



The Queen's College

# Display Screen Equipment (DSE) Self-Assessment Form [🔗](#)

\* Display Screen Equipment (DSE) assessments are a requirement of Health and Safety legislation. This form must be completed annually.

Each member of staff that uses a computer more than one hour a day must complete this form by April 30th each year.

DSE Poster available here [\[Link\]](#)


1. Name \*

2. Location \*

3. Email address \*

4. Usage - Do you use a computer for more th...

Yes

Go to [5. Display Screen - Is the screen easy to read?](#) 

No

Go to [End of the form](#) 

5. Display Screen - Is the screen easy to read?

Yes

No

6. Display Screen - Does the screen swivel and tilt easily and freely to suit your needs?

Yes

No

7. Display Screen - Is the screen free from reflective glare?

Yes

No

8. Display Screen - Are windows fitted with curtains or blinds?

Yes

No

9. Display Screen - Is the screen free from reflections that are likely to cause discomfort?

Yes

No

10. Display Screen - Is the keyboard comfortable to use?

Yes

No

11. Display Screen - Is space in front of the keyboard sufficient to provide support to hands and arms?

Yes

No

12. Desk - Is the work surface large enough for flexible arrangement of screen, keyboard, documents and other equipment (printer etc)?

Yes

No

13. Desk - Do you have a document holder?

Yes

No

14. Desk - Is there sufficient space to allow a comfortable working position?

Yes

No

15. Chair - Does your chair have five legs and castors?

Yes

No

16. Chair - Are you able to adjust the chair's ...

... height?

... tilt:

... backrest?

