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This document will guide you through the Health and Safety information for the safe use of Display Screen Equipment, enabling to comply with current legislation.

This document includes forms that you can use, simply print them out. Click on an item below to jump to the beginning or choose print and select the pages required.

Contents

Legislation – 2-3
The Risk Assessment Process - 4
DSE General Policy Statement – 5-7
DSE Initial Survey Checklist – 8-9
Risk Assessment Form 1 - 10
Risk Assessment Form 2 - 11
Risk Assessment Form 3 - 12
Risk Assessment Form Blank - 13
DSE Existing Controls - 14
DSE Additional Controls – 15
DSE Hazard Report Form - 16
DSE Discomfort Report Form - 17
Work Station Training Record - 18
Work Station Details - 19
Eyes and Eyesight Tests - 20
Safety Awareness Award - 21
Guidance Notes for the Risk Assessment – 22-29
Health & Safety Policy Introduction – 30-31
Health & Safety Policy Statement for Small Businesses – 32-44
Health & Safety Survey Questionnaire - 45
General Health & Safety Inspection Survey – 46-51

VDUs - The DSE Regulations

Display Screen Equipment (DSE)

Working with visual display units (VDUs) or display screen equipment (DSE) is not generally high risk, but the expansion of information technology usage in the workplace can lead to health problems associated with intensive DSE work. These problems can include musculoskeletal disorders, eye fatigue and mental stress.

The regulations are intended to prevent such health problems occurring by promoting good ergonomic design of equipment, furniture, the working environment and job tasks.

Definition of DSE 'User'

The regulations apply to most display screens where there is a 'user', that is, "employees who habitually use DSE equipment as a significant part of their normal work" - including self-employed persons in an employer's undertaking (Health and Safety [DSE] Regulations 1992).

There are some specified exclusions, such as systems on board a means of transport, systems mainly for public use, portable systems not in prolonged use, cash registers and window typewriters.

Employers' Key Duties

Under the Regulations employers are not required to conform to detailed technical specifications but are obliged to follow more general objectives. According to the HSE publication "*Working with VDU's*" employers have to:

Analyse workstations, and assess and reduce risks

Employers need to examine: -

- The complete workstation including equipment, furniture and the work environment
- The job and tasks being performed; and
- Any special needs of individual staff (whose views may be sought as part of the assessment)

Ensure workstations meet minimum requirements

These basic requirements are good features that should be found in a workstation, such as adjustable chairs and suitable lighting. They are set out in the schedule to the Regulations, covering screens, keyboards, desks, chairs, the work environment and software.

Plan work so there are breaks or changes of activity (Regulation 4)

As the need for breaks depends on the type and intensity of the work, the Regulations require breaks and changes of activity but do not stipulate frequency or duration. The guidance on the regulation expresses general principles, such as frequent breaks are superior to longer but less frequent ones and should be taken before the occurrence of fatigue. Best practice would be for individuals to have some autonomy over the timing of breaks.

On request arrange eye tests, and provide spectacles if special ones are needed

Employees covered by the Regulations can request their employer to provide and pay for an eye and eyesight test, conducted by an optometrist or doctor. This includes additional tests periodically, the optometrist performing the initial test can advise on frequency. Employers only have to pay for spectacles if they are required for the distance at which the screen is viewed i.e. they are prerequisite for the user to operate the VDU.

Provide Health & Safety Training and Information

Employers have to provide training; to make sure employees can operate their DSE and workstation safely, and know how to use it effectively so as to avoid health problems. Information should also be provided about VDU health and safety. This should include general background information - such as distributing the HSE publication "Working with VDU's" to relevant staff. It should also cover more specific details of the action taken by the employer to comply with the Regulations, such as measures to reduce risks and the arrangement of breaks.

Remember that these Regulations are minimum requirements and should not be allowed to supplant any existing VDU Agreements, unless improvement is required.

Main risks from DSE work

The HSE Guidance to the regulations describe three main risks associated with DSE work:

- Repetitive Strain Injury (RSI), also called Work-related upper limb disorders (WRULDs) which cause pain in hands, wrists, shoulders, the neck and the back (*see forthcoming bulletin for further details*)
- Eye and eyesight effects including headaches, sore eyes and blurred vision; and
- Stress and physical fatigue

Radiation

VDU's generate radiation, and the latest HSE advice is that the amounts are insufficient to pose a significant risk to health.

Whilst the current scientific evidence does not demonstrate any link between miscarriages and birth defects for pregnant women using VDU's the HSE guidance recognises that expectant mothers can still suffer stress and anxiety when using such equipment. Women who are pregnant or who are planning children and are concerned about using VDU's should be given the opportunity to discuss their concerns with someone adequately informed of current authoritative scientific information and advice.

Representatives should ensure that, in particular, if pregnant staff are worried about radiation emitted from VDU's they should be reassured by the employer that their equipment conforms to the approved safety standards (making sure that it is). Such staff should ask their supervisor for, if possible alternative non-VDU duties. Co-operation and understanding from all parties can prevent unnecessary stress on such staff.

The Risk Assessment Process - Display Screen Equipment

The main requirements of a computer operator are as follows:

- a) Input and save data by utilising dedicated software and hardware.
- b) Retrieve saved data by utilising dedicated software and hardware.
- c) Print off information as required.

PROCESS

Under the Management of Health and Safety at Work regulations 1999 we have to assess the risks arising from our work activities that may affect our employees, and/or visitors, and we must record the significant findings because we employ more than 5 people.

All employees must comply and co-operate in order to take reasonable care of their own Health & Safety.

We must ensure that we are doing everything reasonably practicable that will ensure a safe working environment without risks to health to everyone within the working environment. The criteria to be used will:

- a) Identify the hazards and risks
- b) Identify who is at risk
- c) Evaluate the risks – severity / likelihood
- d) Record and control the risk – are the controls adequate or is more control required
- e) Monitor and review the risks

In order to proceed we must define the above elements:

A hazard is something which has the potential to cause harm e.g., a sharp knife.

A risk is the chance, high or low, that somebody will be harmed by the hazard.

