

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.

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?	

The information and tools contained in this guide are of a general informational nature and should not be relied upon as being suitable for any specific set of circumstances. We have used reasonable endeavours to ensure the accuracy and completeness of the contents but the information and tools do not constitute professional advice and must not be relied upon as such. To the extent permitted by law, we do not accept responsibility for any loss which may arise from reliance on the information or tools in our Knowledge Centre.

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

Environment and noise levels	
Do you have sufficient room to change position and move freely?	<input checked="" type="checkbox"/>
Is lighting suitable?	<input type="checkbox"/>
Does the air feel comfortable?	<input type="checkbox"/>
Are the heat levels comfortable?	<input type="checkbox"/>
Are noise levels comfortable?	<input type="checkbox"/>

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

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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](#) .