


Reference: RA2

Newland Express Transport Ltd

Risk Assessment

Title	Display Screen Equipment	Date Of Assessment	Fri 05 Jan 2024
Site	Newland Express Transport Ltd	Location	Offices
Risk Assessor	James Asbrey	Assisted By	-
Non-Employees Involved	-	People At Risk	Employees
Task Description	Assessment of an employee's workstation and screen use to identify and reduce risks to comfort, posture, eyesight, and musculoskeletal health.		
Risk Rating	 Low		
Review Date	Thu 07 Jan 2027	Reviewer	James Asbrey

Hazards

Hazard	Display screen equipment
Risk Of Harm	Eye strain and back ache.
Existing Control Measures	<p>All DSE equipment is fully adjustable.</p> <p>Only trained competent staff will use the DSE.</p> <p>Suitable adjustable chairs are provided.</p> <p>Staff take natural breaks away from DSE equipment.</p> <p>Staff are provided with periodic eye tests.</p>

Hazard	Electrical
Risk Of Harm	Electrocution.
Existing Control Measures	<p>Only authorised staff have access to electrical equipment.</p> <p>Electrical equipment is visually checked by a competent person.</p> <p>Cables routed away from walkways and behind furniture.</p> <p>Any damaged or faulty equipment is replaced immediately.</p> <p>Any faulty or defective equipment is reported to management immediately.</p> <p>Portable appliance testing is carried out by a competent electrical engineer at least once every 2 years.</p>

Past Reviews

Review Date	Reviewer	Comments
Thu 08 Jan 2026	James Asbrey	Reviewed
Wed 07 Jan 2026	James Asbrey	Reviewed - no change.
Tue 07 Jan 2025	James Asbrey	Reviewed
Mon 06 Jan 2025	James Asbrey	Reviewed