When evaluating the risks we must decide whether existing precautions are adequate. If they are not then our aim is to make the risk as small as possible by controlling them this can be done :-

1. Elimination
2. Trying less risky options
3. Preventing access to the hazard e.g. guarding
4. Reduce exposure
5. Training / instruction / supervision
6. Protective equipment
7. Welfare facilities, e.g., washing facilities

Besides being a legal requirement risk assessments will also reduce accidents and injuries within the workplace, which then results in greater efficiency and production. Also fewer accidents means fewer compensation claims which leads to reduced insurance premiums, and also means the workplace is managed well, which once again increases efficiency and profits.

General Policy Regarding DSE

All reasonable steps will be taken by the company to secure the Health & Safety of employees who work with DSE.

The company acknowledges that H & S hazards may arise from the use of this equipment. It is the intention of the company to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. The company will seek to give information and training to enable a fuller understanding of these issues. The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication.

The person responsible for implementing all DSE policy is: _____

Arrangements for Securing the Health and Safety of Employees

- A) Carry out an assessment of each workstation, taking into account the DSE, the furniture, the working environment and the worker.
- B) Take all necessary steps to remedy any risks found as a result of the assessment.
- C) Take steps to incorporate changes of tasks within the working day, in order to prevent intensive periods of on-screen activity.
- D) Review software to ensure suitability for the task.
- E) Arrange for the provision of eye and eyesight tests prior to employment, or upon request if tests have not been taken, and at regular intervals thereafter, as recommended by the optician.
- F) Arrange for the free supply of any corrective glasses, where specifically required for DSE work.
- G) Advise all employees working with DSE of the risks to health and how these are to be avoided. The company will arrange for an eye and eyesight test to be carried out as part of a pre-employment health examination. Where the results indicate that glasses/lenses are required specifically for DSE work and upon confirmation of employment, the company will arrange for the supply of glasses.

Costs

The costs of eye and eyesight tests will be met by the company, provided that testing has been arranged by the company. The company shall not be responsible for tests arranged independently.

Where glasses/lenses are found necessary, specifically for the use of DSE, the company will contribute £..... towards the purchase. This can be used to obtain a standard frame and lenses, or be put towards a more expensive model. Evidence of purchase must be produced.

The employee is responsible for the safekeeping of glasses. It is an offence to interfere with, or misuse, anything provided in the interest of health and safety. Employees are asked to show the same degree of care for glasses as they would for any other item of company property. Anyone failing to observe this requirement may be subject to disciplinary procedures.

Where there is a change in an employee's visual defect and this results in a change to prescription requirements, the company will bear the cost of replacement subject to the procedures outlined above.

Rest Breaks

The purposes of a break from DSE work are to prevent the onset of fatigue. Stress, headaches and circulation problems (deep vein thrombosis). To achieve these objectives, the company will seek to incorporate changes of activity into the working day. There is no prescribed frequency or duration of breaks from DSE work. Where possible, users will be given the discretion to decide the timing and extent of off-screen tasks. Any employee who believes that his or her DSE workload does not permit adequate breaks should inform management. Users of DSE are encouraged, and will be expected, to take the opportunities for breaks.

Radiation and Pregnancy

Employees using DSE are not at risk from radiation. No adverse health effects have been found to arise from the use of DSE. Thus there is no reason for a person who is pregnant, or is seeking to become pregnant, to avoid working with DSE. The company acknowledges that some employees may not be fully convinced by these assurances. It is recognised that, where an employee has a genuine concern, this can lead to stress and ill health. The policy is therefore that any pregnant employee may request a temporary transfer or a reduction in the volume of DSE work that she undertakes. Although no guarantee can be given, such requests will receive full and proper consideration and will be granted where this can be achieved without disruption of the company's operations.

Safe System of Work

Badly adjusted furniture or equipment can result in discomfort and can even lead to disability in extreme circumstances. Poor work design can cause or aggravate these conditions. Unnecessary discomfort can be avoided by adopting the following simple precautions.

1. Make sure that all your furniture and equipment is functioning correctly.
2. Adjust furniture and equipment so that you are comfortable when working. Adjust them to suit your needs – do not adjust your posture to suit the workstation.
3. Take the opportunity to vary activities, breaking up long periods of DSE work.
4. Use your entitlement to eye and eyesight tests.
5. Report symptoms of discomfort or ill health as soon as you are aware of them. A form is available.
6. Inform your employer of your training needs.
7. Do not tamper with electrical equipment – ask for assistance.

Assessment of the Workstation

DSE users will be invited to assist the company in providing a comfortable and safe working environment.

This record should contain a description of where the workstation is situated, e.g. department and floor. Also, each workstation assessment record should be given a serial number for easy reference.

The record should be broken down into a series of questions about the workstation, such as space, lighting, reflections and glare, noise, temperature, humidity, equipment, furniture, software, job design, etc.

These records should be signed and dated by the assessor.

Inventory of DSE and Workstation Furniture

The make, model and serial numbers of each piece of DSE should be recorded, along with where it is sited. If the equipment fails to meet the required criteria it should be recorded and any action required to ensure compliance described.

Each piece of furniture that is part of the workstation (e.g., desk, chair, etc) should be recorded. Use brand names and model numbers where appropriate. If the furniture fails to meet the required criteria this should be recorded and any action required to ensure compliance described.

Record of User Training

This record should list the names of all persons who fall within the description of a user, along with their department or location where they normally work. The date that the user was given training in all aspects of health and safety training in the use of DSE and the name of the trainer should be recorded. Additionally, where training was supported by the issue of written material such as a copy of the company policy this should also be recorded.

Record of Eye and Eyesight Tests

This record should contain the names of the users of DSE, where they normally work, when the user requested an eye screening or full eyesight test and the test date. If as a result of the tests, the user requires glasses specifically for work with DSE, these must be provided by the employer. Insert the date of issue of glasses/voucher/or payment towards the cost of glasses of user's choice.

