Uppertunity Display Screen Equipment Assessment
Updated: December 2025

Activity
Use of laptops and workstation equipment by staff, volunteers, and students completing administrative tasks in shared, non-designated workspaces.

Hazard
Poor temporary workstation setup, prolonged screen use, awkward posture, repetitive movements, and inconsistent ergonomic arrangements due to flexible workspaces.

Risk
Eye strain, headaches, neck and shoulder tension, back pain, wrist/hand strain, reduced comfort and productivity.

What is being done currently
- Uppertunity does not have fixed workstations; staff set up laptops in shared areas as required.
- Suitable tables and adjustable office chairs are available for use at any time.
- Laptop stands, external keyboards, and external mice are provided for all staff when working on laptops.
- All staff complete DSE training as part of induction.
- Staff are encouraged to set up their workspace safely each time, following DSE guidance.
- Staff take regular breaks, stretch, and monitor their own posture.
- Work areas can be rearranged to reduce glare and support ergonomic positioning.

Because Uppertunity uses shared, non-designated workspaces, staff are expected to set up their workstation safely each time laptop work is carried out.

Appropriate Uses

1. **Laptop Positioning**

- Laptop screens are not naturally at eye level.
- Laptop stands must be used when working for more than brief tasks (over 10–15 minutes).
- Staff should raise the screen so the top of the monitor is roughly at eye height.
- Stretch regularly and change position throughout the day.

2. **Keyboard & Mouse**

- External keyboards and mice are available for all staff.
- These should be used whenever the laptop is placed on a stand or used for longer tasks.
- Staff should position the keyboard and mouse so wrists remain straight and shoulders relaxed.
- Use of the laptop's built-in keyboard should be avoided when the laptop is elevated.

3. **Seating & Posture**

- Adjustable chairs should be set to a comfortable height before starting work.
- Feet should be flat on the floor or supported on a footrest if required.
- Hips, knees, and elbows should sit at roughly 90 degrees.
- Staff must adjust the workstation (chair height, table choice, laptop stand) each time they work at a laptop.

- Regular breaks and posture checks should be built into the day.

4. Screen & Lighting

- Choose a seating position that avoids glare from windows or overhead lighting.
- Adjust blinds when needed to control brightness.
- Screen brightness and contrast should be adjusted to reduce eye strain.
- Screens should be kept clean and positioned directly in front of the user.

5. Breaks & Movement

- Staff should take short breaks every 20–30 minutes, even when comfortable.
- Stretching and movement are encouraged throughout the day.
- Adopt a "set-up and reset" habit:
  - Each time staff sit down to work, they should reset their workstation — adjust chair, raise laptop on stand, position keyboard/mouse correctly, and check posture.

6. Cables, Chargers & Trailing Leads

- Laptop chargers, power cables, and extension leads must not block walkways or create trip hazards.
- Cables should be routed along walls, behind furniture, or in cable-safe areas wherever possible. Or use warning sign.
- Staff must ensure that charging cables do not trail across shared tables or hang down where others could catch them.
- Chargers and extension leads should only be plugged in when required, and switched off/unplugged when not in use.
- Damaged cables or frayed wires must be reported immediately and removed from use.
- Extension leads should be fully unwound if used for longer periods to prevent overheating.
- Do not daisy-chain multiple extensions (plugging extensions into extensions).
- Staff should visually check cable placement each time they set up a workstation.

Who Needs to Take Action
Manager and staff.

Suggested Adjustments & Recommendations
- Continue providing laptop stands, external keyboards, and mice in all work areas.
- Staff should adjust chairs and seating positions every time they begin laptop work.
- Reduce glare by selecting appropriate seating or adjusting blinds.
- Follow the 20-20-20 rule: every 20 minutes, look 20 feet away for 20 seconds.
- Staff should report any discomfort, pain, or ongoing strain promptly.
- Provide ergonomic accessories (footrests, wrist supports) where needed to prevent long-term issues.