

 Workstation and DSE
 self-assessment form

This form should be completed by you for your own workstation(s) (a self-assessment) and then submitted to your local DSE assessor and/or line manager for review.

Complete the [workstation and DSE e-learning module](https://develop.bristol.ac.uk/bristoluniversityilp/pages/description.jsf?menuId=1108#/users/@self/catalogues/176367/courses/214670/description) **before** filling out this form. View the [home workstation and DSE support process flowchart](https://uob.sharepoint.com/teams/grp-staff/Shared%20Documents/Forms/AllItems.aspx?id=%2Fteams%2Fgrp%2Dstaff%2FShared%20Documents%2FCoronavirus%2FGuidance%20documents%2FHome%20workstation%20and%20DSE%20support%20process%20flowchart%20V3%2Epdf&parent=%2Fteams%2Fgrp%2Dstaff%2FShared%20Documents%2FCoronavirus%2FGuidance%20documents) for details about obtaining equipment for working at home.

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| **Name:**  |  |
| **Date:** |  |
| **Workstation location**:  |  |
| **Date e-learning was last completed:***Training should be refreshed annually.* |  |
| **Have you previously been issued with specialist equipment or furniture?** *As part of the University’s DSE assessment process.* |  |
| **Assessment reviewed by:** *Local DSE assessor.* |   |
| **Is any further action needed?** *If* ***YES,*** *complete the action plan at the end of this document.* | Yes [ ]  | No [ ]  |
| **Date follow-up action completed:** |  |
| **Type of working (tick all that apply)** |
| Traditional single fixed workstation at the University |  | Using shared workstations |  | Home working, temporarily or permanently  |  | Agile working across a range of UoB and non-UoB locations |  |

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| **Home workstations** |
| **Have photos been submitted?***This ensures accurate advice is provided.* | Yes [ ]  | No [ ]  |
| **Home address** *Passed to courier for delivery of an item.* |  |
| **Phone number***Passed to courier for delivery of an item.* |  |

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| Work through this form, ticking either ‘yes’ or ‘no’ against each question. |
| Checkmark | **Yes** answers require no further action. |
| x | **No** answers will require review, advice and support by the local DSE assessor. The DSE user should provide details in the ‘comments’ column. |

