Location	All Areas	Risk Assessment Created:	9/6/2022
Hazard:	DSE - Display Screen Equipment	Version 1.2 Reviewed:	9/6/2024
Risk Assessment carried out in consultation with Eddie Langton & Langton Staff		Date of next review:	9/6/2025
The main hazards associated with DSE are: Poorly designed workstations, improper lighting and fixed workstations with multiple users			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Action Completed
Poorly Designed Workstations Improper Lighting Fixed Workstations with Multiple Users	Staff. Incorrect use of DSE or use of poorly designed workstations or work environments can lead to: • *Pain in neck, shoulders, back, arms, wrists and hands* • *Upper limb disorders* • *Backache* • *MSD's including: CTS and tendonitis* *In workplaces with poor lighting, some workers may experience* • *Fatigue* • *Eye strain*	• An assessment of individual workstations is carried out by a trained assessor • Work tasks are varied to ensure that employees are not working at their computers for long periods of time • Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards • Employees who use computers are made aware of their right to eye tests				

Managerial Controls	Further Controls
• Identify employees that are DSE users • Carry out a DSE risk assessment of your employees' workstations • Put in place control measures identified • Plan work activities to ensure breaks and changes in activities • Ensure eyesight tests are available to employees	

Further Information for DSE users:

• You should take a break from your screen and keyboard at least every hour. • No posture is ideal if it is maintained for long periods. • This does not have to be a work break. You can, for example, stand up while on the phone, do filing or photocopying. • **Adjust your chair:** • So your feet are flat on the floor or use a footrest if required. • Ensure your lower back is fully supported by the lumbar support in your chair. • To reduce eyestrain, position your screen at least 20-30 inches from your face (at arm's length). • To reduce neck strain, your screen should be tilted and centred directly in front of you at eye height. • **Vary your position between sitting and standing:** • Standing even occasionally during your workday is good for your health. Make small changes by standing during phone calls and varying your activities. • **Get up and move:** • Take a short walk during your lunch break. • Send your print jobs to a location that requires you to get up and walk a short distance. • Change your posture often to minimise fatigue.	• **Position your keyboard correctly:** • Awkward wrist, arm, and shoulder position may lead to discomfort or injury. • The keyboard should be placed directly in front of the screen. • Adjust the height and angle of the keyboard. Your forearms should be parallel with the floor. • **Lighting:** • Having blinds on windows can help in reducing glare. • Adjustable lighting helps to minimise glare, reduce eyestrain and headaches. • To avoid glare on the screen, position the desktop light to the side of the monitor, instead of behind or in front of it. • Every 20 minutes, for 20 seconds, focus on an object 20 feet away. This allows your eye muscles to rest. • You should also blink more. People blink 12 to 15 times a minute under normal conditions. Those reading on a screen blink only 7 times a minute. • **Laptops:** Laptops should not be used for long periods. Your workstation should be assessed to ensure users have a comfortable working position. *(Sourced from HSE.ie)*

Action List

Hazard	Control Required	Assigned to (name):	Action By (date):	Completed	Date Completed