17. Chair - Can you place both feet on the floor from the sitting position?

Yes

No

18. Environment - Do room lighting and / or desk lamps provide satisfactory illumination?

Yes

No

19. Environment - Is contrast between screen and lighting acceptable?

Yes

No

20. Environment - Is ambient noise distracting?

Yes

No

21. Environment - Is normal speech disturbed by noise?

Yes

No

22. Environment - Does anything produce unacceptable or uncomfortable levels of heat?

Yes

No

23. Environment - Is the humidity level acceptable?

Yes

No

24. Comments

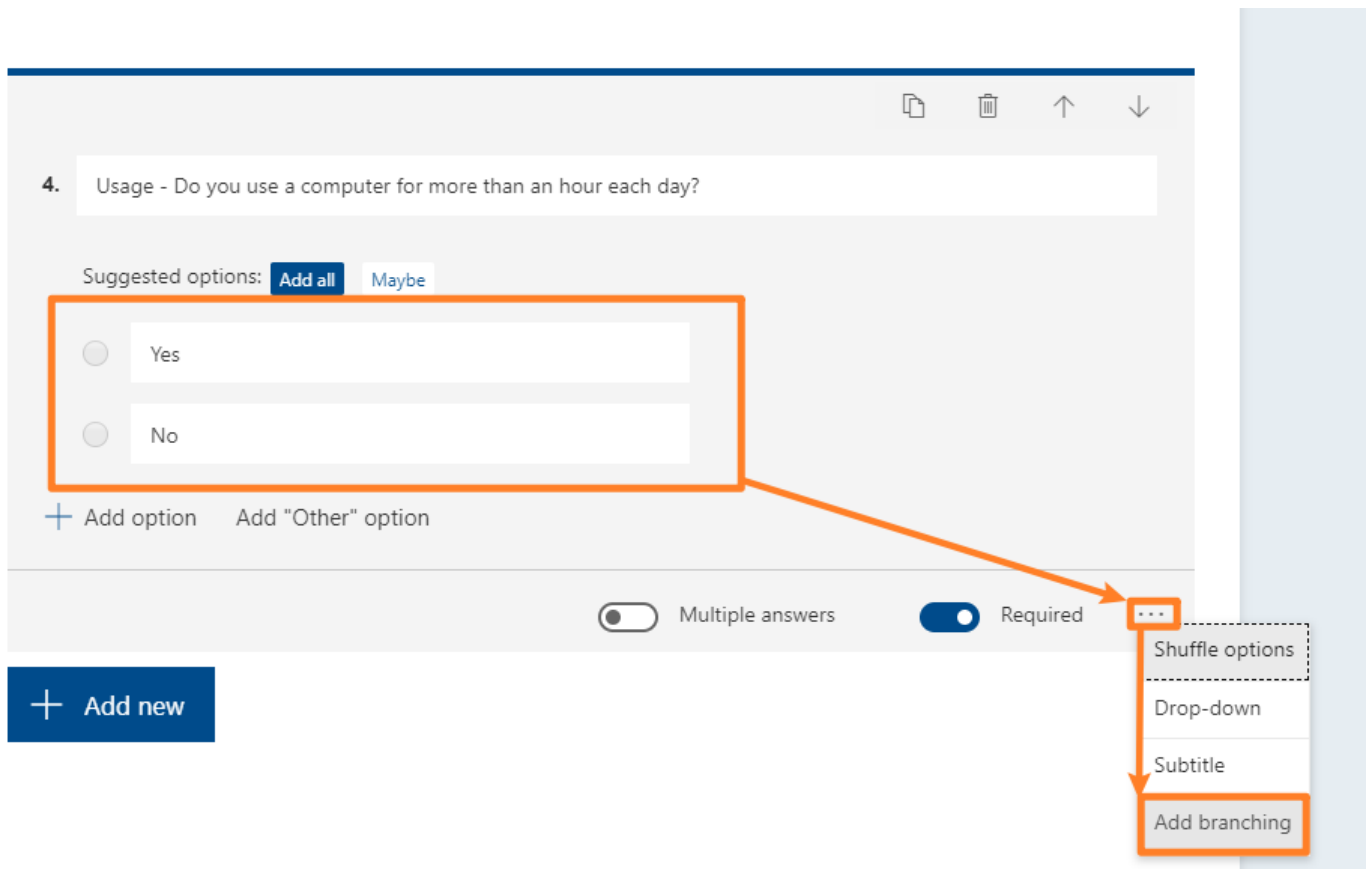
Enter your answer

END

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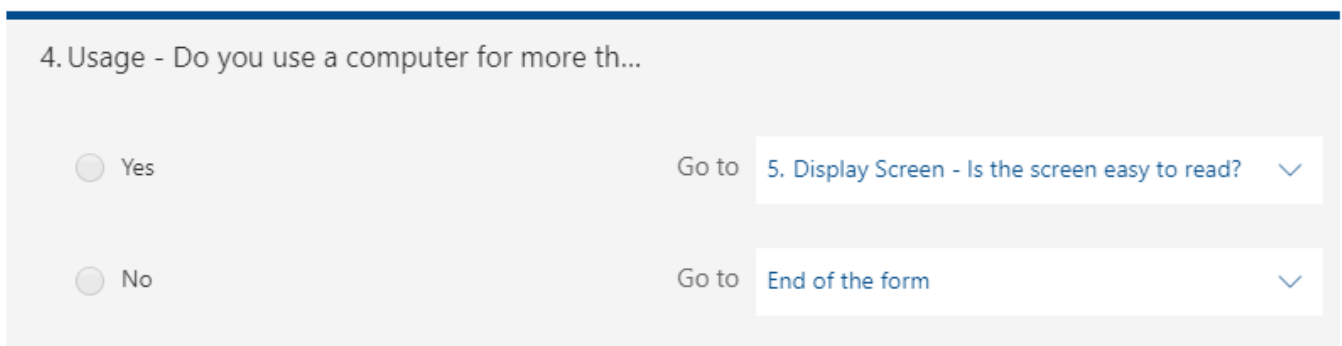
## Add Branching

You can “Add Branching” if you want to skip over certain questions which are not applicable. We have only used one Branch in the DSE form about whether the person uses a computer for more than one hour a day. If they only use a computer occasionally then it sends them to the end of the form to submit; this means we can see that EVERYONE has completed the form whether they use a computer or not.



The screenshot shows a form editor interface for a question titled "4. Usage - Do you use a computer for more than an hour each day?". Below the question, there are two radio button options: "Yes" and "No". A blue box highlights these options. Below the options, there are buttons for "+ Add option" and "Add 'Other' option". At the bottom of the question editor, there are two toggle switches: "Multiple answers" (disabled) and "Required" (enabled). To the right of the "Required" toggle is a three-dot menu icon. A blue arrow points from the three-dot menu icon to a dropdown menu that is open, showing options: "Shuffle options", "Drop-down", "Subtitle", and "Add branching". The "Add branching" option is highlighted with a blue box.

Which gives you this:



The screenshot shows the final form with the branching logic applied. The question is "4. Usage - Do you use a computer for more th...". There are two radio button options: "Yes" and "No". To the right of the "Yes" option, there is a "Go to" dropdown menu with the option "5. Display Screen - Is the screen easy to read?". To the right of the "No" option, there is a "Go to" dropdown menu with the option "End of the form".