

## Display Screen Equipment – Self Assessment

Please complete this questionnaire as honestly as possible.

Simply fill in the checkboxes. Enter any comments in the comments boxes at the end of each section.

**Name:**  
**Department:**  
**Manager**

**Tel No:**  
**Date:**  
**Location**

### Daily Computer Usage

- a. What is the maximum **TOTAL** time spent using Display Screen Equipment in each working day? **0-1 hour**
- b. What is the maximum **CONTINUOUS** time spent using Display Screen Equipment in each working day? **0-1 Hour**  
*You should aim to arrange your work so that you spend no longer than 55 minutes continuously working at you workstation. Try and spend at least 5 minutes on a different task each hour.*
- c. Do you have a laptop computer ..... Not checked

#### Daily Computer Usage - Comments

### Screen

- 1 If you use a laptop do you have a separate screen? ..... Not checked  
*If **NO** Ignore questions 2 – 7 & Go to Question 8*
- 2 Is the screen image stable? ..... Not checked  
*The image should be stable with no flicker,*
- 3 Is the brightness/contrast control easily adjusted?..... Not checked  
*Controls are normally located at the bottom of the screen.*
- 4 When adjusted is the screen image acceptable? ..... Not checked  
*If not a screen filter may be available. Note – a screen filter should only be used as a last resort.*
- 5 Does the screen swivel and tilt easily?..... Not checked
- 6 Does the screen height adjust? ..... Not checked  
*(I.e. separate base or adjustable table) - It may be possible to adjust height by placing the screen on something else other than a bespoke stand.*
- 7 Is the screen regularly cleaned? ..... Not checked  
*Cleaning ensures that the images are clearly displayed*

#### Screen Section - Comments

## **Keyboard**

- 8 Is the keyboard separate from the screen? ..... Not checked  
*If you are using a laptop **Ignore** question 9*
- 9 Does the keyboard adjust for angle? ..... Not checked  
*This is usually achieved via retractable lugs under the keyboard*
- 10 Is there sufficient space to support the operator's hands? ..... Not checked  
*A recommended distance of 10cm in front of the keyboard is normal*
- 11 Are the symbols on the keys legible? ..... Not checked

### **Keyboard Section - Comments**

## **Work Desk/Surface**

- 12 Is the work desk sufficiently large to allow flexibility in positioning equipment? ..... Not checked
- 13 Is the surface of low reflectance? ..... Not checked
- 14 Is there a document holder available, if required? ..... Not checked  
*A document holder may help if you do considerable data input from a paper source*
- 15 Is there enough space for comfort? ..... Not checked

### **Work Desk Section - Comments**

## **Work Chair**

- 16 Is the chair stable? ..... Not checked  
*It should have a 5-point base*
- 17 Does it allow the operator freedom of movement? ..... Not checked
- 18 Is the height of the chair adjustable? ..... Not checked
- 19 Is the back adjustable for both height and tilt? ..... Not checked  
*Adequate Lumbar support and a backrest that flexes with the operator is sufficient to meet the requirements of the DSE Regulations*
- 20 Is there a footrest available, if required? ..... Not checked  
*You should be able to rest your feet on the floor without undue pressure on the underside of your thighs. If you cannot reach the floor when sitting at your desk, a footrest should be used.*

### **Work Chair Section - Comments**

### **Space Requirements**

- 21 Has sufficient space been provided for the workstation? ..... Not checked  
*Assuming a ceiling height of 3m your work area should be at least 1.75m x 2m. This includes space for furniture, cupboards etc.*

#### **Space Section - Comments**

### **Lighting and Power**

- 22 Is the lighting suitable for the user? ..... Not checked  
23 Has glare and reflection from light fittings, windows and walls been avoided from the keyboard and display screen? ..... Not checked  
24 Are flexible cables safe (i.e. not trailing across pedestrian routes)? ..... Not checked

#### **Lighting & Power Section - Comments**

### **Environment**

- 25 Is the equipment noise low enough not to distract attention or disturb speech? ..... Not checked  
26 Are ambient noise levels in the general work area low enough not to distract attention or disturb speech? ..... Not checked  
27 Is equipment heat emission dissipated adequately? ..... Not checked  
28 Is the space environment at a comfortable level? ..... Not checked  
*E.G. temperature and humidity*

#### **Environment - Comments**

### **Software**

- 29 Is the software used, easy to understand and use? ..... Not checked

#### **Software Section - Comments**

Display Screen Equipment Assessment

**Personnel**

- 30 Has information been received or guidance given on: -  
*(Please see the Display Screen Equipment Information bulletin for details)*
  - a) use and set-up of the workstation? ..... Not checked
  - b) Health and safety relative to the workstation? ..... Not checked
  - c) Ergonomics? ..... Not checked
- 31 Has guidance been given and do you understand the arrangements for: -  
*(Please see the Display Screen Equipment Information bulletin for details)*
  - a) eye and eyesight testing? ..... Not checked
  - b) Prescription glasses for VDU work? ..... Not checked*Please see the Display Screen Equipment Information bulletin for details*
- 32 If spectacles are worn, have you been advised of their suitability for display screen work? ..... Not checked
- 33 Does the task allow the operator to break from looking at the screen at regular intervals? ..... Not checked

**Personnel Section - Comments**

**General Comments or Action requirements** you think are necessary to improve your workstation.

Thank you for your co-operation in completing the assessment.