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| 1. Display screens
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| Check | Yes  | No | Advice | Comments |
| **Are the characters on screen clear and readable?** | Yes [ ]  | No [ ]  | Make sure the screen is clean and that cleaning materials are made available. Check that text and background colour contrasts work well together. |  |
| **Is the text size comfortable to read?** | Yes [ ]  | No [ ]  | Use your software settings to change text size. |  |
| **Is the image stable and not flickering?** | Yes [ ]  | No [ ]  | Try using different screen colours to reduce flicker, such as using darker background and lighter text.  If problems still occur, get the setup checked, for example by the equipment supplier.  |  |
| **Are the screen’s specification suitable for its intended use?** | Yes [ ]  | No [ ]  | Intensive graphic work or tasks requiring fine attention to small details may require large display screens. |  |
| **Are the brightness and contrast adjustable?** | Yes [ ]  | No [ ]  | Separate adjustment controls are not essential, provided the screen can always be read easily. |  |
| **Does the screen swivel and tilt?** | Yes [ ]  | No [ ]  | 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:  * the swivel or tilt is absent or unsatisfactory,
* your work is intensive,
* you have problems getting the screen into a comfortable position.
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| **Is the screen free from glare and reflections?** | Yes [ ]  | No [ ]  | Check where reflections are coming from by placing a mirror in front of the screen.You may need to move the screen, relocate your desk, or shield the screen from the source of reflections.Screens that use dark characters on a light background are less prone to glare and reflections. |  |
| **To avoid glare on the screen, does the room have adjustable window coverings that are in adequate condition?** | Yes [ ]  | No [ ]  | Check that the room’s blinds work. Blinds with vertical slats can be more suitable than horizontal ones.If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help. |  |
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| 1. Keyboards
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| Check | Yes  | No | Advice | Comments |
| **Is a separate keyboard being used?** | Yes [ ]  | No [ ]  | Using a separate keyboard is a requirement unless the task makes it impracticable.A separate keyboard is also needed when using a laptop for longer periods. |  |
| **Does the keyboard tilt?** | Yes [ ]  | No [ ]  | Tilt need not be built in and you may not need to use it. Try to avoid a flexed wrist position. |  |
| **Is it possible to find a comfortable typing position?** | Yes [ ]  | No [ ]  | Try pushing the display screen further back to create more room for the keyboard, hands and wrists.If you use a thick, raised keyboard, you may need a wrist rest. |  |
| **Do you have a good technique for typing with your keyboard?** | Yes [ ]  | No [ ]  | Training can prevent: * hands bent up at wrist,
* hitting the keys too hard,
* overstretching the fingers.
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| **Are the characters on the keys easily readable?** | Yes [ ]  | No [ ]  | Keyboards should be kept clean. If the characters cannot be read after cleaning, the keyboard may need modifying or replacing.Use a keyboard with a matt finish to reduce glare and reflections.  |  |
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| 1. Mouse, trackball and related
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| Check | Yes  | No | Advice | Comments |
| **Is the mouse or input device suitable for the tasks it is used for?** | Yes [ ]  | No [ ]  | If you are having problems, try a different type of mouse or input device.Alternative devices such as touch screens may be better for some tasks but can be worse for others.If you are using a laptop for longer time periods, a separate mouse should be used. |  |
| **Is the device positioned close enough to you?** | Yes [ ]  | No [ ]  | Most devices are best placed as close as possible, right beside the keyboard. Training may be needed to: * prevent arm overreaching,
* teach you not to leave your hand on the device when it is not being used,
* encourage a relaxed arm and straight wrist.
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| **Is there support for your wrist and forearm?** | Yes [ ]  | No [ ]  | Support can usually be gained from the desk surface or arm of a chair. If not, a separate supporting device may help.You should be able to find a comfortable working position with the device. |  |
| **Does the device work smoothly at a speed that suits you?** | Yes [ ]  | No [ ]  | Check if the device needs cleaning and check the work surface is suitable. A mouse mat may be needed. |  |
| **Can you easily adjust the software settings to change the speed and accuracy of the mouse pointer?** | Yes [ ]  | No [ ]  | You may benefit from training to learn how to adjust device settings. |  |
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| 1. Software
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| Check | Yes  | No | Advice | Comments |
| **Is the software suitable for the task?** | Yes [ ]  | No [ ]  | Software should help you carry out the task, minimise stress and be user-friendly.Check you have had appropriate training to use the software.Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages. |  |
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| 1. Furniture
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| Check | Yes  | No | Advice | Comments |
| **Is the work surface suitable?** | Yes [ ]  | No [ ]  | Create more room by moving equipment around. There should be some scope for flexible arrangement.The work surface should be deep enough to fit the screen, keyboard and mouse and provide support for the forearms. The worksurface should be a suitable height to allow the chair to fit under when adjusted to the correct height. Taller individuals may need their desk raising. |  |
| **Can you comfortably reach all the equipment and documents you need to use?** | Yes [ ]  | No [ ]  | Rearrange equipment to bring frequently used items within easy reach.A document holder may be needed, positioned to minimise uncomfortable head and eye movements. |  |
| **Are surfaces free from glare and reflection?** | Yes [ ]  | No [ ]  | Consider mats or blotters to reduce reflections and glare. |  |
| **Is the chair suitable?** | Yes [ ]  | No [ ]  | The chair may need repairing or replacing if the user is uncomfortable or cannot use the adjustment mechanisms. For temporary home working, try using extra cushions to sit at the right height and provide support for the back. |  |
| **Is the chair stable?** | Yes [ ]  | No [ ]  |   |  |
| **Does the chair have working adjustments?** | Yes [ ]  | No [ ]  |   |  |
| * Seat back height and tilt
 | Yes [ ]  | No [ ]  |   |  |
| * Seat height
 | Yes [ ]  | No [ ]  |   |  |
| * Swivel mechanism
 | Yes [ ]  | No [ ]  |   |  |
| * Castors or glides
 | Yes [ ]  | No [ ]  |   | ­­­­­­­­­ |
| **Is the chair adjusted correctly?** | Yes [ ]  | No [ ]  | You should be able to carry out your work sitting comfortably. Consider training for how to adopt suitable postures while working.The arms of chairs may be stopping you getting close enough to use the equipment comfortably.Move any obstructions from under the desk.  |  |
| **Is the small of your back supported by the chair’s backrest?** | Yes [ ]  | No [ ]  | You 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 screen?** | Yes [ ]  | No [ ]  | Adjust the chair height to get your arms in the right position in relation to the desk, then adjust the screen height, if necessary. |  |
| **Are feet flat on the floor (or footrest), without too much pressure from the seat on the backs of the legs?** | Yes [ ]  | No [ ]  | If not, a footrest may be needed.   |  |

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| 1. Environment
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| Check | Yes  | No | Advice | Comments |
| **Is there enough room to change position and vary movement?** | Yes [ ]  | No [ ]  | Space is needed to move, stretch and fidget.Consider reorganising the office layout and check for obstructions.Cables should be tidy and not a trip or snag hazard. |  |
| **Is the lighting suitable and not too bright or too dim to work comfortably?**  | Yes [ ]  | No [ ]  | You 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, such as desk lamps. However, make sure lights don’t cause glare by reflecting off walls or other surfaces. |  |
| **Does the air feel comfortable?** | Yes [ ]  | No [ ]  | 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 [ ]  | No [ ]  | Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Alternatively, can workstations be moved away from the heat source?   |  |
| **Are levels of noise comfortable?** | Yes [ ]  | No [ ]  | Consider moving sources of noise such as printers away from workstations. If not, consider soundproofing.  |  |
| **Do you take regular breaks away from your workstation and DSE?** | Yes [ ]  | No [ ]  | Take lunch breaks away from your desk.For every hour, aim to spend 10 minutes taking a break away from DSE by working on activities where you can move into a different position.Try to take frequent short breaks, such as getting a drink, moving to talk to a colleague, photocopying or filing.Include movement into your working day wherever possible. |  |

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| 1. Other
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| **Are there any other problems with your workstation or using DSE? If so, please give details here:**

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| *Continue on another sheet if necessary* |

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Action plan

Completed by: DSE assessor (if applicable)

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| Action item | Comments | Person responsible | Date completed |
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