

# Workstation Assessment Form



Waltham Forest

## About the workstation assessment

Location

Reason [Tick box]

New assessment

Significant change

Review

Computer Tag No.

Assessment date

12/11/14

## About the computer user

Name

Joe Blogs

Job title

Extension

Does the user wear glasses? [Tick box]

Contact lenses? [Tick box]

Yes

No

Yes

No

How many hours per day does the user work at the computer?

## About the manager carrying out the assessment

Name

Hidi Howie

Job title

Ext:

Signature:

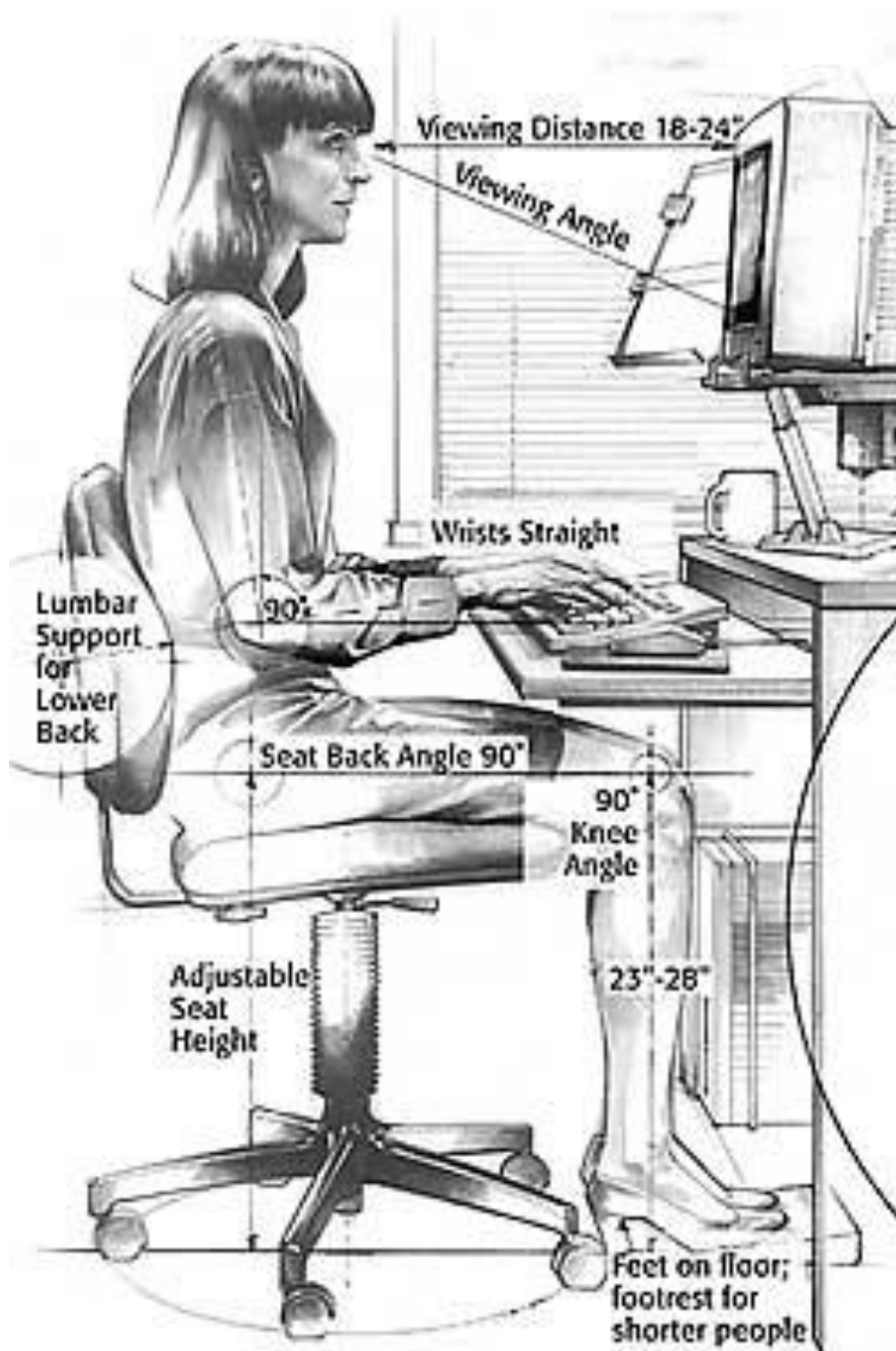
Date

12/11/14

Copies of the completed form should be kept by the manager and given to the user.

