

WELLCOME CARE HOMES Ltd	Reviewed June 2020
DISPLAY SCREEN EQUIPMENT (DSE)	Page 1 of 2

Wellcome Care Homes Ltd complies with the requirements and prohibitions imposed under the Health & Safety Display Screen Equipment Regulations 1992 as amended 2002. Wellcome Care Homes are committed to ensuring the health and safety of those employees who by virtue of the activities carried out on its behalf requires them to use Display Screen Equipment (DSE) often known as VDUs in connection with their work.

- Risk assessments will be undertaken, identifying any reasonable adjustments
- Ensure corrective actions identified as necessary from the assessment are implemented at the earliest opportunity.
- Provide guidance and support employees in relation to DSE regulations as required.
- Provide information about the user's entitlement to eyesight tests.

Further Guidance DSE Workstation and Screen

- Make sure that you have enough free space on the desk to locate the equipment properly and to lay out work you are doing.
- Position the screen to avoid glare and reflection from lights and windows. Close the blinds if necessary.
- Set the screen at a suitable distance for clear and comfortable vision. Ensure that the top of the screen is more or less in line with your eyes. It may be necessary to raise the screen to achieve this.
- Set the angle of the screen to give comfortable (neutral) position for the head and neck, without tension in the neck and shoulder muscles.

Further Guidance DSE Key Board and Mouse

- The key board and mouse should be positioned to give you space for operation of each one without stretching your arms or fingers. There should be room to rest the hand in front.
- Adjust the angle of the key board to suit (ideally the key board should be placed in the flat rather than raised position) your forearms should be approximately horizontal and your hands level with your arms.
- The position of the keyboard should be set so that you are working 'square on' to the screen, without a twisted torso.
- Ideally the mouse should be positioned to the left/right of the screen.

WELLCOME CARE HOMES Ltd	Reviewed June 2020
DISPLAY SCREEN EQUIPMENT (DSE)	Page 2 of 2

Further Guidance DSE - Posture and Position.

- Adjust your chair height to give horizontal arm/wrist position that avoids tension in arm, shoulder and neck muscles (you need to be aiming for an angle of approximately 90 degrees on you elbow)
- Adjust the back of your chair to support lower back.
- Ensure that there is space to move your legs under the desk with the chair adjusted.
- Use a footstool if it is necessary to do so to get comfortable and stable position for your feet with the chair height correctly adjusted. There should be no undue pressure form the chair on the back of the thighs.
- Ideally when seated your hips should be slightly higher than your knees.

Further Guidance DSE - Work Routine

- Ensure that you do not spent too long without a break from keying in, using the mouse or work requiring close attention to the screen.
- Frequent short breaks are preferable to long breaks of work with a longer break at the end. At least 5 minutes in every hour should be spent away from work on the screen and keyboard; the time spent to carry out other activities such as filing.
- Change position periodically to prevent tension building up in any st of muscles.
- Relax your arms and stretch the arms and fingers.

Further Guidance DSE – Avoiding Headaches and Eye Strain

- Lighting needs to be suitable for the task. Avoid excessive lighting or to little lighting. An approximate level of 200 lux is the standard for VDU operations.
- If necessary, use a document holder positioned at the same distance as the screen to avoid excessive re focussing of the eyes
- Give your eyes a break from focussing on the screen – focus on something at a distance for a short period.
- Adjust the brightness and contrast of your screen image if required.
- Wear spectacles or lenses if necessary, especially any that are provided specifically for VDU.
- Avoid sitting near to hot radiators, or in draughts, that my dry the skin and eyes.

Workstation Self Assessment

Name: _____

Date: _____

The completion of this checklist will enable you to carry out a self assessment of your workstation. Your views are essential in order to enable us to achieve our objective of ensuring your comfort and safety at work. Please circle the answer that best describes your opinion, for each of the questions listed. The form should be returned to the Appointed Person as soon as it has been completed.

Environment

1. Lighting

Describe the lighting at your usual workstation.

About right too bright too dark

Do you get distracting reflections on your screen?

Never sometimes constantly

What control do you have over local lighting?

Full control some control no control

2. Temperature and Humidity

At your workstation, is it usually:

Comfortable too warm too cold?

Is the air around your workstation:

Comfortable too dry?

3. Noise

Are you distracted by noise from work equipment?

Never occasionally constantly

4. Space

Describe the amount of space around your workstation.

Adequate

inadequate

Furniture

5. Chair

Can you adjust the height of the seat?	Yes	No
Can you adjust the height and angle of the backrest?	Yes	No
Is the chair stable?	Yes	No
Does it allow movement?	Yes	No
Is the chair in a good state of repair?	Yes	No
If your chair has arms, do they get in the way?	Yes	No

6. Desk

Is the desk surface large enough to allow you to place all your equipment where you want if?	Yes	No
Is the height of the desk suitable?	Yes	No
Does the desk have a matt surface (non-reflectant)?	Yes	No

7. Footrest

If you cannot place your feet flat on the floor whilst keying, has a footrest been supplied?	Yes	No
--	-----	----

8. Document Holder

If it would be of benefit to use a document holder, has one been supplied?	Yes	No
If you have a document holder, is it adjustable to suit your needs?	Yes	No

Display Screen Equipment

9. Display screen

Can you easily adjust the brightness and the contrast between the characters on screen and the background?

Yes No

Does the screen tilt and swivel freely?

Yes No

Is the screen image stable and free from flicker?

Yes No

Is the screen at a height which is comfortable for you?

Yes No

10. Keyboard

Is the keyboard separate from the screen?

Yes No

Can you raise and lower the keyboard height?

Yes No

Can you easily see the symbols on the keys?

Yes No

Is there enough space to rest your hands in front of the keyboard?

Yes No

11. Software

Do you understand how to use the software?

Yes No

12 Training

Have you been trained in the use of your workstation?

Yes No

Have you been trained in the use of software?

Yes No

If you were to have a problem relating to display screen work, would you know the correct procedures to follow?

Yes No

Do you understand the arrangements for eye and eyesight test?

Yes No

Any Other Comments?