Display Screen Equipment – ASSESSMENTS

Initial Survey Checklist

Company	
Workstation / Monitor No	
Operator Name	
Date	

Please tick one answer only

Computer Screen	YES	NO
Are the characters and images in focus		
Is the screen height and angle comfortable		
Is it free from distracting reflections		
Is it free from flicker		
Do all the screen controls work		
Can the screen swivel and tilt		
Is it clean		
Are cleaning materials available		
Is there an anti-glare screen		

Keyboard	YES	NO
Do you have a comfortable typing position		
Can you move the position of the keyboard		
Is it at a comfortable angle and position		
Has it got non reflective key tops		
Is it clean		
Are you left handed		
Does the mouse respond correctly		

Work Desk and Surface	YES	NO
Is the work surface free of glare and or reflection		
Is it at a comfortable height		
Is it secure / stable		
Is there enough surface room		

Chair	YES	NO
Is it stable (5 star base)		
Is it adjustable		
Is it comfortable		
Is the back support adjustable		
Has it got wheels		
Is the floor secure		

Initial Survey Checklist – 2

Work Environment	YES	NO
Are light, heat and noise levels comfortable		
Is the air free of pollution		
Is the work station electrically sound		
Is the floor free from obstructions		
Are all cables tidy and secured		

Posture	YES	NO
Are you comfortable with all aspects combined		
Do your eyes point slightly downward towards the screen		

Safety	YES	NO
Do you need more information on computer safety		
Have you had training on computer safety		
Do you take regular breaks		
Do you have software to remind you to take breaks		
Are you aware of free eye tests and glasses		
Have you requested the eye test		
Do you use a footrest		
Do you use a wrist rest		
Do you use a screen guard/filter		
Do you use a document holder		
Do you have a drink at your work station		

Security	YES	NO
Do you have anti virus software		
Do you have a firewall		
Do you save regularly		
Do you have and use passwords		
Do you use the correct shutdown procedure		
Are all electricity supplies isolated daily		
Do you open attachments		
Do you have anti virus software		
Do you have a firewall		

Training	YES	NO
Have you had software training		
Have you had hardware training		

Complete the Initial Survey Checklist and return both sheets to the assessor.

Risk Assessment Form – 1

RISK ASSESSMENT	
COMPANY	
AREA	
ACTIVITY	DSE
PEOPLE AFFECTED	

ASSESSED BY

HAZARD NOTED (Reference Code)	WORK ACTIVITY/EQUIPMENT	CONTROL MEASURES ALREADY IN PLACE	ASSESSMENT			Proposed Additional Action	Date
			L	M	H		
Screen							
Reference S1	Are the characters and images in focus						
	S2 Is the screen height and angle comfortable						
	S3 Is it free from distracting reflections						
	S4 Is it free from flicker						
	S5 Do all the screen controls work						
	S6 Can the screen swivel and tilt						
	S7 Is it clean						
	S8 Are cleaning materials available						
	S9 Is there an anti-glare screen						
Keyboard							
Reference K1	Is the typing position comfortable						
	K2 Can it be moved						
	K3 Is the angle and position comfortable						
	K4 Are the keys non reflective						
	K5 Is it clean						
	K6 Are you left-handed						
	K7 Does the mouse respond correctly						
Workdesk							
Reference W1	Is the work surface free of glare / reflection						
	W2 Is the height comfortable						
	W3 Is it stable / secure						
	W4 Is there enough room						
DATE OF ASSESSMENT:							
FOLLOW - UP DATE:							

Risk Assessment Form – 2

RISK ASSESSMENT	
COMPANY	
AREA	
ACTIVITY	DSE
PEOPLE AFFECTED	

ASSESSED BY

HAZARD NOTED (Reference Code)	WORK ACTIVITY/EQUIPMENT	CONTROL MEASURES ALREADY IN PLACE	ASSESSMENT			Proposed Additional Action	Date
			L	M	H		
Chair							
Reference C1	Is it stable (5 star base)						
	C2 Is it adjustable						
	C3 Is it comfortable						
	C4 Is the back support adjustable						
	C5 Has it got wheels						
	C6 Is the floor secure						
	C7 Is it stable (5 star base)						
Environment							
Reference E1	Are light heat and noise levels comfortable						
	E2 Is the air free of pollution						
	E3 Is the work station electrically sound						
	E4 Is the floor area free from obstructions						
	E5 Are all cables tidy and secured						
Posture							
Reference P1	Are you comfortable with aspects combined						
	P2 Do your eyes point slightly downwards						
DATE OF ASSESSMENT:							
FOLLOW - UP DATE:							

Risk Assessment Form – 3

RISK ASSESSMENT	
COMPANY	
AREA	
ACTIVITY	DSE
PEOPLE AFFECTED	

ASSESSED BY

HAZARD NOTED (Reference Code)	WORK ACTIVITY/EQUIPMENT	CONTROL MEASURES ALREADY IN PLACE	ASSESSMENT			Proposed Additional Action	Date
			L	M	H		
Safety							
Reference	SA1	Do you need more info on computer safety					
	SA2	Have you had training on computer safety					
	SA3	Do you take regular breaks					
	SA4	Do you have software to remind you to take breaks					
	SA5	Are you aware of free eye tests and glasses					
	SA6	Have you requested the eye test					
	SA7	Do you use a footrest					
	SA8	Do you use a wrist rest					
	SA9	Do you use a screen guard / filter					
	SA10	Do you use a document holder					
	SA11	Do you have a drink at your work station					
Security							
Reference	SE1	Have you anti virus software					
	SE2	Have you a firewall					
	SE3	Do you save regularly					
	SE4	Do you have and use passwords					
	SE5	Do you use the correct shutdown procedure					
	SE6	Are all electricity supplies isolated daily					
	SE7	Do you open attachments					
	SE8	Have you anti virus software					
DATE OF ASSESSMENT:							
FOLLOW - UP DATE:							

DSE Hazard Report Form

Use this form to inform your employer of unsafe or unhealthy working practices.

What date and time was the hazard seen? _____

What is the hazard?

Employee Name		Date	
Safety Rep Name		Date	
Employee Rep Name		Date	

To be completed by the employer
(Person responsible for implementing DSE policy)

Remedial action taken (with date) or explanation if not taken. This information to be relayed back to employee plus the safety rep / employee rep.

Signature of employer or his / her representative:

Date	
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DSE Discomfort Report Form

Use this form to inform your employer of symptoms of discomfort when using the workstation.

What date and time were the symptoms noted? _____

What is the symptoms?

Employee Name		Date	
Safety Rep Name		Date	
Employee Rep Name		Date	

To be completed by the employer

(Person responsible for implementing DSE policy)

Remedial action taken (with date) or explanation if not taken. This information to be relayed back to employee plus the safety rep / employee rep.

