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| Display Screen Equipment - workstation set up guide and assessment for people working from home**C629d** |

**Please complete this form and send it to your line-manager.**

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| **Employee Name:** | **Section/Team:** | **Date of assessment:** |

**Display Screen Equipment (DSE) use: Please answer all of the below questions as they relate to the work you are/will be undertaking from home**.

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| **Do you:** |
| Depend on the use of DSE to do your job? |  | Do a job that requires significant training and/or skills to use DSE? |  |
| Have no discretion as to use or non-use of DSE? |  | Carry out tasks where the fast transfer of information between person and screen is an important part of the job? |  |
| Use DSE for hour or more at a time? |  | Use systems that demand high levels of attention/concentration or there is a high level of detail in the information being used? |  |
| Use DSE at home at least once a week (more or less) daily? |  |

* If you answer yes to less than 3 of the above questions you are not considered a DSE homeworker. You **do not** need to complete the rest of this form but you may find the information in Health, Safety and Well-being for Smarter Working P613 helpful when working away from your office location.
* If you answer yes to 3 or more of the above questions you are considered a DSE homeworker and you will need to make sure you have a suitable workstation set up at home. Completing the rest of this form will help you understand what equipment you need to undertake your work at home safely.
* If you answer yes to all of the questions in the left hand column but none in the right hand column you are a low/medium risk user and therefore will need to, raise your screen to eye level, use a separate keyboard and mouse from your laptop, making sure you have a suitable table to work from and that you have a comfortable, adjustable chair to sit at.
* If you answer yes to all of the questions in the left hand column and at least 2 of the questions in the right hand column you are a medium/high risk user and will likely need to have a desk set up that replicates your office set up if you are working from home. This may include a separate monitor or dual screens due to the nature of the work.

This document does not consider health conditions that may lead to particular and specific needs. Where an employee has particular health needs they must discuss these with their manager.

**If your home circumstance mean this is not possible it may not be suitable to work from home on a regular basis and you must discuss this with your manager**

**Steps all users must take:**

**Getting comfortable**

* Think about where you will work, do you have a table or desk you can work from? Whilst it is sometimes tempting to sit on the settee or other cofy furniture with your laptop or other device on your lap, this may create or exacerbate musculoskeletal issues. If you are going to use more informal furniture to work you must limit the time spent here to a maximum of 30 minutes at any one time.
* Make sure you have a suitable chair to sit on that can be adjusted for comfort. Forearms should be approximately horizontal and your eyes should be the same height as the top of the screen.Where you are working from a laptop screen raiser blocks, device stands or books are commonly used to help do this.
* Make sure there is enough work space to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements.
* Arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights.
* Adjust curtains or blinds to prevent intrusive light.
* Make sure there is space under the desk to move legs.
* Avoid excess pressure from the edge of seats on the backs of legs and knees. A footrest may be helpful, particularly for smaller users.

**Well-designed workstations:**

**Keyboards and keying in (typing)**

* **Use of a separate keyboard so the laptop screen can be raised to the correct height and provide the best position for typing**
* A space in front of the keyboard can help you rest your hands and wrists when not keying.
* Try to keep wrists straight when keying.
* Good keyboard technique is important – you can do this by keeping a soft touch on the keys and not overstretching the fingers.

**Using a mouse**

* **Always use a separate mouse when working for more than 30 minutes at any one time**
* Position the mouse within easy reach, so it can be used with a straight wrist.
* Sit upright and close to the desk to reduce working with the mouse arm stretched.
* Move the keyboard out of the way if it is not being used.
* Support the forearm on the desk, and don’t grip the mouse too tightly.
* Rest fingers lightly on the buttons and do not press them hard.

**Reading the screen**

* Set up the screen to avoid glare from artificial or natural light.
* Make sure individual characters on the screen are sharp, in focus and don’t flicker or move.
* Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
* Make sure the screen surface is clean.
* When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position.
* Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).

**Changes in activity; breaking up long spells of DSE work helps prevent fatigue, eye strain, upper limb problems and backache.**

The following may help users:

* The next position is the best position
* Stretch and change position.
* Look into the distance from time to time, and blink often.
* Change activity before you get tired, rather than to recover.
* Short, frequent breaks (changes in activity) are better than longer, infrequent ones. Breaks should be taken for 5-10 minutes every hour.

In summary all DSE homeworkers must:

* Be able to set up a workstation at a table or desk in a location that doesn’t cause glare.
* Use a separate keyboard and mouse for work activities longer than 30 minutes in length.
* Make sure you have a suitable chair to sit on that can be adjusted for comfort.
* Make sure they take regular breaks (changes in activity) to prevent fatigue and musculoskeletal issues.

