

If staff are hybrid workers, two assessments should be carried out – One at work, one at home

# Your DSE Checklist



## Key areas to consider in your DSE Risk Assessments

### Work surface

- Suitable height
- Adequate space for flexible arrangement of equipment/documents
- Glare-free surface.

### Chair

- Stable (five castor base)
- Adjustable

### Leg room

- Clearance to allow for postural changes.

### Footrest

- To be supplied if a user needs one.

### Screen

- Stable image
- Readable
- Adjustable height
- Glare/reflection-free.

### Mouse

- Ability to adjust the position to suit the user.

### Telephone

- Ability to adjust the position to suit the user
- Hands-free headset is provided for heavy usage.

### Lighting

- Adequate lighting
- Window blinds installed if necessary to minimise glare.

### Noise

- Distracting noise minimised.

### Temperature & Environment

- Suitable for working in comfort.

### Software

- Appropriate to task
- Adapted to the user if necessary
- No undisclosed monitoring.

**Please Note:** This is not an exhaustive list. These are key areas to consider when undertaken your DSE assessments