Signature of employer or his / her representative:

Date	
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Computer Safety
Awareness Award



Pegasus
services

This is to certify that

has successfully completed a

**Computer Safety
Awareness
Course**

DSE Assessor: _____

Date: _____

DSE Guidance Notes

Any questions answered 'NO' during the assessment will normally require some form of remedial action or improvement

SCREEN

Reference	Question	Typical Observation	Actions to be Considered	Comments
S1	Are the characters and images in focus	Blurred - unable to see characters correctly	Re-focus the screen and re-adjust the contrast controls	The controls should be set at the start of each shift
S2	Is the screen height and angle comfortable	The screen is too high or too low	The operator should be looking slightly down at the screen approx 10 to 15 degrees	Adjusted the work station to suit the operator's needs
S3	Is the screen free from distracting reflections	Reflections are in evidence in certain locations	Move the workstation so that reflections are removed. There may be a need to install window blinds.	Removing reflections will help to reduce visual fatigue and headaches/tiredness
S4	Is the screen free from flicker	The screen flickers constantly and is very tiring	If the controls do not correct this it will be necessary to repair or replace the screen	You should ensure all screens are fully operational to help reduce visual fatigue
S5	Do the screen controls work	Unable to adjust contrast, screen dimensions or brightness	If the controls do not correct this it will be necessary to repair or replace the screen	You should ensure all screens are fully operational to help reduce visual fatigue
S6	Can the screen swivel and tilt	Unable to view screen at a comfortable viewing angle	Examine the screen base unit and replace if it is damaged beyond repair	The operator should view the screen from a slightly elevated position, approx 15-20 degrees at a distance of between 40-60cm from the eyes
S7	Is the screen clean	It is dusty, static electricity does cause a problem. Cleaning materials are not readily available.	Issue screen cleaning wipes. Issue anti-static mats and screen covers. Turn off the machine if it is practicable, in order to reduce excessive heat build up	A dry atmosphere assists in the build up of static electricity, leafy pot plants and humidifiers can help eliminate this
S8	Are cleaning materials available	There is no cleaning materials readily available at the workstation	Issue a complete workstation cleaning kit to each workstation	Efficient and regular cleaning helps to prolong the life and the performance of the workstation
S9	Is there an anti-glare screen	There are problems with glare and bright reflections on the screen	Face the workstation away from windows and bright lights. Adjust curtains or blinds to prevent unwanted light. Issue anti-glare screens. Tilt the screen slightly downwards	Consider all workstations if you decide to redesign or refit the office in order to eliminate glare.

DSE Guidance Notes

Any questions answered 'NO' during the assessment will normally require some form of remedial action or improvement

KEYBOARD

Reference	Question	Typical Observation	Actions to be Considered	Comments
K1	Is the typing position comfortable	Wrists and elbows ache after a period of time	Ensure there is adequate space in front of the keyboard to support the hands and wrists Forearms should be horizontal with minimum flexion of the wrists. Take regular breaks.	Keep wrists straight when keying. Keep a soft touch on the keys and do not over stretch the fingers. Good technique is vital.
K2	Can the keyboard be moved	Yes, but not an ideal position. The desk surface area is too small Wires restrict the amount of movement available	There should be enough room to rest the hands and wrists on the work surface, if there is not a larger work station is required, wireless keyboards should be considered.	Taking regular breaks, 5 mins every hour is more beneficial than 25 mins every 3 hours.
K3	Are the angle and position	Complaints of aches and pains in the shoulders and wrists	If necessary adjust the entire work station until comfort is achieved. Additional wrist supports may help.	The work station should be set up for the operator, not the operator to the work station.
K4	Are the keys non - reflective	No	See S9	
K5	Is the keyboard clean	It is dirty and stained	Issue a complete work station cleaning kit to each work station. Do not allow food or drinks to be consumed at the work station in order to avoid spillages.	Efficient and regular cleaning helps to prolong the life and the performance of the work station.
K6	Are you left handed	Yes	Ask the operator if they require a left-handed keyboard, and purchase as required.	Some left-handed operators may prefer the normal keyboard.
K7	Does the mouse respond correctly	Sometimes the mouse ball sticks. It is difficult to control tracking speeds and clicking requirements. The mouse will not perform certain functions	Turn mouse upside down, remove the ball from its slot and clean. Check that mouse mat is in good condition. Adjust the mouse setting and buttons to individual tastes via the control panel or the mouse software. Purchase a mouse that satisfies the requirements of the operator.	The mouse can vary in size and functionality, therefore it is wise to ask the operator what they require from the mouse.

DSE Guidance Notes

Any questions answered 'NO' during the assessment will normally require some form of remedial action or improvement

Work desk

Reference	Question	Typical Observation	Actions to be Considered	Comments
W1	Is the work surface free of glare and/ or reflections	Artificial light is the main culprit	Install matt finish work station surfaces if there is glare and/or reflection. Reduce wattage of artificial lighting plus try to place work stations so they are not directly under lights. Diffuse the lighting.	In most cases careful location of work stations is most cost effective means available,
W2	Is the height comfortable	The chair and work desk are not compatible, plus more room is needed	The work desk should be adapted to fit the operator. It needs to be solid in construction and the chair needs to be adjustable in order to make the height comfortable, footrests need to be provided if required. There must be ample legroom underneath and adequate free arm space on the desktop.	Always adjust the work station to the operators' requirements and not the operator to the work station. All items should be within easy reach, stretching should be avoided.
W3	Is it stable / secure			
W4	Is there enough room			

DSE Guidance Notes

Any questions answered 'NO' during the assessment will normally require some form of remedial action or improvement

