



VDU WORKSTATION CHECKLIST FOR RISK ASSESSMENT AND COMPLYING WITH THE SCHEDULE TO THE REGULATIONS

Workstation number: (if applicable) _____ Date of assessment _____ Any further action needed?: YES/NO

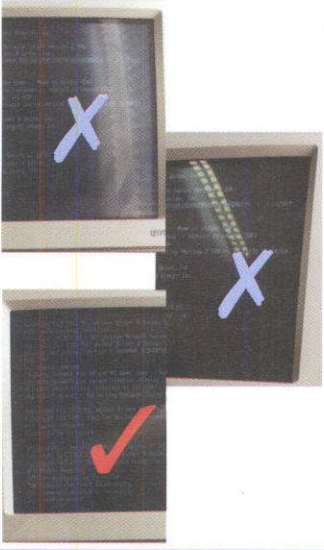

User: _____ Follow up action completed on: _____

Checklist completed by: _____
Assessment checked by: _____
Notes for completing: For risk assessments complete columns headed "risk factors" to "action completed" inclusive. Where the answer is 'Yes' in the second column, no further action is necessary.

To check equipment complies with the Schedule, answer 'Yes' to questions in the first and last columns.


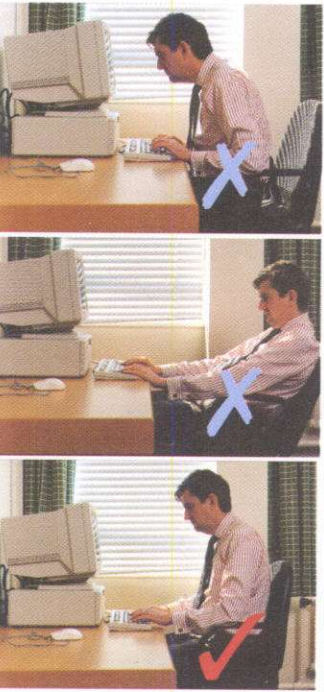
RISK FACTORS	TICK ANSWER		HELP	FURTHER ACTION IF NEEDED	ACTION COMPLETED	FURTHER POINTS TO SATISFY WHEN INTRODUCING EQUIPMENT
	YES	NO				
1 Is the display screen image clear? <input type="checkbox"/> Are the characters readable? <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #e0e0ff; padding: 5px; border: 1px solid #000;"> Health and Safety Executive </div> <div style="background-color: #ff8080; padding: 5px; border: 1px solid #000;"> Health and Safety Executive </div> </div> <input type="checkbox"/> Is the image free of flicker and movement? <input type="checkbox"/> Are the brightness and/or contrast adjustable? <input type="checkbox"/> Does the screen swivel and tilt? <div style="display: flex; justify-content: space-between;">   </div>			<input type="checkbox"/> Is the screen clean ? <input type="checkbox"/> May need supplier's help <input type="checkbox"/> Try different screen colour to reduce flicker <input type="checkbox"/> Still problems? Refer to equipment supplier <input type="checkbox"/> Separate adjustment may not be necessary on latest technology <input type="checkbox"/> Swivel and tilt need not be built in. Can you add a tilt mechanism? <input type="checkbox"/> If work is intensive, and user has problems, may need to replace			



RISK FACTORS	TICK ANSWER YES NO	HELP	FURTHER ACTION IF NEEDED	ACTION COMPLETED	FURTHER POINTS TO SATISFY WHEN INTRODUCING EQUIPMENT
<p><input type="checkbox"/> Is the screen free from glare and reflections?</p> 		<p><input type="checkbox"/> Use mirror placed in front of screen to check where reflections are coming from</p> <p><input type="checkbox"/> Try to move the screen, desk or source of reflections</p> <p><input type="checkbox"/> Adjust lighting or window coverings. Check that blinds work (vertical blinds are more effective than horizontal blinds).</p> <p><input type="checkbox"/> If you have tried these suggestions, consider an anti-glare screen filter or seek specialist help</p>			<p><input type="checkbox"/> Is the screen surface low reflectance material?</p>
<p>2 Is the keyboard comfortable?</p> <p><input type="checkbox"/> Is the keyboard tiltable?</p> <p><input type="checkbox"/> Can you find a comfortable keying position?</p> 		<p><input type="checkbox"/> Tilt need not be built in</p> <p><input type="checkbox"/> Is the user keying properly?</p> <ul style="list-style-type: none"><input type="radio"/> hands shouldn't be bent up at the wrist<input type="radio"/> is user applying a soft touch on the keys?<input type="radio"/> is the user overstretching the fingers? <p><input type="checkbox"/> Is the keyboard separate from the screen?</p> <p><input type="checkbox"/> Does the keyboard need repositioning? If not separate from the screen, may need replacing</p> <p><input type="checkbox"/> Can VDU monitor be pushed further back? (see 3 below)</p> <p><input type="checkbox"/> Seek supplier's help</p> <p><input type="checkbox"/> Keyboard may need cleaning, modifying or replacing</p>			

