SITE survey. APP

SITE SURVEY REPORT

# DSE Workstation Assessment

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| Prepared for | Calder Valley Housing Association |
| Date | 23 Sep 2026 |
| Site | Calder House, Wakefield |
| Prepared by | H. Price |

FORM

# DSE Workstation Assessment

## 1. Record details and scope

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|---|---|
| **Project** | Calder House, Wakefield: DSE assessment, finance team |
| **Site or premises address** | Calder House, 12 Westgate, Wakefield |
| **Client or organisation** | Calder Valley Housing Association |
| **Record date** | 23 Sep 2026 |
| **Person completing the record** | H. Price, DSE assessor |

> This records workplace assessment and adjustments, not a medical diagnosis. Record practical needs without unnecessary medical details.

## 2. User and work

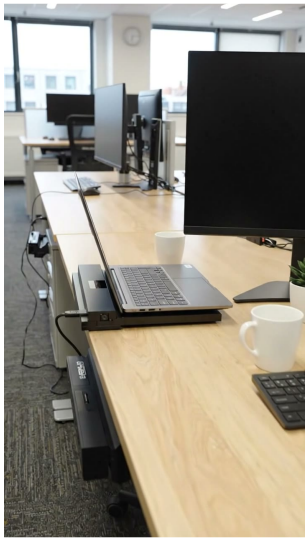
| | |
|---|---|
| **User name or staff reference** | Staff ref FIN-0418, finance officer |
| **Work setting** | Hybrid |
| **Tasks, duration and breaks or changes of activity** | Spreadsheets and the finance system most of the day. Three days in the office, two at home. Breaks are taken but long stretches at month end without getting up. |
| **User concerns and practical adjustment needs** | Stiff neck by the afternoon. Screen hard to read in the mornings when the sun is on the window. |
| **Trained assessor reviewing the record** | H. Price, trained DSE assessor, Calder Valley Housing Association |

## 3. Workstation checks

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| **Display position and readability suitable** | Action needed |
| **Action, limitation or reason not applicable** | Monitor too low on its stand, top of the screen below eye level, so the user looks down. Monitor arm to be raised. Laptop screen in use as a second screen at desk height. |
| **Keyboard, pointing device and work surface suitable** | Acceptable |
| **Chair and seating adjustments suitable** | Acceptable |
| **Space, lighting and glare addressed** | Action needed |

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|---|---|
| **Action, limitation or reason not applicable** | Desk faces the window, glare on the screen in the morning. Blind on that window broken. Loose cables hanging at the desk edge near the user's feet. |
| **Working posture, breaks and task variation considered** | Acceptable |
| **Checks needing action** | 2 |
| **Acceptable** | 3 |
| **Not checked** | 0 |

**Workstation photos without unnecessary personal information**



## 4. Assessor review

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| **Assessor findings and points clarified** | Self-assessment answers reviewed with the user. Neck stiffness likely from looking down at the low monitor and at the laptop screen. Home set-up uses a separate keyboard and the same model of monitor, checked by photo. |
| **Adjustments agreed with the user** | Raise the monitor arm so the top of the screen is near eye level. Close the laptop on the dock and use one screen. Fix the window blind. Tidy cables into the desk tray. Reminder to stand up between tasks at month end. |
| **Follow-up date** | 21 Oct 2026 |

## 5. Actions and review

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| **Are further actions required?** | Yes |

**Further action 1: Raise monitor arm and close laptop on the dock.**

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| **Action and evidence reference** | Raise monitor arm and close laptop on the dock. |

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|---|---|
| **Person responsible** | H. Price, DSE assessor |
| **Target date** | 23 Sep 2026 |
| **Action status** | Completed |
| **Completion evidence** | Done at the assessment. User confirmed the screen height is comfortable. |

### Further action 2: Repair the broken blind on the window by desk 3.14.

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| **Action and evidence reference** | Repair the broken blind on the window by desk 3.14. |
| **Person responsible** | Facilities helpdesk, job FM-30917 |
| **Target date** | 3 Oct 2026 |
| **Action status** | Open |

### Further action 3: Fit cable tray clips at desk 3.14.

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|---|---|
| **Action and evidence reference** | Fit cable tray clips at desk 3.14. |
| **Person responsible** | Facilities helpdesk, job FM-30918 |
| **Target date** | 3 Oct 2026 |
| **Action status** | Open |
| **Outstanding limitations and information to pass on** | Home workstation checked from photos and questions only. |
| **Record status** | Ready for review |
| **Reviewed by** | J. Ellery, office manager |
| **Date reviewed** | 24 Sep 2026 |
| **Author signature** |  |

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.