CHAIR

Reference	Question	Typical Observation	Actions to be Considered	Comments
C1	Is the chair stable (5 star base)	The chair has nearly flipped over on several occasions	The chair needs a five star base for extra stability. A low centre of gravity is required	The operator needs to have easy freedom of movement coupled with a comfortable position. A footrest should be made available if requested
C2	Is the chair adjustable	The chair will not adjust in height or tilt nor will the back support or arm rests adjust	Purchase a new chair which will adjust in the height, tilt, back support and arm rests and has wheels	
C3	Is the chair comfortable	Backaches is a common complaint	If complaints are incoming despite the above ask the operator what they require and if possible grant their request	Don't sit in the same position for long periods. Change your posture as often as possible. Take frequent short breaks
C4	Is the back support adjustable	See reference C2	See reference C2	It should support the curvature of the small of the back.
C5	Has the chair got wheels	The chair is a fixed base standard chair	See reference C2	Wheels will create ease of movement for the operator
C6	Is the floor secure	The floor covering is loose	Ensure the floor is level and all floor coverings are secured. The floor, if wood, should not be highly polished	A secured and level floor will greatly reduce the possibility of chairs flipping over

DSE Guidance Notes

Any questions answered 'NO' during the assessment will normally require some form of remedial action or improvement

WORK ENVIRONMENT

Reference	Question	Typical Observation	Actions to be Considered	Comments
E1	Are heat, light and noise levels comfortable	Glare and reflections. The room is cool The printers are noisy The lighting could be brighter in certain areas	Reference S9 & W1 Heating should be at 16 degrees in an office environment Move printers away from the work stations or enclosed them in acoustical housings Schedule noisy tasks for times when it will have the least effects on employees Increase the lighting in areas which cast a shadow or which are too dim	Environment conditions which suit the majority of employees are recommended Poor lighting invites accidental falls
E2	Is the air free of pollution	To hot, to cold, to dry, to humid, to draughty to smelly	Regular maintenance of the HVAC systems* Maintain and clean office equipment in order to control unhealthy levels of pollutants Place photocopiers away from employees' desks	The ventilation systems should provide 7-10 air changes per hour If required an indoor air quality investigation should be carried out
E3	Is the work station electrically sound	?	Ensure plug sockets are not overloaded and each socket has an on/off switch Visually check electrical cords for fraying and exposed wiring. Implement annual maintenance checks by qualified electrician PAT test all electrical appliances	All electrical appliances should be switched off at the end of the day preferably at the mains Keep all extension cords tidy and clear of doorways and areas where they can be stepped on
E4	Is the floor area free from obstructions	Items are littered all round the work station and office	Set aside specific areas storage of all office items Reference C7	A good housekeeping programme will eliminate or reduce the hazards associated with improper storage
E5	Are all cables tidy and secured	Cables are all over the place	Increase the number of sockets Use cable runners where necessary Use cables ties and tacks to secure all loose cables Routinely check for loose cables	Implement within annual maintenance checks Tripping over loose cables or wires is a common hazard

DSE Guidance Notes

Any questions answered 'NO' during the assessment will normally require some form of remedial action or improvement

POSTURE

Reference	Question	Typical Observation	Actions to be Considered	Comments
P1	Are you comfortable with aspects combined	Still slightly uncomfortable	Reference all the above points and select the best options for each individual	The work station must be tailored for the individual
P2	Do your eyes point slightly downwards towards the screen	Horizontally or slightly up	Adjust the work station so that the viewing angle is downwards between 15-20 degrees Reference S2	A good work station environment and a good technique can make a job easy and safe to accomplish

DSE Guidance Notes

Any questions answered 'NO' during the assessment will normally require some form of remedial action or improvement

SAFETY

Reference	Question	Typical Observation	Actions to be Considered	Comments
SA1	Do you need more information on computer safety	I have not received any information	Read notes pages 2-6	DSE safety training
SA2	Have you had training on computer safety	I have not received any training	As above plus instruct all operators on the safe and correct usage of DSE	Regular stretch the arms, legs and back. Operators will be less tired and more alert if they are fit and active
SA3	Do you take regular short breaks	I only take official breaks	Operators should spend 5 minutes every hour on non-screen-based activities	
SA4	Do you have software to remind you	No software has been made available	Log onto the following website:- www.safetywork.com/pauseme.htm	Short breaks help to prevent repetitive strain injuries
SA5	Are you aware of free eye tests and glasses	Never heard of them	Arrange and pay for eye tests as part of a pre-employment health examination Regular tests should be carried out at intervals recommended by the optician	Where glasses are found necessary the company will contribute £_____ towards their purchase
SA6	Have you requested the eye test	No	Arrange and pay for eye tests preferably at an optician of the employees' choice	The employer need only pay for basic glasses and lenses
SA7	Do you use a footrest	Not available and I am unable to place my feet on the ground	Supply a footrest if the operator cannot rest his/her feet comfortably on the ground	May be required for shorter employees
SA8	Do you use a wrist guard	Not available	Provide wrist guards on request	Wrist guards help to keep the wrists straight when keying
SA9	Do you use a screen guard/filter	Reference S9	Reference S9	
SA10	Do you use a document holder	Not available	Provide document holders on request	Document holders should be placed as close to the screen as possible and at the same height A document holder can help prevent awkward neck and eye movements
SA11	Do you have a drink at your work station	Frequently	Ask all operators to refrain from drinking hot or cold beverages at their work station Drinks should be consumed in areas away from electrical equipment	Drinks can easily be spilt at work stations and can be a serious hazard to operators and electrical equipment

DSE Guidance Notes

Any questions answered 'NO' during the assessment will normally require some form of remedial action or improvement

SECURITY

Reference	Question	Typical Observation	Actions to be Considered	Comments
SE1	Have you anti-virus software	No	Install an anti-virus software	A must for all DSE users. A computer virus can cause unlimited harm to a business and defensive measures must be taken to prevent damage to computer systems
SE2	Have you a firewall	No	Install firewall software	
SE3	Do you have a password	No	Initiate a compulsory password logon system	Helps prevent unauthorised access to company files
SE4	Do you need it to logon	It can be by-passed	Reference SE3	Reference SE3
SE5	Do you log off correctly each day	No logging off takes place	Train the user in logging off procedures	Reference SE3
SE6	Do you have internet access	YES	Initiate a policy regarding usage of the internet and e-mails	Excessive time can be lost browsing the internet and sending private e-mails
SE7	Do you send e-mails	YES		
SE8	Are all electricity supplies isolated daily	No	Train users in the safe shut down and isolation of DSE	Correct shutdown procedures helps prevent equipment overheating
SE9	Do you open attachments	YES	Attachments should only be opened if the sender is known to the recipient	Viruses, etc., can be hidden in attachments. Attachments from unknown sources should be deleted without opening

Useful Links

Working With VDUs

www.hse.gov.uk/pubns/indg36.pdf

What is the Health and Safety Policy Statement?

