

## Risk Assessment - VDU Workstations

<b>Location of VDU Workstation:</b> _____	<b>Operator:</b> _____		
HAZARD / RISK	OBSERVATION		Comments
	YES	NO	
A: WORKSTATION EQUIPMENT			
There is adequate space on the workstation for all equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment is arranged in best positions for accessibility	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment is arranged in best positions for ease of use	<input type="checkbox"/>	<input type="checkbox"/>	
Workstation desk is adjustable to a comfortable height	<input type="checkbox"/>	<input type="checkbox"/>	
Workstation desk has a non-reflective surface	<input type="checkbox"/>	<input type="checkbox"/>	
Chair is adjustable to a comfortable height	<input type="checkbox"/>	<input type="checkbox"/>	
Chair backrest is adjustable to a comfortable angle	<input type="checkbox"/>	<input type="checkbox"/>	
Chair swivels and moves for ease of mobility	<input type="checkbox"/>	<input type="checkbox"/>	
Footrest is provided at a comfortable height and angle	<input type="checkbox"/>	<input type="checkbox"/>	
Monitor screen easily adjusts to a comfortable height and angle	<input type="checkbox"/>	<input type="checkbox"/>	
Screen image stable, sharp and free from flicker and glare	<input type="checkbox"/>	<input type="checkbox"/>	
Screen positioned away from immediate light to reduce reflections	<input type="checkbox"/>	<input type="checkbox"/>	
Contrast between characters and background of screen easily adjustable	<input type="checkbox"/>	<input type="checkbox"/>	
Where required, screen filters are provided to reduce glare	<input type="checkbox"/>	<input type="checkbox"/>	
Mouse / trackball / pointing devices are easy to use.	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustable wrist supports are provided for use with mouse	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate wrist support and space for keyboard	<input type="checkbox"/>	<input type="checkbox"/>	
Keyboard easily adjusts to a comfortable height and angle	<input type="checkbox"/>	<input type="checkbox"/>	
Symbols on character and function keys are sharp and clear	<input type="checkbox"/>	<input type="checkbox"/>	
Working documents presented at a comfortable height and angle	<input type="checkbox"/>	<input type="checkbox"/>	
Document holders are easily adjustable	<input type="checkbox"/>	<input type="checkbox"/>	
Signature: _____		Date: _____	

HAZARD / RISK	OBSERVATION		Comments
	YES	NO	
<b>B: WORKSTATION ENVIRONMENT</b>			
Overall lighting at the workstation at an acceptable level	<input type="checkbox"/>	<input type="checkbox"/>	
Local lighting (desk-top lamps etc) provided where required	<input type="checkbox"/>	<input type="checkbox"/>	
Temperatures at the workstation at an acceptable level	<input type="checkbox"/>	<input type="checkbox"/>	
Humidity at the workstation at an acceptable level	<input type="checkbox"/>	<input type="checkbox"/>	
Workstation is adequately separated from other workstations	<input type="checkbox"/>	<input type="checkbox"/>	
There is a low level of environmental noise around the workstation workstation	<input type="checkbox"/>	<input type="checkbox"/>	
<b>C: STAFF TRAINING &amp; WELFARE</b>			
Staff trained in correct ergonomic use of VDU equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Staff receive specialist training in software products	<input type="checkbox"/>	<input type="checkbox"/>	
Staff are provided with opportunities for regular eyesight tests	<input type="checkbox"/>	<input type="checkbox"/>	
Staff are provided with opportunities for regular eye checks	<input type="checkbox"/>	<input type="checkbox"/>	
Signature: _____ Date: _____			