**QF 62 WORKSTATION ASSESSMENT REPORT**

**Colleague’s details**

|  |  |
| --- | --- |
| **Full name** | **EMPLOYEE** |
| **Job title** | **Landscape Architect** |
| **Organisation** |  |
| **Location/Division** |  |
| **Case reference** |  |
| **Assessors Name** | **Assessor** |

**Introduction**

|  |
| --- |
| The above-named employee has been referred for a workstation assessment relative to their musculoskeletal complaint. They attended the assessment today August 2023 and provided consent for me to share this report with the referring manager. |

**Reason For Referral**

|  |
| --- |
| The employee reports backache which is aggravated by prolonged sitting. Their office chair has broken and they are currently using a wooden kitchen chair which is uncomfortable and not designed for prolonged use. |

**Assessment findings**

**Environment and organisation**

|  |
| --- |
| The employee works 3 days a week, primarily from home with the occasional site visit. This report applies to the home workstation.  The environment appeared comfortable. The workstation was easily accessible. There appears to be good lighting and there is no apparent glare or reflections from the work surfaces or screens. The temperature, humidity and noise levels are within acceptable parameters. |

**Workstation arrangement**

**Seated Position and Chair**

|  |
| --- |
| Their office chair has broken and they are currently using a wooden kitchen chair which is uncomfortable and not designed for prolonged use.  *NB: As a default sitting position, employees are advised to set up the chair so that the shoulders are relaxed, arms are parallel to the desk with elbows bent to 90-100 degrees, there is no reaching or leaning, and the lower back is adequately supported by the backrest in an upright position. Regular changes of position are also advised on the chair such as leaning forwards, slouching into the seat, sitting angled to the desk etc. however, these positions should be adopted for only very short periods of time throughout the day.*  **The employee would benefit from the provision of a new chair with increased adjustability and**  **inflatable lumbar support, such as: Link** |

**Footrest/Feet Appropriate**

|  |
| --- |
| A footrest is not required.  *NB: A footrest is utilised when the employee is unable to place their feet flat to the ground when adopting the default sitting position as noted above. This reduces the pressures placed on the back of the legs and the lower back when sitting for prolonged periods.*  *The area under the desk should be kept clear to allow freedom of movement of the legs to adopt varying positions of comfort throughout the day.* |

**Display Screen**

|  |
| --- |
| The employee is using an external monitor to the right and a slightly raised laptop to the left. Although raised the laptop is too low and the screens should be repositioned in the recommended open book format. As the employee has not recently undergone a DSE eye test they should arrange one as soon as possible.  *NB: Visual display units should sit directly in front of the user in an “open book” format and the monitors should be close together.*  *It is recommended that the top of the screens should sit at eye level so that the majority of the screen is below the horizon. This is indicated as the muscles in the eyes are at their most relaxed when looking below the horizon*.  The employee would benefit from the provision of a height adjustable laptop raiser such: **Link** They should also arrange for DSE eye test to be performed. |

**Input devices**

|  |
| --- |
| The employee is using a standard keyboard and mouse – both are suitable and fit for purpose.  *NB: The employee should ensure that their standard keyboard is kept at an easy reach to prevent reaching and leaning when typing. It is recommended that the keyboard is placed approximately 10cm from the edge of the desk when adopting a default sitting position mentioned above. This is to reduce the load placed on the neck shoulders and back that can be associated with prolonged leaning forwards and/or reaching. Paper documents and other items should not be placed between the user and the keyboard but should be positioned behind or to the side of the keyboard or on a document holder.*  *The mouse should be kept close to the side of the keyboard and at an easy reach when adopting a default sitting position as noted above. Any reaching or rotating of the shoulder to access the mouse can lead to irritation at the shoulder that may also have follow-on effects to the elbow wrist and hand.* |

**Desk Arrangement**

|  |
| --- |
| The desk is suitable and fit for purpose.  *NB: The employee should maintain order on the desk as clutter can reduce the ability to position important items such as the mouse and keyboard.* |

**Other Equipment**

|  |
| --- |
| N/A |

**Summary**

|  |
| --- |
| The employee reports backache which is aggravated by prolonged sitting. Their office chair has broken and they are currently using a wooden kitchen chair which is uncomfortable and not designed for prolonged use. |

**Recommendations**

|  |
| --- |
| When in a desk-based role comfort is key – it is necessary to maintain a dynamic posture and to take regular microbreaks to alleviate the onset of muscular skeletal strain.  Following today’s consultation, the employee would benefit from the following:  • The employee would benefit from the provision of a new chair with increased adjustability and inflatable lumbar support, such as: **Link**  • The employee would benefit from the provision of a height adjustable laptop raiser such: **Link**  • To rearrange the screens in the open book format as outlined above and arrange a DSE eye test.  • It is important to take regular screen breaks – i.e. to focus on something 20ft away for 20 seconds every 20 minutes which is thought to help the eyes relax after time spent on computers or other digital devices by allowing the eyes to have a break from looking at the screen and in helping keep them lubricated. • A dynamic sitting posture, with frequent changes in position is always recommended as this reduces reduce the risk of aggravation of any symptoms associated with prolonged static postures.• When standing it is advisable to regularly vary the stance, i.e., changing to a wide stance, a split stance, a split-wide stance etc • Whenever possible, during calls or meetings, it is advisable to stand or to move around. • Taking regular micro breaks to change posture and to alleviate any musculoskeletal tension. HSE recommend that office workers change position every 20-30 minutes or so for a few minutes, to rest the eyes and relieve any musculoskeletal tension. Therefore, in keeping with these guidelines I have advised taking regular micro breaks throughout the day to stretch and to change posture as recommended. https://www.hse.gov.uk/contact/faqs/vdubreaks.htm • Break-monitoring software can remind users to take regular breaks, but employers are still responsible for making sure work activities are properly planned and that users take suitable breaks. *NB: Any suggested equipment is purely for illustrative/reference purposes, it is not a specific product recommendation or endorsement, we do not recommend specific models or brands of equipment and/or chairs in our reports in case your organisation has a preferred supplier who may not include that exact model in their portfolio. However, the information contained in the report is sufficient for them to identify a comparable model that will meet the necessary requirements. Alternative equipment that matches the specifications is acceptable. Where a new chair is indicated, as comfort is an individual preference, it is recommended that whenever possible, a chair is trialled prior to purchase.*  For further information, please refer to: 1. The image on the final page of this report 2. http://www.hse.gov.uk/pubns/ck1.htm 3. https://www.csp.org.uk/public-patient/keeping-active-healthy/staying-healthywork/desk-based-exercises |

|  |  |
| --- | --- |
| Assessor’s Name | Assessor |
| Assessor’s Signature |  |
| Date | August 2023 |

**Employee has requested a copy of this report at the same time as their employer**

**RECOMMENDED SEATING POSTURE**