Your Health and Safety policy statement sets out how you manage Health and Safety in **your** organisation. It is a unique document that shows **who** does **what**; and **when** and **how** they do it.

This is an example of a policy statement that you can use, fill in and keep in your workplace. However, you do not have to use this document or format. You are free to record and store the information in any form you choose. This format gives you an idea of the kind of information you need to record.

Why do I need a Health and Safety Policy Statement?

The health and safety policy statement is your starting point to managing Health and Safety in the work place. By law, (Health and Safety at Work etc. Act 1974 section 2(3)) if you employ five or more people you must have a written health and safety policy. This contains your statement of general policy on health and safety at work and the organisation and arrangements for putting that policy into practice.

Writing a health and safety policy is more than just a legal requirement- it is your commitment to planning and managing health and safety. It is a key to achieving acceptable standards, reducing accidents and cases of work related ill health and it shows your employees that you care for their health and safety.

Who should do what?

With very few exceptions, the responsibility for Health and Safety rests on you as an employer. However, many day-today tasks may be delegated. Your statement should show clearly how these tasks are allocated, but remember, you will have ultimate responsibility

You should consult your employees (through safety representatives, if you have any) about the policy statement. Everyone should be able to see from the policy statement exactly who is responsible for different things, such as advice, reporting an accident, and first aid.

When and how should they do it?

Your policy statement should describe your arrangements, i.e. the systems and procedures you have in place for ensuring employees' Health and Safety.

You may wish to refer to other documents, e.g., works' rules, safety checklists, training programmes, emergency instructions, etc., all employees may not need to see all the other documents, but they must see the policy statement itself.

How often do need to revise the policy statement?

It should be reviewed and possibly revised in the light of experience, or because of operational or organisational changes. It is useful to review the policy regularly (e.g. annually)

Do I have to do anything else?

Yes, you have other legal duties under legislation. In particular, under the management of Health and Safety at Work Regulations 1999, you have to assess the risks arising from your work activities and record the significant findings (you can cross-refer to page? of his document). You also have to record your arrangements for Health and Safety (you can use this document to do that). Depending on your type of work, there may be other specific legislation that will apply.

REMEMBER: What you write in the policy has to be put into practice. The true test of a Health and Safety Policy is the actual conditions in the workplace, not how well the statement is written.

This guidance is issued by the Health & Safety Executive and has been reproduced from 'Stating your Business'

Web site: www.hsebooks.co.uk

Health & Safety Policy Statement

This is the Health & Safety Policy Statement of

Company

Our Statement of General Policy is:

1. To provide adequate control of the health and safety risks arising from our work activities
2. To consult with our employees on matters affecting their health and safety
3. To provide and maintain safe plant and equipment
4. To ensure safe handling and use of substances
5. To provide information, instruction and supervision for employees
6. To ensure all employees are competent to do their tasks, and to give them adequate training
7. To prevent accidents and cases of work related ill health
8. To maintain safe and healthy working conditions
9. To review and revise this policy as necessary at regular intervals

Signed: _____
Employer

Date: _____ Review Date _____

Health & Safety Policy Statement

This is the Health & Safety Policy Statement of

Company

Responsibilities:

1. Overall responsibility for health and safety is that of

The employers' name must be inserted here

2. To ensure health and safety standards are maintained the following people have responsibility in the following areas:

Name:	Area
_____	_____
_____	_____
_____	_____
_____	_____
_____	Ladies
_____	Gents
_____	Office Area

The above people are competent and have adequate resources to enable them to undertake their health and safety responsibilities.

Safety concerns must be reported to the right person, so they can be dealt with.

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with their employer.

Health & Safety Policy Statement

This is the Health & Safety Policy Statement of

Company

Risks Arising From Our Work Activities:

1. Risk Assessments will be undertaken by:

2. The findings of the risk assessments will be reported to and actioned on by:

SEE RESPONSIBILITIES FOR MORE DETAILS (see sheet 2)

- 3.

The above will be responsible for ensuring the actions required are implemented and have removed/reduced the risk.

4. Assessments will be reviewed every:

12 Months

Or when the work activity changes, whichever is soonest

Health & Safety Policy Statement

This is the Health & Safety Policy Statement of

Company

Consultation With Employees:

1. Employees will be consulted on matters concerning health and safety through an elected representative or directly should representation not be available

Employee Representatives

Employer Representatives

Consultations will be held quarterly or on an "as soon as possible" structure should the need arise.

Health & Safety meetings will be recorded by:

Health & Safety Policy Statement

This is the Health & Safety Policy Statement of

Company

Consultation:

1. Employee representatives are:

2. Consultation with employers is provided by:

3. Health and Safety meetings will be held every:

4. Health and Safety meetings will be recorded by:

Health & Safety Policy Statement

This is the Health & Safety Policy Statement of

Company

Training & Competency:

1. All new employees will be given health and safety induction training when they start work. This will cover basic health & safety such as first aid and fire safety.
2. Specific training will also be provided e.g. manual handling, where required and records of any training will be kept on employees' files.
3. Induction training will be provided by:

4. Specific training will be provided by:

5. Specific jobs requiring specific training:

6. Training will be identified, arranged and monitored by:

Health & Safety Policy Statement

This is the Health & Safety Policy Statement of

Company

Emergency Procedures - Fire and Evacuation:

1. Ensuring that the fire risk assessment has been undertaken and implemented is the responsibility of:

2. Escape routes are checked by:

Every Day

3. Fire extinguishers are maintained and checked by:

Every 12 Months

4. Alarms are tested by:

Every

5. Emergency evacuation procedures for employees will be tested every:

Every 6 Months

Health & Safety Policy Statement

This is the Health & Safety Policy Statement of

Company

Safe Workplace Equipment:

1. The person responsible for identifying all equipment that requires maintenance is:

2. Maintenance schedules will be the responsibility of:

3. The implementation of identified maintenance is the responsibility of:

4. Any problems found with workplace equipment should be reported to:

5. Ensuring all new equipment meets health & safety requirements is the responsibility of:

Health & Safety Policy Statement

This is the Health & Safety Policy Statement of

Company

Accidents, First Aid and Work Related ill Health:

