



VDU WORKSTATION CHECKLIST FOR RISK ASSESSMENT

PART A: To be completed by the member of staff

Name of User:

Job Title:

**Department/
Office:**

Location:

**Date of
Assessment:**

PART B: To be completed by the VDU Assessor

RISK FACTORS	Tick		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
1. Display screens				
Are the characters clear and readable?			Make sure the screen is clean. Check that text and background colours work well together.	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, i.e. free of flicker and jitter?			Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If problems still exist, get the set-up checked e.g. by the equipment supplier.	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, on latest technology	
Does the screen swivel and tilt?			Swivel and tilt need not be built in you can add a swivel and tilt mechanism. However you may need to replace the screen if: <ul style="list-style-type: none"> • Work is intensive; and/or • The user has problems getting the screen to a comfortable position. 	
Is the screen free from glare and reflections?			Use a mirror in front of the screen to check where reflections are coming from. Try to move the screen, desk or source of reflections. Adjust lighting or window coverings. Check that blinds work.	

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	YES	NO		
2 Keyboards				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable laptop).	
Does the keyboard tilt?			Tilt need not be built in.	
Is it possible to find a comfortable keying position?			Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	
Does the user have good keyboard technique?			Actions to prevent include: <ul style="list-style-type: none">• Hands bent up at wrist;• Hitting the keys too hard;• Overstretching the fingers.	
Are the characters on the keys easily readable?			Keyboards should be kept clean. If characters still cannot be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	
3 Mouse, trackball, etc.				
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes.	
Is the device positioned close to the user?			Most devices are best placed as close as possible, e.g. right beside the keyboard. Actions to prevent include: <ul style="list-style-type: none">• Prevent arm overreaching;• Tell users not to leave their hand on the device when it is not being used;	

RISK FACTORS	Tick		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
			<ul style="list-style-type: none"> Encourage a relaxed arm and straight wrist. 	
Is there support for the device user's wrist and forearm?			<p>Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>The user should be able to find a comfortable working position with the device.</p>	
Does the device work smoothly at a speed that suits the user?			<p>See if cleaning is required (e.g. of mouse ball and rollers).</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p>	
4 Software				
Is the software suitable for the task?			<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	
5 Furniture				
Is the work surface large enough for all the necessary equipment, papers, etc.?			<p>Create more room by moving printers, reference materials etc.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p>	
Can the user comfortably reach all the equipment and papers they need to use?			Rearrange equipment, papers etc. to bring frequently used things within easy reach.	

RISK FACTORS	Tick		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
			A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
Is the chair suitable? Is the chair stable? Does the chair have a working: <ul style="list-style-type: none"> • Seat back height and tilt adjustment? • Seat height adjustment? • Swivel mechanism? • Castors or glides? 			The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.	
Is the chair adjusted correctly?			The user should be able to carry out their work sitting comfortably. Advice may be required by the user in how to adopt suitable posture while working. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a foot rest may be needed.	
6 Environment				
Is there enough room to change position and vary movement?			Space is needed to move and stretch. Consider reorganising the office layout and check for obstructions.	

RISK FACTORS	Tick		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?			<p>Cables should be tidy and not a trip or snag hazard.</p> <p>Users should be able to control light levels, e.g. by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting.</p>	
Does the air feel comfortable?			<p>VDU and other equipment may dry the air.</p> <p>Circulate fresh air if possible. Plants may help.</p>	
Are levels of heat comfortable?			Can heating be better controlled? More ventilation may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?	
Are levels of noise comfortable?			Consider moving sources of noise, e.g. printers, away from the user.	
7 Final questions for users				
Is the VDU user free from experiencing any discomfort or other symptoms which they attribute to working with their VDU?				
Has the user been advised of their entitlement to eye and eyesight testing?				
Does the user take regular breaks away from the VDU?				

PART C: To be completed by the VDU Assessor.

Where “No” has been answered to any of the questions in Part B, this should be discussed with the VDU user, as it will normally be necessary to take corrective action. This action should be noted in the table below. **This form must be retained by the Health and Safety Office for future reference.**

ACTION	ACTION BY	COMPLETION DATE

Date:

Signed:
Health and Safety Officer