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# Computer & Workstation Self-Assessment Form

**What is the Computer & Workstation Self-Assessment Form for?**
This form helps you check that you have set up and are using your Workstation in a way that meets your individual needs.

**Where can I find guidance on how to set up and use my Workstation?**
Follow the link "Using Computers and Smart Devices Safely"

**Why do I have to have a Workstation Self-Assessment?**
Workstation Self-Assessments are part of the safety precautions we have in place to reduce the risk and help Managers assist colleagues in improving Workstations. It is best practice and complies with the Health and Safety Display Screen Equipment regulations (1992) amended (2002).

**When should I complete the form?**
When you join the Company as a new starter and if your job includes significant amounts of computer use. Review the form if you make significant changes to your Workstation i.e. Office move or have any concerns about your workstation setup.

**What should I do with the form once it is completed?**
Review it with your Manager if you require help in adapting a Workstation then contact Facilities via facilitiessupport@in.tesco.com. Your Manager will file it in your Personnel file.

**What extra help can my Manager provide?**
Your Manager can seek extra support from: Facilities for problems with furniture or environment. IT for problems with computer equipment and software, Personnel if referral to Occupational Health is required because of health problems or inability to resolve problems.

Name

Colleague number

Job

Department

Workstation Location

Line Manager

How many hours a day on average do you use Computers?

How many days a week on average do you use computers?

Where use is intermittent, what is the maximum length of time for a continuous session?

Date

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## 1. Keyboards

| Risk factors | Click answer | | Things to consider | Action to take |
|---|---|---|---|---|
| | Yes | No | | |
| 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.<br>Users of thick, raised keyboards may need a wrist rest.<br>Try tilting the keyboard if not one already. | |
| Do you have have a good keyboard technique? | ☐ | ☐ | Training can be used to prevent:<br>• hands bent up at the wrist<br>• hitting the keys too hard<br>• overstretching the fingers.<br>**For guidance click here** | |
| Are the characters clear and readable? | ☐ | ☐ | Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.<br>Use a keyboard with a matt finish to reduce glare and/or reflection. | |

## 2. Mouse, trackball etc

| Risk factors | Click answer | | Things to consider | Action to take |
|---|---|---|---|---|
| | Yes | No | | |
| Is the device suitable for the tasks it is used for? | ☐ | ☐ | If you are 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. Alternative devices such as touch screens may be better for some tasks (but can be worse for others). | |
| Is the device positioned close enough to you? | ☐ | ☐ | Most devices are best placed as close as possible, eg right beside the keyboard.<br>Training may be needed to:<br>• prevent arm overreaching;<br>• Try not to leave your hand on the device when it is not being used;<br>• encourage a relaxed arm and straight wrist.<br>**For guidance click here** | |
| Is there enough support for your wrist and forearm? | ☐ | ☐ | Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.<br>You should be able to find a comfortable working position with the device. | |
| Does the device work smoothly at a speed that suits the user? | ☐ | ☐ | Check the work surface is suitable. A mouse mat may be needed.<br>Check with IT if problems persist. | |
| Can you easily adjust software settings for speed and accuracy of pointer? | ☐ | ☐ | You may need training in how to adjust device settings from IT. | |

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## 3. Display screens

| Risk factors | Click answer | | Things to consider | Action to take |
|---|---|---|---|---|
| | Yes | No | | |
| Are the characters clear and readable? | ☐ | ☐ | Check that the 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, ie free of flicker and jitter? | ☐ | ☐ | Try using different screen colours to reduce flicker, eg darker background and lighter text.<br>If there are still problems, get the set-up checked, by calling the IT helpdesk. | |
| 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, provided the colleague can read the screen easily at all times. | |
| Does the screen swivel and tilt? | ☐ | ☐ | The screen should swivel and tilt. If not please contact your IT helpdesk. | |