1. The appointed first aiders are:

2. The first aid equipment/boxes are located at:

3. Health checks are required for the following jobs:

4. Health checks will be arranged by: Health check records are located at:

5. All accidents/incidents are to be recorded in the accident book located at:

6. Accidents, diseases and dangerous occurrences will be reported to the enforcing authority by:

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations -
RIDDOR

7. The legal indemnity of first aiders is the responsibility of:

Health & Safety Policy Statement

This is the Health & Safety Policy Statement of

Company

Information and Supervision:

1. The Health and Safety Law poster is located at / or leaflets are available off:

2. The supervision of trainees/young workers is the responsibility of:

3. Health and Safety advice is available from:

4. Employees working at other locations under the control of other employers must be given health and safety instruction and this will be the responsibility of:

Health & Safety Policy Statement

This is the Health & Safety Policy Statement of

Company

Safe Handling of Substances:

1. The person responsible for identifying substances which require a COSHH assessment is:

2. COSHH assessments will be carried out by:

3. The person responsible for informing employees about COSHH assessments and for ensuring that all required actions are implemented is:

4. The person responsible for checking new substances is:

5. Assessments will be reviewed every:

12 Months

or when the work procedure changes, whichever is the soonest

Health & Safety Policy Statement

This is the Health & Safety Policy Statement of

Company

Monitoring:

1. Responsibility for investigating accidents is delegated to:

2. Responsibility for investigating work related sickness/absences is delegated to:

3. Responsibility for prevention of recurrences of the above is delegated to:

4. Safety audits will be carried out and recorded:

Annually

By

Health & Safety Policy Statement

This is the Health & Safety Policy Statement of

Company

Other Areas Of Risk Include:

Display screen equipment

Personal protective equipment

Slips, trips and falls

Manual handling

Workplace health safety and welfare

Provision and use of work equipment

All of the above plus are mentioned in the health and safety survey

Health & Safety Survey Questionnaire

Name: _____ Department: _____

Please answer the following questions about health and safety within our company.

Please be as honest as possible, all responses will be treated in strict confidence.

Please tick the appropriate box to answer the statements on health and safety.

BOX No 1 = AGREE BOX No 2 = NEITHER AGREE NOR DISAGREE BOX No 3 = DISAGREE

QUESTIONS	1	2	3
1. Management operate an open door policy on safety issues			
2. Safety is my number one priority when completing a job			
3. Co-workers often give tips to each other on how to work safely			
4. Safety rules and procedures are closely followed			
5. Management consider the safety of employees of great importance			
6. It is only a matter of time before I am involved in an accident			
7. Sometimes I am not give enough time to do a job safely			
8. I always inform management of important safety issues			
9. Management act swiftly and decisively when a safety issue is raised			
10. Communication is good about safety issues that affect me			
11. I understand the safety rules for my job			
12. It is vital that safety is a major issue			
13. I am involved in safety issues at work			
14. In my workplace management turn a blind eye to safety issues			
15. I am encouraged to report unsafe conditions			
16. Some safety rules do not need to be followed to get the job done			
17. I am rarely worried about getting injured at work			
18. Management acts only after accidents have occurred			
19. I believe that safety issues are not assigned a high priority			
20. This is a safer place to work than other companies I have worked for			
21. Some health & safety rules are not really practical			
22. Employees are not encouraged to raise safety concerns			
23. Safety issues are not the most important aspect of my job			
24. My supervisor does not tell me about current safety concerns			
25. In my workplace the chances of being involved in an accident are large			
26. I do not receive praise for working safely			
27. Corrective action is always taken when unsafe practices are highlighted			
28. I can influence health and safety performance here			
29. Sometimes conditions here hinder my ability to work safely			
30. Safety issues are always brought to my attention by management			
31. When workmate ignore safety issues it is none of my business			
32. Management act quickly to correct safety problems			
33. I am clear about my responsibilities towards health and safety			
34. It is necessary to ignore safety issues for productions sake			
35. A safe place to work means a lot to me			
36. Management always show an interest in my safety			
37. I am never involved in the ongoing reviews of safety			
38. Management considers safety as important as production			
39. Management express concern if safety procedures are not followed			
40. I cannot always get the equipment I need to do the job safely			

The above quiz will provide the Health & Safety Manager with information on how employees perceive Health & Safety in the workplace. This information will in turn indicate where improvements can be made.

Health & Safety Inspection Survey Record Sheet

Company: _____

Date: _____

Review Date: _____

RISK ASSESSMENTS	Yes	No	Comments/Actions
Have any been carried out			
Are there any records			

GENERAL HOUSEKEEPING	Yes	No	Comment/Action
All work areas clean & tidy			
Storage areas clean& tidy			
Perimeter of building area clean & tidy			
Walkways/passageways free of obstructions			
All electric wires and cables secured			
Staircases marked/handrails/nose treads			

LIGHTING	Yes	No	Comment/Action
Lights in good working order			
Lighting suitable for area			
Emergency lighting in good working order			
Is there a record of emergency lighting checks			
Is the emergency lighting left on to charge			

FIRST AID	Yes	No	Comment/Action
First aid kit available and within marked expiry date			
Eye wash station available			
Is a qualified First Aider available at all times			
Qualified First Aider signs displayed			
Correct signs in place			
Incident/Accident record book available			
Emergency telephone numbers listed			
Legal indemnity of first aiders organised			

PERSONAL PROTECTIVE EQUIPMENT	Yes	No	Comment/Action
Correct PPE available to all employees			
Is it being worn			
Has it been signed for			

FLOORING	Yes	No	Comment/Action
Carpets in good condition			
Tread nosing on steps/stairs			
Tiled areas etc. clean & dry			

SHELVING	Yes	No	Comments/Action
Is it secure			
Is it within reach of everyone without stretching			
Could the shelving be re-located			
Are objects stored correctly			
Could objects fall off			

PORTABLE ELECTRICAL EQUIPMENT	Yes	No	Comment/Action
Is it listed on a register			
Has it been tested			
Is it in good condition			
Is a record of the test available			

