

DISPLAY SCREEN EQUIPMENT WORKSTATION ASSESSMENT

ASSESSMENT — OFFICE FILE

For office and site-cabin users — the workstation, the work, breaks, eyesight, actions

KD-HR-DS-006 Rev A0

Health and Safety (Display Screen Equipment) Regulations 1992: a user is an employee who habitually uses display screen equipment as a significant part of their normal work (reg 1(2)); HSE: anyone who uses it daily, as part of their normal work, continuously for an hour or more, needs a workstation assessment. The employer analyses each user's workstation and reduces the risks found to the lowest extent reasonably practicable (reg 2); makes sure it meets the minimum requirements of the Schedule (reg 3); plans the work so screen work is periodically interrupted by breaks or changes of activity (reg 4); provides an eye and eyesight test on request, and special corrective appliances where a test shows they are needed and normal ones cannot be used (reg 5); and gives training and information (regs 6 and 7). HSE: assess again when a workstation is set up or changed, a new user starts, or a user reports pain or discomfort. A site cabin is a workstation like any other — the laptop on a plan table, the shared desk, the glare through the cabin window. Portable systems not in prolonged use are outside the Regulations (reg 1(4)); a laptop used for long spells is not. Discomfort that needs a referral goes on KD-OH-RF-008. Written for Great Britain; Northern Ireland has its own display screen equipment regulations.

1 THE USER AND THE WORKSTATION

EMPLOYER	USER	JOB	ASSESSED WITH THE USER ON
WHERE	SCREEN TIME PER DAY	LONGEST SPELL WITHOUT A BREAK	EQUIPMENT
REASON FOR THIS ASSESSMENT		ASSESSOR	

2 WORKSTATION CHECKS — TICK EACH THAT IS RIGHT; WRITE THE FIX IN THE ACTION BOX

A Screen

- ☐ Characters are sharp and easy to read at the normal viewing distance, and the image is steady
- ☐ Brightness and contrast are adjusted to suit the user and the lighting
- ☐ The screen swivels and tilts, and sits at a height that keeps the user's neck comfortable
- ☐ No glare or reflections on the screen from windows or lights
- ☐ A laptop used for long spells has a separate keyboard and mouse, and a raised or separate screen

ACTION NEEDED

B Keyboard and mouse

- ☐ The keyboard is separate from the screen and tilts; the user can find a comfortable position
- ☐ There is space in front of the keyboard to rest the hands and forearms
- ☐ The keys are easy to read and the surface does not shine
- ☐ The mouse is close to the keyboard and used with the wrist straight and the arm relaxed

ACTION NEEDED

C Desk, space and chair

- ☐ The desk is large enough for the screen, keyboard, mouse and papers, and its surface does not reflect
- ☐ A stable, adjustable document holder where the user works from paper
- ☐ Room under and around the desk to move and change position — no boxes, bags or cables in the way
- ☐ The chair is stable and lets the user move freely; seat height adjusts; the back adjusts in height and tilt; the user knows how
- ☐ Feet rest flat on the floor, or a footrest is provided — one is available to any user who wants it
- ☐ In a site cabin: a proper adjustable chair and a desk, not a stool at a plan table

ACTION NEEDED

D Environment

- ☐ Enough light for the screen and for paper, without glare
- ☐ Windows have adjustable blinds or covering to control daylight
- ☐ Noise from equipment does not distract the user or disturb speech
- ☐ The space is not uncomfortably hot, cold or dry, and equipment does not make it so
- ☐ In a site cabin: heating in winter, ventilation in summer, a steady floor

ACTION NEEDED

E Software, the work and breaks

- ☐ The software suits the task and the user knows how to use it
- ☐ The system shows the user what it is doing, at a pace and in a format that suits them
- ☐ Screen work is broken up through the day by breaks or changes of activity (reg 4)
- ☐ The user can take short breaks away from the screen when they need to

ACTION NEEDED

F Eyes, training and health

- ☐ The user knows they can ask for an eye and eyesight test, paid for by the employer, with further tests at regular intervals (reg 5)
- ☐ Where a test shows special glasses are needed for the screen and normal ones cannot be used, the employer provides them (reg 5(5))
- ☐ Trained in setting up and using the workstation (reg 6) and told what this assessment found (reg 7)
- ☐ No pain or discomfort reported in the neck, shoulders, back, arms, wrists or hands, and no eye strain or headaches — if there is, an action below
- ☐ Any disability or particular need has been asked about and allowed for (HSE)

ACTION NEEDED

EYE TEST REQUESTED ON

TEST ON / BY

SPECIAL GLASSES FOR THE SCREEN NEEDED?

NEXT TEST DUE

3 ACTION PLAN

ACTION	BY WHOM	BY WHEN	DONE (DATE)	USER AGREES

NEXT ASSESSMENT DUE

HELD AT

4 SIGNATURES

Assessor:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

User — the assessment was done with me and I know how to adjust my workstation:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-12	first-issue	First issue.	— not yet approved —
A0	2026-09-12	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.