**If your home circumstance mean this is not possible it may not be suitable to work from home on a regular basis and you must discuss this with your manager.**

**Setting up your workstation**

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| **Workstation setup** | Yes/No | Things to consider | **Comments/actions to take** |
| Have you completed the DSE e-learning module on [LearningHub](http://norfolk.learningpool.com/) in the last 18 months? |  | If you have not done so, please complete this elearning as soon as possible in order to know how to adjust your workstation correctly. |  |
| Do you always adjust your workstation (chair, screen height etc.) each time you sit at the computer? |  | You must adjust your chair, screen etc as necessary, each time you sit at/set up you homeworking environment. |  |

**THE ASSESSMENT**

Please go through each of the following questions and consider each factor in turn regarding your homeworking DSE setup. If you experience any of the difficulties identified below; make a note in the **Employee comments** section for you to consider with your manager.

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| **Your screen**  | **If Yes:** | **Employee comments** |
| Do you experience difficulty reading the characters on the screen? | * Ensure the screen is clean
* Adjust the screen or software settings
* If this does not resolve the issue you may need a larger screen separate from your laptop
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| Is the image stable, i.e. free of flicker and jitter? | * Seek assistance from IT
 |  |
| Are the brightness and/or contrast appropriate, are they adjustable? | * Adjust the screen settings
 |  |
| Is there glare and distracting reflections? | * Consider the location/postion of your desk/table. Can this be moved?
* Can you draw blinds/curtains to reduce glare?
* It may be necessary to adjust the lighting.
 |  |
| Do you use two screens at the office due to the the need to review or transfer information between more than one system?  | * Dual screens will also be required for working from home
 |  |
| Do you use large screen(s) at the office due to the need to review, use or manipulate highly detailed information? | * Large screen(s) will also be required for working from home
 |  |
| Is the top of your screen lower/higher than eye level | * Raise the screen through use of a raiser, books or similar or adjust you chair (see below)
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| **Using the keyboard and mouse** | **If No:** | **Employee comments** |
| Is the keyboard separate from the screen? | * This is a requirement, a separate keyboard must be obtained and used
 |  |
| Is it possible to find a comfortable keying position? | * You may need to move the monitor further back
* If you use a thick raised keyboard you may need a wrist rest.
 |  |
| Are your wrists bent at the wrist when typing? | * Check the height of your desk and chair to reduce the likelihood of this.
* Support can be gained from desk surface, or arm of a chair.
* Check your typing technique
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| Are the characters on the keyboard clearly visible? | * Seek a replacement from IT where these are worn
 |  |
| Do you have a separate mouse? | * Where you are working for more than 30 minutes at a time a separate mouse should be provided
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| Is the mouse positioned to reduce stretch? | * Place the device right next to the keyboard.
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| Does the mouse and screen pointer work smoothly at a suitable speed? | * Check if cleaning is required.
* A mouse mat may assist with mouse speed
* Adjust the speed of the pointer on the settings.
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| **Your Chair** | **If No:** |  |
| Is the chair you use adjustable for:* Back height and tilt
* Seat height
 | * You can use cushions to raise the seat height, a rolled towel or blanket for lumbar support. If you are unable to make these adjustments you will need to obtain an office chair.
 |  |
| Is the chair you use stable and comfortable? | * This is a minimum requirement, an altenative chair must be obtained
 |  |
| Are you able to place your feet flat on the floor? | * You may need a footrest, although you could use a household item such as book, baking tin or ream of paper.
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| **General issues for consideration** | **Employee comments** |
| Ensuring the work surface is large enough for all necessary equipment, papers. | Can more room be created by moving home related items off the table/desk temporarily? |  |
| Reaching the equipment and papers needed. | * Frequently used items should be placed within easy reach.
* A document holder may be needed to reduce head and eye movement
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**Symptoms of discomfort – Following your assessment and setting up your workstation appropriately, do you suffer from any of the following:**

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| --- | --- | --- | --- |
| Symptoms | Yes/No | Things to consider/actions to take | Employee comments |
| Aches, pains, tingling or pins and needles in upper body? |       | * Check posture, typing and layout of workstation.
* Check seat adjustments
* Ensure telephone and other regularly used equipment is within reach
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| Aches, pains, tingling or pins and needles in lower body? |  | * Adjust your backrest so the curve supports your lower back. Sit upright or recline slightly.
* Change your position more regularly. The next position is the best position
* Stretch, move
 |  |
| Aches, pains, tingling or pins and needles in wrist, hand or fingers? |  | * Check typing and mouse position.
* Check for two ‘feet’ on underside of keyboard.
* Check that the mouse is suitable
 |  |
| Difficulties with vision? (Headaches, eye strain, etc.) |  | * Check for glare or reflections on screen and if taking 'work breaks'.
* Intensive graphic work or work requiring fine attention to details may require larger screens
* Eye test needed?
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**To be completed by the Manager**

From the assessment undertaken above the following actions are needed:

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| **Action required** | **By who** | **By when** |
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**Managers must keep an asset log of all equipment provided to employees for use from home. All equipment remains the property of NCC and managers are responsible for ensuring the equipment is returned should the employee leave.**

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| **Manager Name** |  | **Date:** |
| **Date for review** | **Date of review** | **Reviewed by (name)** | **Remarks** |
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