



Display Screen Equipment (DSE) Assessment Form Template

23 Jun 2023 / Shaina Bedingfield / Alisha T Nixon

Complete

Score	31 / 34 (91.18%)	Flagged items	3	Actions	2
Name of DSE User		Alisha T Nixon			
Location		87 Warrender Park Rd, Edinburgh EH9 1EW, UK (55.9383835, -3.1982853)			
Room Number		128			
Assessment conducted on		23 Jun 2023 16:38 PST			
Prepared by		Shaina Bedingfield			
Is further action required?		Yes			
Please check fields marked with No and the corresponding recommended actions.					
When was the action completed?					

Flagged items & Actions

3 flagged, 2 actions

Flagged items

3 flagged, 2 actions

DSE Assessment / Risk Factors / Keyboards

Are the characters clear and readable?

No

Some of the characters have already been erased, while some are starting to fade.

To do | Priority: Medium | Due: 30 Jun 2023 16:40 PST | Created by: SafetyCulture Staff

Contact IT for keyboard repair or replacement.

Coordinate with the IT team for repair of individual keys or potential replacement of the whole keyboard.

DSE Assessment / Risk Factors / Mouse, trackball etc

Does the device work smoothly at a speed that suits the user?

No

The user reported that the trackball doesn't move smoothly sometimes.

DSE Assessment / Risk Factors / Environment

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

No

The user reports that the lighting directly above her is not that sufficient to support her work.

To do | Priority: Medium | Due: 30 Jun 2023 16:42 PST | Created by: SafetyCulture Staff

Coordinate with facilities team if there's a way to modify the bulb directly above her.

If not, recommend to install a desktop lamp.

Other actions

0 actions

DSE Assessment	3 flagged, 2 actions, 30 / 33 (90.91%)
Risk Factors	3 flagged, 2 actions, 26 / 29 (89.66%)
Keyboards	1 flagged, 1 action, 4 / 5 (80%)
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
Some of the characters have already been erased, while some are starting to fade.	
To do Priority: Medium Due: 30 Jun 2023 16:40 PST Created by: SafetyCulture Staff	
Contact IT for keyboard repair or replacement.	
Coordinate with the IT team for repair of individual keys or potential replacement of the whole keyboard.	
Action to Take	Contact IT for repair of individual keys or potential replacement of the whole keyboard.
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	
Mouse, trackball etc	1 flagged, 3 / 4 (75%)
Is the device suitable for the tasks it is used for?	Yes
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).

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

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

8 / 8 (100%)

Are the characters clear and readable?

Yes

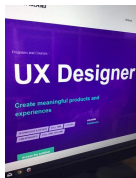


Photo 1

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



Photo 2

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.

Dose 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

1 / 1 (100%)

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

4 / 4 (100%)

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 flagged, 1 action, 6 / 7 (85.71%)

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

The user reports that the lighting directly above her is not that sufficient to support her work.

To do | Priority: Medium | Due: 30 Jun 2023 16:42 PST | Created by: SafetyCulture Staff

Coordinate with facilities team if there's a way to modify the bulb directly above her.

If not, recommend to install a desktop lamp.

Action to Take

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

Users should be able to control light levels, e.g. by adjusting window blinds or light switches.

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.

Does the air feel comfortable?

Yes

DSE and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.

Are levels of heat comfortable?

Yes

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?

Are levels of noise comfortable?

Yes

Consider moving sources of noise, e.g. printers, away from the user. If not, consider sound proofing.

Final questions to users

4 / 4 (100%)

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
23 Jun 2023 16:43 PST

Assessor's Signature

Shaina Bedingfield



23 Jun 2023 16:43 PST

Date:

23 Jun 2023 17:00 PST



Photo 1



Photo 2