Assessment Checklist for Remote Workers

This checklist can be used as an aid to the risk assessment and to help comply with Display Screen Equipment Regulations 2007-2020.

Work through the checklist, deciding what if any control measure needs to be put in place against each risk factor.

The assessor should record their decisions in the 'Action Required' column.

A copy of the checklist should be kept by the Line Manager who should check that all actions have been taken and have resolved the problem.

Employee Name	Address
Work Activity	
Name of assessor	**Assessment date**

General Working Environment			
Environment	**Y/N**	**Action Required**	**Done**
Does the Employee need additional task lighting? (i.e., use a bedside lamp)			
Do lighting or windows cause glare?			
Is heating and ventilation available?			
Electrical	**Y/N**	**Action Required**	**Done**
Is fixed electrical system in good condition? (i.e., no damaged sockets or wiring)			
Are there enough sockets? **Can we improvise with an extension lead that is not overloaded?**			
Make Employee aware of portable appliance faults, e.g. exposed/damaged wiring, how do they report?			
Are there faults on existing portable appliances?			

Fire	Y/N	Action Required	Done
Are flammable materials kept to a minimum and ignition sources checked?			
Is there an escape plan/procedure?			
Is there a smoke alarm in place, if so, has the battery been checked?			
Workplace & storage	**Y/N**	**Action Required**	**Done**
Is there enough space for the Employee to work comfortably?			
Is there enough privacy for phone-calls? **Can headphones be used?**			
Is there sufficient storage space? **Are arrangements in place for document collection and storage?**			
Are there any slip or trip hazards?			
Miscellaneous	**Y/N**	**Action Required**	**Done**
Working hours, workload and work-life balance discussed?			
Is driving for work involved, e.g. attending meetings? If so, is there a driving for work policy in place?			
Has lone working been addressed?			
Is the Employee aware of arrangements and requirements for communications and reporting to head office?			
Is the Employee aware of support to assist with use of computers and other equipment?			
Is there manual handling involved, e.g. carrying large files? Are there alternatives to carrying, e.g. hand truck?			
Has security been assessed?			
Any other concerns, e.g. noise?			
Is a fire extinguisher and first aid available?			

Display Screen Equipment			
Display Screen	**Y/N**	**Action Required**	**Done**
Any characters clear and readable?			
Any text size comfortable to read?			
Any screen stable, does it flicker?			
Is the screen suitable, is a second screen needed?			

Does the Employee know how to adjust the contrast and brightness level?			
Does the screen swivel and tilt?			
Is there glare or reflection on the screen?			
Are there adjustable window fittings to eradicate glare?			
Furniture	**Y/N**	**Action Required**	**Done**
Is the workstation large enough for all equipment, documents etc.? **Could alternative table be used?**			
Can the Employee reach all equipment and paperwork?			
Are surfaces free from glare? **Can Employee move position?**			

Does the Employee know how to adjust their chair?
Is the chair suitable?
Does the chair have a 5-star base (wheels)?
Does the chair have;
   • Seat back height and tilt adjustment
   • Seat height adjustment
   • Swivel mechanism
   • Castors or glides
If not, could improvisations be made i.e., cushions?			

Is the chair adjusted correctly?			
Is the small of the back supported by the chair's backrest**? If not, could improvisations be made i.e., cushions or something similar?**			
Are forearms horizontal and eyes at roughly the same height as the top of the display screen? **If not could books to give height?**			
Are feet flat on the floor without too much pressure from the seat on the back of the legs? **Can we improvise?**			
Keyboard	**Y/N**	**Action Required**	**Done**
Is the keyboard separate from the screen? **If not, breaks should be taken**.			
Does the keyboard tilt?			

Is it possible to find a comfortable keying position?			
Does the user have good keyboard skills?			
Are the characters on the keyboard easily readable?			
Is a wrist rest needed?			
Mouse, Trackball	**Y/N**	**Action Required**	**Done**
Is the device suitable?			
Is the device positioning close to the user?			
Is a wrist rest needed?			
Is there a pad?			
Does the devise move smoothly with the pointer following?			
Can the user adjust the software to make the mouse point move faster/slower?			
Software	**Y/N**	**Action Required**	**Done**
Is the software suitable for the task?			
Final Questions	**Y/N**	**Action Required**	**Done**
Has the checklist covered all Employee queries relevant to DSE?			
Has the user been advised of their right to eye and eyesight testing **(when available)?**			
Advise the user of the need to take regular breaks?			
Ask user if all equipment is safe and sound?			

Adjustments made	Action Required	Done
Recommendations	Action Required	Done