Learning Outcomes

At the end of this course you will:

- Be aware of your responsibilities as a DSE Assessor
- Be able to complete the DSE risk assessment form
- Understand how to arrange a workstation appropriately
- Be confident in identifying poor practice and giving practical solutions to resolve identified issues
- Know where to access additional information or support
- Know how to order equipment

Assessor’s Responsibilities

- Complete the DSE Risk Assessment in conjunction with the user
- Undertake remedial action throughout assessment where able
- Recommendations for remedial action should be discussed with the user and the manager who will be responsible for taking any actions identified
- Advise the user to discuss any underlying health conditions to their manager

What is DSE?

DSE is any alphanumeric / graphic display screen:

- Desktop and Laptop computers
- PCs within clinical setting
- Display monitors
- Specialist screens

What are the risks to health?

Poorly designed or set up workstations or bad practice can lead to:

- Symptoms including pain, pins & needles and numbness anywhere in the body (particularly upper limb disorders)
- Eye strain and headaches
- Fatigue and stress

Symptoms which might be connected with the use of DSE, should be reported to their manager who may make a referral to Occupational Health and a Datix should be completed.

DSE Risk Assessment Form

- The form is split into two sections:
  - Section A, the Individual
  - Section B, the workstation
- The form can be used for different circumstance:
  - Individuals and their workstation
  - Individuals who hot desk
  - Shared workstations
DSE Risk Assessment Form - Chair

4.1 Can the user adopt a comfortable position in the chair?
4.2 Does your chair have a 5 star base with castors?
4.3 Is the seat back adjustable for both height and tilt?
4.4 Is the seat adjustable in height?
4.5 Does the chair provide adequate lower back support?
4.6 Does the chair allow the user to get close to the desk?

DSE RA Form – Work Station

5.1 Are user’s feet flat on the floor, without too much pressure from the seat on the backs of your legs?
5.2 Is a footrest available if required?
5.3 Is the work desk or surface sufficiently large enough?
5.4 Is there sufficient legroom for your legs when sitting at your workstation?

DSE RA Form – Keyboard

6.1 Can the user position the keyboard in front of them?
6.2 Is there ample room to allow user to rest arms and wrists?
6.3 Does keyboard have a tilt capability?
6.4 Are the characters on keyboard legible?

DSE RA Form – Mouse

7.1 Is the mouse close to the work area and at keyboard height?
7.2 If mouse has a roller ball does the user know how to clean the mouse?

DSE RA Form – Screen

8.1 Is the screen separate from the keyboard?
8.2 Are the characters readable?
8.3 Is the screen image free of flicker and movement?
8.4 Is screen brightness and contrast adjustable by the user?
8.5 Does the screen swivel and tilt?
8.6 Is the top of the screen level with user’s eyes?
8.7 Is the screen at a comfortable viewing distance?

DSE RA Form – Document Holder

9.1 If you copy from an external paper source, do you have a document holder?
9.2 If you do use a document holder, is it positioned next to the screen?
**DSE RA Form – Reflection / Glare**

10.1 Is lighting appropriate for the type of work and the user’s vision requirements?

10.2 Is the screen free from glare or reflection?

10.3 Is the workstation positioned so that glare and reflection from light sources are avoided?

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**DSE RA Form – Environment**

11.1 Has each worker 11m³ working area not including furniture?

11.2 Are noise levels from associated equipment and work area low enough to avoid distraction?

11.3 Are temperature levels generally comfortable?

11.4 Is humidity level comfortable most of the time?

11.5 Is working area free from hazards?

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**Environment**

- **Temperature & humidity**
  - Ventilation should be adequate
  - Temperature should be adequate

- **Space**
  - There should be adequate general work space (minimum 11m³ per person)

- **Noise**
  - Sources of distracting noise could be relocated or insulated to reduce noise pollution

Further information is available from Health & Safety Management Manual Guidance on Staffnet

- **Lighting**
  - Lighting should be adequate
  - Not causing reflection or glare
  - If light levels seem inadequate, a desk lamp may help

- **Reflection / glare**
  - There should be minimal reflection on surfaces and screen this can come from natural or artificial light sources
  - Adjustable blinds on windows
  - Reposition monitor to reduce glare
  - Tilt screen to avoid reflection/glare

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**After the Assessment**

- If the assessment form identifies problems, the assessor will discuss with user and manager to help identify solutions which will be recorded on the assessment form.

- If the DSE Assessor and the line manager cannot find a solution, the manager will contact the appropriate service for assistance, for example, Health & Safety, Occupational Health, Estates.

- The line manager has responsibility for ensuring solutions are actioned and monitored.

- Where an employee is experiencing health problems which may be caused by the use of DSE the manager should be informed who may make a referral to occupational health.

- The assessment should be reviewed once a year, or more frequently if any changes are made to the equipment or workstation, or if staff member reports health problems related to the use of DSE.

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**Example workstation**
**Laptops**

If portable DSE (e.g. laptops, notebook) are used for prolonged periods then:

- These must be risk assessed
- They must be used with suitable equipment such as a docking station, converter or stand
- If the screen cannot be detached, adjusted to the correct position or is not suitable, a full-sized screen should be used
- Using the laptops trackball / mouse pad is discouraged, a full sized mouse and keyboard should be used

**Laptops**

If laptops are used routinely away from the main place of work the:

- The equipment should be used for as short a time as possible
- DSE should wherever possible, be placed on a firm surface at a comfortable height
- A comfortable seated position should be maintained
- Regulars breaks are essential
- Screens should be angled, ensuring the screen is easy to read
- Agile working guidance should be provided

**Ordering Equipment**

- Standard chairs, desks and other equipment such as document holders and footrests for DSE workstations can be ordered via procurement.

- Contact Occupational Health for **specialist ergonomic equipment**, including:
  - Chairs
  - Mouse and keyboard

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Any questions?

Thank You

Further Information

Agile Working - Link

Health & Safety:
  DSE Policy and Associate Forms – Link 3
  Guidance – Link 1
  Guidance & Risk Assessment Form – Link 2

Guidance for Managing Musculoskeletal Disorders – Link

Occupational Health – Link

Occupational Health Physiotherapy - Link