## RISK ASSESSMENT

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| FACULTY  Facilities | BUILDING | |
| 1) ACTIVITY  Daily use of display screen equipment-within office environments | | |
| 2) PERSONS AT RISK  Staff | | |
| 3) HAZARDS  Incorrect ergonomic layout  Bad posture, faulty equipment  Working continuously without intervals  Electrical cables and equipment  3B) Hazard Rating HIGH | | |
| 4) RISK CONTROL METHODS  Ensure that all staff have completed the university’s display screen self-assessment form.  Any anomalies from the self-assessment are brought to the attention of a university display screen assessor and the problems are rectified.  Ensure that any specialist equipment identified by the self-assessment or by a DSE risk assessor are sourced as soon as possible.  If there is any change to the workstation position or equipment ensure that, a DSE self-assessment is conducted by the user.  Ensure that the display screen user has undertaken a regular eye test.  Ensure that the display screen user takes regular breaks from using the equipment 5 to 10 minute’s variation every hour.  Make sure that the display screen user knows where to report health and equipment problems.  If a display screen user becomes pregnant, ensure that regular assessments are undertaken to the workstation as the pregnancy progresses.  Ensure that the lighting is at the correct level for display screen equipment use.  Ensure that all electrical equipment in use has been tested to the relevant university standards and has the appropriate test label in place.  If a lap top computer is used the appropriate assessment and equipment must be in place before use.  Communicate to all staff that equipment should not be modified and that any plug in  devices are permitted for use.  4B) Hazard Rating with control methods LOW | | |
| 5) FURTHER ACTION REQUIRED  Specific risk assessments may need to be undertaken for individual display screen users experiencing significant problems with their workstations.  Consult University compliance strategy and guidance contained on the University health and safety web-site.  Staff using a lap top will need a separate assessment. | | |
| NAME AND TITLE OF ASSESSOR  Paula Gibbons  Ass University H/S Adviser | SIGNATURE | DATE  02 April ‘13 |
|  |  | REVIEW DATE |
| SIGNATURE OF DEAN OF FACULTY |  | DATE |
|  |  | REVIEW DATE |