

Penkridge Parish Council

Display Screen Equipment

Name:

Job Title:

Date:

1. Does your job involve the use of display screen equipment (DSE) ie: A computer with a visual display unit (VDU) or a process control screen or microfiche?

YES/NO

If the answer to question 1 is "No" then thank you for your co-operation
Please return this form to the Parish Administrator. If the answer is YES
please complete the rest of the form.

2. Is the use of the above equipment one of the primary functions of your job?

YES/NO

3. How often do you use the above equipment (Please tick one box)

Every working day without fail	<input type="checkbox"/>	Most working days	<input type="checkbox"/>
About once a week	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>

4. On average how many hours a day do you work with the above equipment (Please tick one box)

More than four hours	<input type="checkbox"/>	About 2 – 4 hours	<input type="checkbox"/>
About 1 – 2 hours	<input type="checkbox"/>	Less than 1 hour	<input type="checkbox"/>

5. Do you have a choice as to whether you have to use some kind of display screen equipment as part of your job?

YES/NO

6. Is it important that you have special keyboard skills to do your job

YES/NO

7. Do you have other tasks that allow you to work away from the screen
On a regular basis throughout the day?

YES/NO

The following scoring system should be used in conjunction with the questionnaire. If an individual scores 90 or more, they should be considered a "User".

1	Yes	10 points	No	0 points
2	Yes	20 points	No	0 Points
3	Every day	40 points	Most days	20 points
	Once a week	5 points	Occasionally	0 points
4	4 hours +	40 points	2 – 4 hours	20 points
	1 – 2 hours	10 points	< 1 hour	0 points
5	Yes	0 points	No	20 points
6	Yes	20 points	No	0 points
7	Yes	0 points	No	20 points

Total Score

If score is 90 + then please hand to the Parish Administrator, who may authorise you to have an eyesight test at the chosen optical provider of the Council.

To be completed by the Parish Administrator

Name Signature

Date