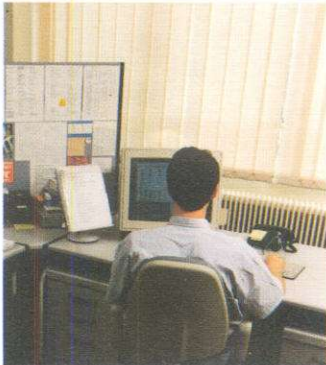
1	2	3	4
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RISK FACTORS	TICK ANSWER YES NO	HELP	FURTHER ACTION IF NEEDED	ACTION COMPLETED	FURTHER POINTS TO SATISFY WHEN INTRODUCING EQUIPMENT
<p>3 Does the furniture 'fit' the work and the user?</p> <p><input type="checkbox"/> Is the work surface large enough for documents, monitor, keyboard, etc?</p>  <p><input type="checkbox"/> Is the surface free of glare reflections?</p> <p><input type="checkbox"/> Is the chair stable?</p> <p><input type="checkbox"/> Do the adjustment mechanisms work?</p> <p><input type="checkbox"/> Are you comfortable?</p> 		<p><input type="checkbox"/> Can printer/files etc go elsewhere to make more room?</p> <p><input type="checkbox"/> Is the user making repeated or awkward stretching movements?</p> <p><input type="checkbox"/> Can you rearrange equipment, paper or work to avoid discomfort?</p> <p><input type="checkbox"/> May need to provide more space or resite sockets</p> <p><input type="checkbox"/> Consider mats or blotters for larger areas</p> <p><input type="checkbox"/> Contact the supplier</p> <p><input type="checkbox"/> It may need repair or replacing in 1996 if it does not adjust. If the user is uncomfortable it may need replacing now</p> <p><input type="checkbox"/> Is the user sitting properly? Try adjusting chair</p> <ul style="list-style-type: none"> <input type="radio"/> are arms horizontal and eyes at roughly the same height as the top of the VDU casing? <input type="radio"/> are feet flat on the floor? <input type="radio"/> too much pressure on backs of legs and knees may mean a foot rest is needed <input type="radio"/> is the small of the back supported by the chair? <input type="radio"/> is the back straight, but supported and shoulders relaxed, or is user leaning forward? <input type="radio"/> are arms of chair (if any) preventing user getting close enough to key comfortably? <p><input type="checkbox"/> Are there obstructions under the desk that need to be moved?</p>			<p><input type="checkbox"/> Is it large enough to take all of the necessary equipment, keyboard etc in a variety of layouts?</p> <p><input type="checkbox"/> Does the workstation furniture have a low reflectance surface?</p> <p><input type="checkbox"/> Does it swivel?</p> <p><input type="checkbox"/> Does the seat height adjust?</p> <p><input type="checkbox"/> Does the seat back adjust in height and tilt?</p>





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	YES	NO				
4 Is the environment around the workstation risk-free?						
<input type="checkbox"/> Is there enough room to change position and vary movement?			<input type="checkbox"/> User needs space to fidget			<input type="checkbox"/> Is there adequate room for the workstation?
<input type="checkbox"/> Are the levels of light, heat and noise comfortable?			<input type="checkbox"/> Will reorganising office layout help?			<input type="checkbox"/> Is it suitable lighting for VDU work?
			<input type="checkbox"/> Check for obstructions			<input type="checkbox"/> Is it being sited in the best place?
			<input type="checkbox"/> Light could be too bright, or not bright enough to comfortably read by. Consider shading or repositioning light sources or consider more lighting, eg table light			<input type="checkbox"/> Is equipment quiet?
<input type="checkbox"/> Does the air feel comfortable?			<input type="checkbox"/> Can you distance user from sources of noise or heat (eg printer)? If not, consider sound-proofing or increase ventilation			<input type="checkbox"/> What about when a lot is in one area?
			<input type="checkbox"/> Equipment may dry the air: circulation of fresh air where possible, and plants may help			<input type="checkbox"/> Will more equipment significantly raise the temperature?
			<input type="checkbox"/> Consider a humidifier if discomfort severe			<input type="checkbox"/> How will reasonable humidity be achieved?
5 Is the software user-friendly?						
<input type="checkbox"/> Can you comfortably use the software?			<input type="checkbox"/> Has the user had enough training?			<input type="checkbox"/> Is the software suitable for the task?
						<input type="checkbox"/> Can it be easily used with appropriate training?
<input type="checkbox"/> Has this checklist covered all of the comfort problems you might have working with your VDU?						<input type="checkbox"/> Does it give feedback, eg adequate help messages?

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