

SITE SURVEY REPORT

DSE Workstation Assessment

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**

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.

HSE describes DSE users as workers who use display screen equipment daily for continuous periods of an hour or more. The regulations can apply to home and hybrid working. Software or a self-assessment alone is not the completed assessment: HSE says a trained assessor should review results and resolve doubtful points.

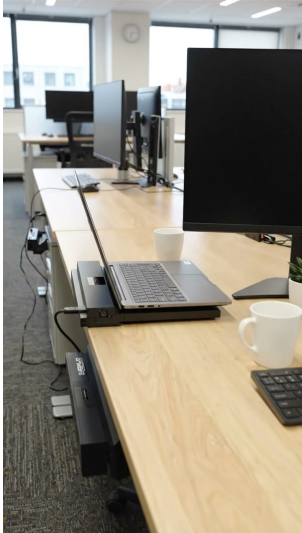
2. User and work

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

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
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

Workstation photos without unnecessary personal information

4. Assessor review

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

Are further actions required?	Yes
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Further action 1: Raise monitor arm and close laptop on the dock.

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

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.

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
Review date	24 Sep 2026

Author signature



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