



Risk Assessment: DSE

A. Outline of activity or task to be assessed: DSE

Workplace/Team: The Pavilion, Pontesbury

Date of Assessment: January 2022

Date for Re-assessment: January 2023

Name of Assessors: Debbie Marais (Parish Clerk)

Signature:

Signature:

Hazard is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

B. Risk Matrix – This section is used for guidance to complete section C.

5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

PRIORITY OF ACTION

High 17 – 25 Unacceptable – Stop work or activity until immediate improvements can be made.

Medium 10 – 16 Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

Low 5 – 9 Adequate but look to improve by next review.

Very Low 1 – 4 Residual risk acceptable and no further action will be required all the

Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Moderate (over 3 day injury)	Medical treatment required, over 3 day injury
2	Minor injury / ill health	First aid is required
1	Insignificant / no injury	Injuries not requiring first aid treatment

C. Use information from section B to identify level of risk for each hazard

What are the Hazards?	Who might be harmed and how the hazard could cause harm	What are you already doing (Existing Controls)	Risk Level Low/Med/High	What further actions are necessary	Residual Risk Level Low/Med/High	Action	
						Who	When
1. Fatigue	Employee	Employees who use screens must complete a DSE self-assessment During periods of extended use, regular breaks must be taken from the PC, working away from the screen	Very Low	DSE training to be undertaken every 2 years, check training record.	Very Low	DM All	Every 2 years
2 Eye strain/visual fatigue	Staff	The screen should be readable, with a stable image, adjustable and glare free. There must be adequate lighting and glare or reflections	Very Low	Staff should take regular breaks from using DSE. Parish Council to pay for staff eye tests and offer funding towards specific computer spectacles if required, in line with HSE Working Safety with DSE 4. Eyes & Eyesight Testing	Low	All Council	Ongoing
3 Back/muscular pain		Equipment should be positioned to ensure a comfortable position can be	Very Low		Very low	All	Ongoing

			<p>maintained – without the need for twisting.</p> <p>Work desks must have low reflective surface, adequate space. Keyboards should be able to tilt and separate from the display and have space in front to support the arms. Keys should be legible.</p> <p>Chairs should be stable but allow ease of movement and be appropriately adjustable. Workstations should have adequate leg rooms and clearance to ensure posture changes can be made.</p>		Only fully adjustable computer operators chairs to be use.			
4	Repetitive strain injury		<p>Keyboards should be able to tilt and separate from the display and have space in front to support the arms. Keys should be legible.</p>	Very Low		Very Low	All	Ongoing
5	Injury due to incorrectly installed equipment		<p>Only equipment provided by and installed by the PPC is authorised for use by employees.</p> <p>All equipment must be electrically tested (PAT) annually.</p>	Very Low		Very low	All	Ongoing

If more hazards are identified please add more boxes

D. Safe Systems of Work to be outlined below by using the information in Section C once completed:

- All staff (new and existing) to complete an assessment with new laptop machines.