**Recommended Posture for Working at Computer Equipment**

The diagram below gives an idea of the posture to be achieved by users at their workstations. More information is available in the guidance on Display Screen Equipment.



FEATURE OR FACTOR ASSESSED		COMMENTS AND ACTION
<b>SCREEN</b>		
1	Does the screen swivel and tilt to accommodate user's needs? <b>Yes</b>	
2	Is there a brightness and contrast control? <b>Yes</b> Does the user know how to adjust these controls? <b>Yes</b>	Staff has been shown where these controls are located.
3	Are the characters well defined and of adequate size? <b>Yes</b>	Staff to contact ICT to increase font size on screen.
4	Is the image stable? <b>Yes</b>	
5	Is the screen clean? <b>Yes</b>	
<b>GLARE</b>		
6	Is there any glare on the screen/keyboard/work surface from nearby windows or overhead lighting? <b>Yes</b>	
7	Can the workstation arrangements be adjusted to eliminate glare? <b>Yes</b>	There are dinner switches to reduce the light intensity.
8	Are there suitable blinds on windows that can be used to eliminate glare? <b>Yes</b>	
<b>KEYBOARD</b>		
9	Is the keyboard separate from the display screen? <b>Yes</b>	
10	Does the keyboard tilt? <b>Yes</b>	
11	Is the keyboard easy to read? <b>Yes</b>	
12	Is there space on the desk to rest wrists in front of the keyboard? <b>Yes</b>	
<b>MOUSE</b>		
13	Is the mouse positioned within easy reach to be used with the wrist straight?	

FEATURE OR FACTOR ASSESSED		COMMENTS AND ACTION
	<b>Yes</b>	
14	Can it be used by both hands? <b>Yes</b>	
15	Is there enough room on the desk for forearms to be supported? <b>Yes</b>	
<b>WORK CHAIR</b>		
16	Is the workstation chair adjustable in height? (See levers underneath the seat) <b>Yes</b>	Safety Adviser made some adjustments to increase good posture and comfort.
17	Is the seat back rest adjustable in height and tilt? (See levers underneath seat.) <b>Yes</b>	
18	Does the chair swivel and have at least five castors? <b>Yes</b>	
<b>WORKSTATION ENVIRONMENT</b>		
19	Is the work surface large enough to allow a flexible arrangement of the screen, keyboard documents and related equipment? <b>Yes</b>	
20	Is there a height adjustable document holder available? <b>Yes</b>	
21	Is there adequate space around the workstation for the user to find a comfortable and safe position? <b>Yes</b>	Staff to contact ICT for smaller hard drive to be placed on desk, so that there is more leg room under desk.
22	Is there a footrest available? <b>Yes</b> (Required if feet are unable to rest flat on the floor when the chair is correctly adjusted.)	
23	Is there enough room to change position and vary movement? <b>Yes</b>	
24	Are levels of LIGHT, HEAT and NOISE reasonably comfortable? <b>Yes</b>	Dimmer switch is available for dimming lights.
<b>EYE AND EYESIGHT TESTING</b>		
25	Has the user been given information on eyesight testing? <b>Yes</b>	
26	Is the user aware of the Council's Procedures regarding eyesight testing? (Information is	

FEATURE OR FACTOR ASSESSED		COMMENTS AND ACTION
	available in the Health and Safety Framework) <b>Yes</b>	
<b>TRAINING AND INFORMATION</b>		
27	Has the user been given information and training on the safe use of DSE? <b>Yes</b>	During this risk assessment
<b>WORK ORGANISATION</b>		
28	Has work been organised to allow sufficient breaks away from the screen and changes of activity? <b>Yes</b>	
<b>DSE USER</b>		
29	Is the user experiencing any physical or sensory discomfort? <b>Yes</b>	Neck, shoulders and back due to Whip Lash injuries some time ago.
30	Is the user pregnant? <b>No</b>	
31	Does the user suffer from photosensitive epilepsy? <b>No</b>	

## **Action Planning**

### **Comments:**

- Staff has been inducted in the safe use of this equipment so that staff can adjust her workstation when “hot desking”.
- Staff should contact ICT in order to increase the font size and request a smaller hard drive which can be positioned on the desk top in order to gain more leg room under desk.
- Unwanted items should be cleared from under desk for more space.

### **Further information**

Regarding the safe use of DSE may be obtained from:

- Your union Safety Representative.
- Your local Health & Safety Liaison Officer.
- Health & Safety Unit 020 8496 4634