EMERGENCY EXITS / FIRE PRECAUTIONS	Yes	No	Comment/Action
Are they free from obstacles			
Are they clearly marked			
Are there sufficient extinguishers			
Are they the correct type and serviced			
Are they accessible			
Are employees trained in evacuation procedures			
Is there a fire register monitor			
Is there a fire monitor			
Do workers know their assembly point			
Is the fire alarm tested weekly			
Evacuations tested			
Are fire doors closed but free from locks			

DISPLAY SCREEN EQUIPMENT	YES	NO	Comments/Action
Do you have display screen equipment / VDUs			
Has a risk assessment been carried out			
Are work stations suitable for the task			
Is the work station/computer equipment stable			
Are eye tests available			
Are all cables secured			
Has the computer firewall and anti virus protection			
Are all passwords confidential & deleted on exit			
Is the chair adjustable			
Is the legroom sufficient			
Are regular breaks taken			
Are the screen /mouse /keyboard adjustable			
Is there glare			
Are there anti/glare filters			
Are there wrist rests/ document holders			

LONE WORKERS	YES	NO	Comments/Action
Are there any			
Are they contacted regularly			
Have they access to a phone / pager			
Do they report in regularly			

HEATING/HOT WATER	YES	NO	Comments/Action
Do you have central heating			
Is it gas			
Is it oil			
Is it electrical / heaters			
Is it solid fuel			
Are there radiators			
Do they have thermostatic valves			
Is the boiler serviced regularly			
Is there a record of services			
Is hot water from the same boiler			
If a different source is it serviced / is there a record			
Is the water temperature suitable			

HEALTH AND SAFETY INFORMATION	Yes	No	Comment/Action
Company Health & Safety Policy displayed			
Health & Safety Law poster displayed			
First aiders information displayed & up to date			
Emergency / evacuation procedure displayed			
COSHH file available & up to date			
Insurance policy displayed/liability insurance			
Smoking policy displayed			
Risk assessments available & up to date			

Electrical Safety	Yes	No	Comment/Action
Is all electrical equipment effectively earthed			
Is it regularly tested for signs of wear and tear			
Are there any tangled or loose wires / connections			
Are all covers in place			
Are there PACT controls			
Is it listed on site register			
Is it tested / maintained/recorded			
Is there a record book for maintenance			
Is the main wiring checked and passed every 5 years			

WASTE CONTROL	Yes	No	Comment/Action
Bins / refuse containers provided & emptied			
Storage area for rubbish segregated			

C.O.S.H.H (SUBSTANCES, ETC.)	Yes	No	Comment/Action
Has a COSHH assessment been carried out			
Are all substances in area listed			
Has training been given			
Is PPE available			
Are substances securely stored			
Are substances labelled properly			
User log book available			
Empty containers disposed of correctly			

CLOAK / CHANGING / REST AREAS	Yes	No	Comment/Action
Suitable changing facilities			
Suitable washing facilities			
Suitable sanitary facilities			
Suitable rest & eating / drinking facilities			

ENVIRONMENT	Yes	No	Comment/Action
Temperature / humidity comfortable			
Adequate ventilation & circulation			
Are they regularly cleaned and maintained			

TRAINING	Yes	No	Comment/Action
Is induction training carried out / fire exits etc			
Are there any specific training procedures			
For pregnant ladies			
For new mothers			
Young inexperienced trainees			
Are training records kept			

DELIVERIES	Yes	No	Comments/Action
Do all deliveries signed for have a delivery note			
Are they checked off against the note			
Are deliveries accepted by one dept/person			
Are credit notes/return notes issued and signed			

PUBLIC HOUSES / CLUBS	Yes	No	Comments/Action
Do you sell food / drink			
Do you have a kitchen			
Do you have a dining room			
Is food/drink stock rotated in date order			
Are all glasses checked for damage			
Are they clean			
Are all other utensils checked and clean			
Ice maker cleaned regularly - recorded			
Beer lines cleaned and recorded			

NOISE	YES	NO	Comments/Action
Are there any specific noise areas			
Have they had noise assessments			
Are they recorded, valid and up to date			
Are employees aware of the noise levels			
Are you meeting the regulations			
Can excessive noise be reduced by engineering			
Can excessive noise be reduced by isolation			
If not is hearing protection available			
Are noisy areas signed			
Has training in the use of protection been provided			

SMOKING	YES	NO	Comments/Action
Have you a smoking policy			
Is your policy displayed			
Is it non smoking			
Are all relevant signs in place			
Is it smoking			
Are there separate areas for smokers			
Can visitors/customers smoke			
Do you have fans blowing in fresh air			
Do you have others extracting stale air			
Do you have the above for every 50 customers			

MANUAL HANDLING	YES	NO	Comments/Action
Are workers trained in manual handling techniques			
Can lifting be avoided altogether			
Are lifting aids available i.e. sack trucks			
Are the aids in good condition			
Is PPE available where necessary			

CONTRACTORS / PLUMBERS ETC.	YES	NO	Comments/Advice
Do use them - albeit rarely			
Are they informed about safety			
Are they informed about evacuation procedures			
Do they sign a site visitor register			
Are they monitored			
Have they had any accidents			

COMPANY VEHICLES	Yes	No	Comments/Action
Are vehicles insured			
Are vehicles taxed			
Have they a current MOT if applicable			
Are drivers licences valid			
Is a usage log book available			
Is there a first aid kit in the car			
Is it alarmed			

SECURITY / ALARM SYSTEM	Yes	No	Comments/Action
Is there an intruder alarm system			
Is it monitored			
Is it on a dedicated phone line			
Is there a door entry security system			
Is the alarm system serviced annually			
Are there 5-lever locks on outer doors			
Are there window locks			
Is one person responsible for opening/locking up			
Does more than one person know the alarm code			
Does anyone do a security sweep at lock up			

ASBESTOS	Yes	No	Comments/Action
Is the building leased/rented			
Do you own it			
Has the building been surveyed for asbestos			
Is asbestos present in the building			
Has it been disturbed			
Does the owner know its location and condition			
Is there a risk of exposure to anyone			
Are controls in effect and applied correctly			
Are they documented			
The duty to manage asbestos becomes law 21/5/2004			