


HAZARD / WORK ACTIVITY ASSESSED	Display Screen Equipment

Hazard (something with the potential to cause harm)	Risk rating prior to control			Who may be harmed					Control Measures	Risk rating after control		
	Severity	Probability	Risk	Operator	Employee	Visitor	Public	Sub-cont		Severity	Probability	Risk
Electrical and data cables – trips and falls from trailing cables	2	2	4	x	x				Cables should be kept off the floor and should not cross walkways. Where crossing walkways is necessary, appropriate cable ties and covers must be used.	2	1	2
Display screen – visual discomfort	2	3	6	x					Short frequent breaks away from the screen should be taken. The screen should be positioned in order to be free from reflective glare. Laptop/pc should only used in satisfactory light, which provides appropriate contrast between the screen and the background environment. Appropriate eye tests carried out by a competent person shall be provided at regular intervals.	2	1	2
Keyboard / chair – musculo-skeletal discomfort	2	2	4	x					If used for long periods of time a stable chair should be used that allows freedom of movement and seat back and height adjustability, good lumbar support and include a foot rest if necessary. Forearms should be approx horizontal with minimal extension, flexion or deviation of the wrists. Office based staff trained in RoSPA approved DSE e-learning course.	2	1	2

**SAFETY METHOD STATEMENT**

1. Managers should be aware of the risks and the rules for the safe and correct use.
2. Each individual is responsible for his/her display screen equipment and is instructed to take the RoSPA approved DSE e-learning course.
3. Suitable furniture should be provided and maintained in satisfactory condition.
4. Users should be aware of the need to take breaks.
5. An assessment of each workstation should be carried out and the workstation modified if necessary.
6. Adequate information on the health risks and the rules for safe and correct use should be provided to all users.

	Date of first issue:	February 2005	Authorised & published by:	Sharon Kaye
	Content collaborators:	Senior engineering team & MD		
	Last review date	2017-06-14		
	Revision period (months)	12		

Severity		Probability	Risk Rating		
1	No Injury, property damage	1	Very Unlikely	Severity X Probability = <b>1 to 5</b>	<b>Low</b>
2	Minor Injury	2	Unlikely		
3	+3 Day Absence	3	Likely	Severity X Probability = <b>6 to 14</b>	<b>Med</b>
4	Major Injury	4	Very Likely		
5	Death	5	Virtually Certain	Severity X Probability = <b>15 to 25</b>	<b>High</b>
					<b>N – Unacceptable risk Do not start work</b>