--------------|-----------------|
| 91.18% | 3 | 2 |
| Name of DSE User Alisha T Nixon | | |
| Location 87 Warrender Park Rd, Edinburgh EH9 1EW, UK | | |
| Room Number 128 | | |
| Assessment conducted on 📅 3rd Jan, 2020 ⌚ 1:30 PM +08 | | |
| Prepared by Shaina Bedingfield | | |
| Is further action required? | Yes | |
| – Notes Please check fields marked with No and the corresponding recommended actions. | | |
| When was the action completed? Unanswered | | |

DSE Assessment / Risk Factors / Keyboards

| | |
|--|----|
| Are the characters clear and readable? | No |
| <p>– Notes</p> <p>Some of the characters have already been erased, while some are starting to fade.</p> <p>– Photos</p>  <p>Photo 1</p> <p>– Actions</p> <hr/> <p>To Do Contact IT for repair of individual keys or potential replacement of the whole keyboard.</p> | |

DSE Assessment / Risk Factors / Mouse, trackball etc

| | |
|---|----|
| Does the device work smoothly at a speed that suits the user? | No |
| <p>– Notes</p> <p>The user reported that the trackball doesn't move smoothly sometimes.</p> | |

DSE Assessment / Risk Factors / Environment

| | |
|---|----|
| Is the lighting suitable, e.g. not too bright or too dim to work comfortably? | No |
| <p>– Notes</p> <p>The user reports that the lighting directly above her is not that sufficient to support her work.</p> <p>– Actions</p> <hr/> <p>To Do Coordinate with facilities team if there's a way to modify the bulb directly above her. If not, recommend to install a desktop lamp.</p> | |

Actions

2 Actions

SafetyCulture Staff created a Medium priority action

To Do  10th Jan, 2020 9:20 AM +08

Contact IT for repair of individual keys or potential replacement of the whole keyboard.

Contact IT for repair of individual keys or potential replacement of the whole keyboard.

Are the characters clear and readable?

DSE Assessment / Risk Factors / Keyboards

SafetyCulture Staff created a Medium priority action

To Do  15th Jan, 2020 9:40 AM +08

Coordinate with facilities team if there's a way to modify the bulb directly above her. If not, recommend to install a desktop lamp.

Coordinate with facilities team if there's a way to modify the bulb directly above her. If not, recommend to install a desktop lamp.

Is the lighting suitable, e.g. not too bright or too dim to work comfortably?

DSE Assessment / Risk Factors / Environment

Risk Factors

Keyboards

1 Failed 1 Action

| | |
|--|-----|
| Is the keyboard separate from the screen? | Yes |
| This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable). | |
| Does the keyboard tilt? | Yes |
| Tilt need not be built in. | |
| Is it possible to find a comfortable keying position? | Yes |
| 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. | |
| Does the user have good keyboard technique? | Yes |
| Training can be used to prevent: hands bent up at the wrist; hitting the keys too hard; overstretching the fingers. | |
| Are the characters clear and readable? | No |
| <p>– Notes</p> <p>Some of the characters have already been erased, while some are starting to fade.</p> <p>– Photos</p>  <p>Photo 1</p> <p>– Actions</p> <p>To Do Contact IT for repair of individual keys or potential replacement of the whole keyboard.</p> | |
| <p>Action to Take</p> <p>Contact IT for repair of individual keys or potential replacement of the whole keyboard.</p> | |
| <p>Keyboards should be kept clean. If the characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection</p> | |

Mouse, trackball etc

1 Failed

| | |
|---|-----|
| Is the device suitable for the tasks it is used for? | Yes |
| <p>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).</p> | |

| | |
|---|-----|
| Is the device positioned close to the user? | Yes |
| Most devices are best placed as close as possible, eg right beside the keyboard. | |
| Is there support for the device user's wrist and forearm? | Yes |
| Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. | |
| Does the device work smoothly at a speed that suits the user? | No |
| – Notes | |
| The user reported that the trackball doesn't move smoothly sometimes. | |
| Action to Take | |
| Advise the user to clean the trackball at least once every two weeks. | |
| See if cleaning is required (eg of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed. | |

