**WORKSTATION SELF ASSESSMENT FORM – SUFFOLK MAINTAINED SCHOOLS**

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| **Workplace:** |  | | |
| **Workstation location:** |  | | **Hotdesk / single use**  *(delete as applicable)* |
| **User /s:** |  | | |
| **Assessed by:** |  | | **Job title:** |
| **Date:** |  | **Review date:** |  |

Use the boxes (which expand) to record any deficiencies or problems and add any comments that you may have. Include ways in which you feel these can be resolved. Take advice from your information leaflets on Suffolk Learning or from the HSE as required. Brief notes are available under each heading. It may take a little while to know if you have set up your workstation correctly and take time to see if moving things around helps.

Submit this completed form to your line manager, and discuss it with them. Ask them to send it to Nina Bickerton ([nina.bickerton@suffolk.gov.uk](mailto:nina.bickerton@suffolk.gov.uk)) – Suffolk Schools Health and Safety Advisor, if there are any outstanding concerns which cannot be resolved ‘in-house’. You may need a further, and more in-depth Workstation Assessment which can be arranged.

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| **Desk:** |  |

*Brief note: Remove any obstacles either on, or under the desk which can restrict movement.*

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| **Chair:** |  |

*Brief note: Make sure your back is supported as per the available guidance. Make sure your feet are flat on the floor or use a footrest.*

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| **PC monitor:** |  |

*Brief note: Ensure the top of the screen is at eye level. Keep the screen clean and adjust the brightness as required. Avoid glare.*

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| **Keyboard:** |  |

*Brief note: Keep your wrists close to the keyboard and do not bend them upwards. If possible, use an external keyboard.*

*Continued…..*

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| **Mouse:** |  |

*Brief note: Keep the mouse close and do not stretch. Move the whole arm rather than just the wrist.*

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| **Telephone:** |  |

*Brief note: Keep the phone on the correct side of you – i.e., if you’re right handed, place it on the right hand side of your desk.*

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| **Software:** |  |

*Brief note: Ensure you are able to use your software correctly.*

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| **Screen image and wider field of view:** |  |

*Brief note: Adjust your monitor if possible so you don’t need to move your head and refocus too often. Reduce clutter of unused toolbars and icons.*

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| **Breaks away from the desk and screen:** |  |

*Brief note: Ensure you are able to take breaks away from the screen at suitable intervals.*

* **It is important to report any problems with equipment, software, eyesight or pain and discomfort to your line manager as soon as possible.**
* **Organise your work so that you can take breaks away from the screen (about five minutes every hour). Shorter, more frequent breaks are more useful than one long break.**
* **Make sure you review this self-assessment once a year, or if there has been injury or pain.**

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| **Further comments if needed:** | | | |
|  | | | |
| **Line manager signature:** | **Name:** |  | |
|  | **Job title:** |  | |
| **Need to refer to H&S Advisor?** | **Yes / no** | **Date sent to Advisor:** |  |
| **Actions advised:** |  | | |