Display Screen Equipment Assessment checklist

At Premierline, we have a rigorous assessment to ensure that our employees are safe from the risks posed by lengthy exposure to Display Screen Equipment (DSE).

Please enter a ✓ or an x against each question.

Your chair	✓
Is the chair suitable for the user and stable?	
Can you adjust the seat back height and tilt?	
Can the chair be adjusted correctly?	
Is the small of the back supported by the backrest?	
Are forearms horizontal and eye roughly at the same height as the screen?	
Are feet flat on the floor without too much pressure from the seat?	

Your desk	✓
Can you find a comfortable keying position?	
Does the user have good keyboard technique?	
Are the characters on the keyboard clear to read?	
Is your keyboard separate from the screen?	
Does your keyboard tilt?	
Is your mouse suitable for purpose?	
Is the device positioned close to the user	
Is there support for your wrist and forearm?	
Does the device's speed suit the user?	
Can the user easily adjust software settings for speed and accuracy of mouse?	
Is the software suitable for the user?	
Can the work surface fit all the necessary equipment?	
Are you able to reach your equipment?	

Are surfaces free from glare and reflection?	

Your screen	✓
Is the text size easy to read?	
Is the image free from flicker and jitter and stable?	
Is the screen's specification suitable for use?	
Are brightness and contrast adjustable?	
Does the screen tilt?	
Is your display screen free from reflections?	
Are adjustable window coverings provided and in adequate condition?	
Does your screen have adjustable height, or are stands/ raiser blocks available if required?	
Are your eyes level with the top of the display screen?	

Environment and noise levels	✓
Do you have sufficient room to change position and move freely?	
Is lighting suitable?	
Does the air feel comfortable?	
Are the heat levels comfortable?	
Are noise levels comfortable?	

Personal checks	✓
Have you requested or undergone an eye test in the last two years?	
Are you free from discomfort and other symptoms which you think may be attributed to working with DSE?	
Has this checklist covered problems that you experience working with DSE?	
Have you been advised of your entitlement to eye and eyesight testing?	
Do you take regular breaks away from DSE?	

For any questions where you have answered with a x, make sure to let your manager know and discuss how to make your workstation more comfortable and safer to work at.

Legal responsibilities

There are certain legal obligations that an employer must adhere to where their employees are working with DSE.

An employer must:

- Assess work stations that have DSE
- Try to reduce the risks to employees wherever possible, even if this is simply just to recommend regular breaks away from work stations
- Provide access to eye tests if requested

For more information on working with DSE, take a look at our DSE infographic [LINK TO ARTICLE] or visit the Health and Safety Executive website .