Display Screens

| | |
|--|-----|
| Are the characters clear and readable? | Yes |
| – Photos | |
|  | |
| Photo 2 | |
| Make sure the screen is clean and cleaning materials are available. Check that the text and background colours work well together. | |
| Is the text size comfortable to read? | Yes |
| Software settings may need adjusting to change text size | |
| Is the image stable, ie free of flicker and jitter? | Yes |
| – Photos | |
|  | |
| Photo 3 | |
| Try using different screen colours to reduce flicker, eg darker background and lighter text. | |
| Is the screen's specification suitable for its intended use? | Yes |

| | |
|--|-----|
| Eg, intensive graphic work or work requiring fine attention to small details may require large display screens. | |
| Are the brightness and/or contrast adjustable? | Yes |
| Separate adjustment controls are not essential, provided the user can read the screen easily at all times. | |
| Does the screen swivel and tilt? | Yes |
| 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: swivel/tilt is absent or unsatisfactory; work is intensive; and/or; the user has problems getting the screen to a comfortable position. | |
| Is the screen free from glare and reflections? | Yes |
| Use a mirror placed in front of the screen to check where reflections are coming from. | |
| Are adjustable window coverings provided and in adequate condition? | Yes |
| Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. | |

Software

| | |
|--|-----|
| Is the software suitable for the task? | Yes |
| 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. | |

Furniture

| | |
|--|-----|
| Is the chair adjusted correctly? | Yes |
| The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working. | |
| Is the small of the back supported by the chair's backrest? | Yes |
| The user should have a straight back, supported by the chair, with relaxed shoulders | |
| Are forearms horizontal and eyes at roughly the same height as the top of the DSE? | Yes |
| Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary | |
| Are feet flat on the floor, without too much pressure from the seat on the backs of the legs? | Yes |
| If not, a footrest may be needed. | |

Environment

1 Failed 1 Action

| | |
|--|-----|
| Is there enough room to change position and vary movement? | Yes |
| Space is needed to move, stretch and fidget. Consider re-organising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard. | |

| | |
|---|-----|
| Is the lighting suitable, e.g. not too bright or too dim to work comfortably? | No |
| <p>– Notes</p> <p>The user reports that the lighting directly above her is not that sufficient to support her work.</p> <p>– Actions</p> <hr/> <p>To Do Coordinate with facilities team if there's a way to modify the bulb directly above her. If not, recommend to install a desktop lamp.</p> | |
| <p>Action to Take</p> <p>Coordinate with facilities team if there's a way to modify the bulb directly above her. If not, recommend to install a desktop lamp.</p> | |
| <p>Users should be able to control light levels, e.g. by adjusting window blinds or light switches.</p> | |
| Are forearms horizontal and eyes at roughly the same height as the top of the DSE? | Yes |
| <p>Adjust the chair height to get the user's arms in the right position and then adjust the DSE height, if necessary</p> | |
| Are feet flat on the floor, without too much pressure from the seat on the backs of the legs? | Yes |
| <p>If not, a footrest may be needed.</p> | |
| Does the air feel comfortable? | Yes |
| <p>DSE and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.</p> | |
| Are levels of heat comfortable? | Yes |
| <p>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?</p> | |
| Are levels of noise comfortable? | Yes |
| <p>Consider moving sources of noise, e.g. printers, away from the user. If not, consider sound proofing.</p> | |

Final questions to users

| | |
|--|-----|
| Has the checklist covered all the problems they may have working with their DSE? | Yes |
| Have they experienced any discomfort or other symptoms which they attribute to working with their DSE? | N/A |
| Has the user been advised of their entitlement to eye and eyesight testing? | Yes |
| Does the user take regular breaks working away from DSE? | Yes |

Use this section to record any additional problems reported by the user

Those notes only included during the assessment proper are the only ones reported.

Declaration:

DSE User's Signature



Alisha Nixon

27th Jan, 2020 9:57 AM +08

Assessor's Signature



Shaina Bedingfield

27th Jan, 2020 9:56 AM +08

Date:

📅 3rd Jan, 2020 ⌚ 4:00 PM +08



Photo 1



Photo 2



Photo 3