## 3. Display screens (Continued)

| Risk factors | Click answer | | Things to consider | Action to take |
|---|---|---|---|---|
| | Yes | No | | |
| Is the screen free from glare and reflections? | ☐ | ☐ | Use a mirror placed in front of the screen to check where reflections are coming from.<br>You might need to move the screen or even the desk and/or shield the screen from the source of the reflections.<br>Screens that use dark characters on a light background are less prone to glare and reflections. | |
| Are adjustable window coverings provided and in adequate condition? | ☐ | ☐ | Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.<br>If these measures do not work, consider anti-glare screen filters as a last resort and seek help from facilities. | |

## 4. Software

| Risk factors | Click answer | | Things to consider | Action to take |
|---|---|---|---|---|
| | Yes | No | | |
| Is the software suitable for the task? | ☐ | ☐ | Software should help the you carry out the task, minimise stress and be user-friendly.<br>Check you have had appropriate training in using the software.<br>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages. | |

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## 5. Furniture

| Risk factors | Click answer | | Things to consider | Action to take |
|---|---|---|---|---|
| | Yes | No | | |
| Is the work surface large enough for all the necessary equipment, papers etc? | ☐ | ☐ | Store what you don't need in your locker provided. | |
| Can you comfortably reach all the equipment and papers you need to use? | ☐ | ☐ | Rearrange equipment, papers, telephone etc to bring frequently used things within easy reach.<br>A document holder may be needed, positioned to minimise uncomfortable head and eye movements. | |
| Is the chair stable & suitable?<br>It should have<br>• tilt adjustment?<br>• seat height adjustment?<br>• castors or glides?<br>• adjustable lumber support | ☐ | ☐ | The chair may need repairing or replacing if you are uncomfortable, or cannot use the adjustment mechanisms. | |

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## 5. Furniture (Continued)

| Risk factors | Click answer | | Things to consider | Action to take |
|---|---|---|---|---|
| | Yes | No | | |
| Is the chair adjusted correctly? | ☐ | ☐ | You should be able to carry out your work sitting comfortably.<br>Consider training the user in how to adopt suitable postures while working.<br>The arms of chairs can stop you user getting close enough to use the equipment comfortably.<br>Move any obstructions from under the desk.<br>**Please click here for guidedance on how to adjust your chair.** | |
| Is the small of the back supported by the chair's backrest? | ☐ | ☐ | You should have a straight back, supported by the chair, with relaxed shoulders and adjustable lumber support. | |
| Are forearms horizontal and eyes at roughly the same height as the top of the display screen? | ☐ | ☐ | Adjust the chair height to get your arms in the right position, and then adjust the screen height, if necessary. | |
| Are feet flat on the floor, without too much pressure from the seat on the backs of the legs? | ☐ | ☐ | Adjust your chair. If this does not resolve the issue a footrest may be needed. | |

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## 6. Environment

| Risk factors | Click answer | | Things to consider | Action to take |
|---|---|---|---|---|
| | Yes | No | | |
| Is there enough room to change position and vary movement? | ○ | ☐ | Space is needed to move, stretch and fidget.<br>Consider reorganising your workstation and check for any unnecessary clutter.<br>Cables should be tidy and not a trip or snag hazard. | |
| Is the lighting suitable, eg not too bright or too dim to work comfortably? | ☐ | ☐ | Contact Facilities for advice and support. | |
| Does the air feel comfortable? | ☐ | ☐ | Contact Facilities for advice and support. | |
| Are levels of heat comfortable? | ☐ | ☐ | Contact Facilities for advice and support. | |
| Are levels of noise comfortable? | ☐ | ☐ | Contact Facilities for advice and support. | |

## 7. Final questions

- Has the checklist covered all the problems you may have working with your computer?
- Have you experienced any discomfort or other symptoms which you attribute to working with your computer?
- Have you been advised of your entitlement to eye and eyesight testing?
  **Please click here for guidance on free eye sight tests.**
- Do you take regular breaks working away from your computer?

**Write down the details of any problems here:**

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