The practicalities of DSE assessments

For remote, hybrid and hot-desk workplaces.

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12/11/2026

Hybrid working

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Hybrid working is not being reversed, it is now firmly embedded in the Irish workplace, but how it is structured is becoming more deliberate

Source: Ipsos B&A Sept 2026





Hybrid working

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- Only 5% of large employers anticipate a full-time return to the office within the next year



- 3 days in the office is the most common arrangement – Tuesdays, Wednesdays And Thursdays (TWATS!)

Hybrid working

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- National Economic and Social Council research on behalf of Forsa in June 2026:
- Reduced commuting time (78%), greater productivity (69%) and lower work-related expenses (68%).
- Performance: Only 6% of managers report deadline challenges in remote settings, compared with 23% in fully on site environments. Managers also report higher satisfaction with communication, collaboration and meetings among remote/hybrid teams.
- Time dividend: Almost half (45%) of respondents said reduced commuting time gains them three or more hours per week, while 15% gain over six hours.
- Cost-of-living: Almost half say flexible work reduces overall care costs, most notably on childcare, while many report lower fuel and transport costs.
- Talent: flexibility is seen as critical to recruitment and retention across the public service

Workstation assessment



Work equipment:

- Work desk & adjustable chair
- Monitor, keyboard, mouse
- Headset if frequent calls



Work environment:

- Lighting
- Ventilation
- Temperature
- Welfare facilities
- Housekeeping
- Distractions



Considerations:

- Sensitive workers incl. those with disabilities
- Communication
- Emergency planning

Assessment elements

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Stage 1: *Initial consultation with the employee*



Stage 2: *Observation of the employee working at the computer workstation*



Stage 3: *Identify the issues that need to be addressed*



Stage 4: *Review the implementation of the action plan*

Hot desk

- Individual assessments at each workstation – not practical
- Standardise hot desk design and set up
  - Same chair
  - Same monitors and monitor supports
  - Same desk
  - Same cables/connectivity
  - Same foot rest
  - Mouse and Keyboard
- Carry out 1 individual assessment at a standard workstation



Remote assessments

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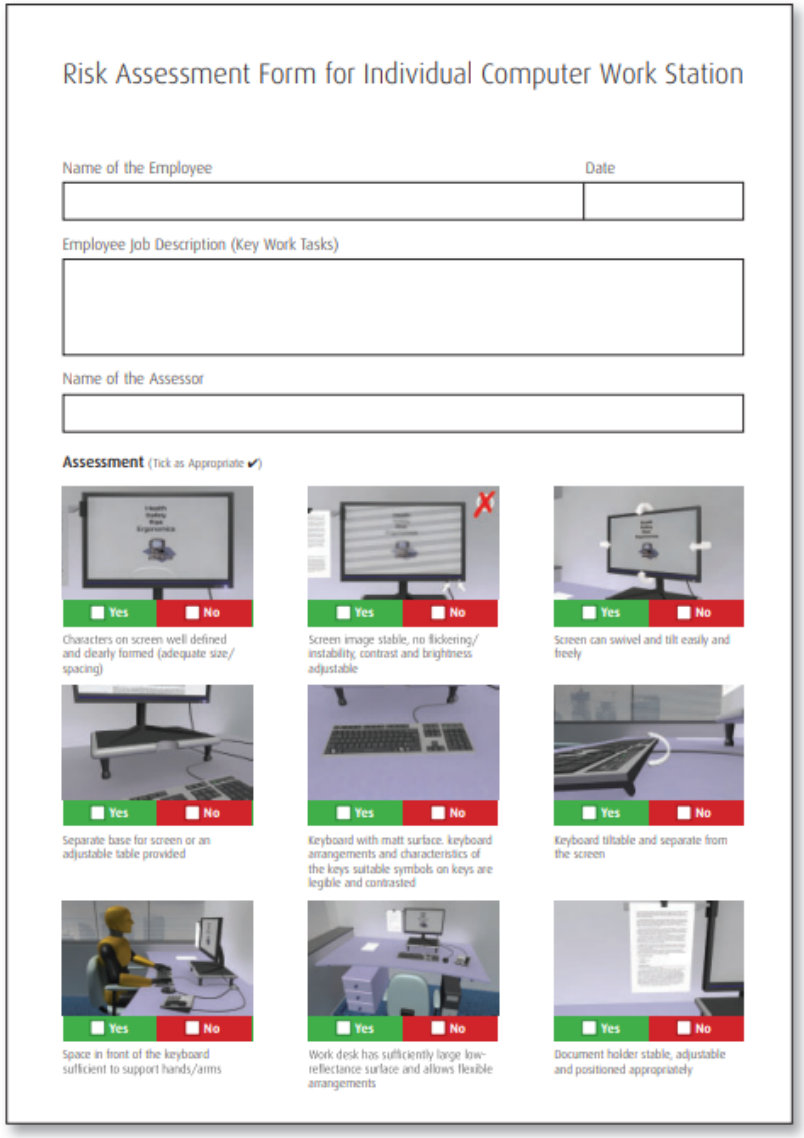
- Visibility – observation needed
- Not a questionnaire “tick the box” exercise
- Use teams or similar, camera on – if required supplement with mobile phone camera



Record

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- Brief overview of the tasks completed at the workstation
- Evidence that all aspects detailed in Schedule 4 were taken into account as part of the analysis or risk assessment
- Details of issues that need to be followed up
- Details of an action plan to address outstanding issues which stipulates who is responsible, what actions will be taken and when they will be completed.
- A copy of the completed analysis should be given to the employee for their records and for further follow up where required, to ensure all outstanding actions are addressed.



Risk Assessment Form for Individual Computer Work Station

Name of the Employee

Date

Employee Job Description (Key Work Tasks)

Name of the Assessor

Assessment (Tick as Appropriate ✔)

Yes / No

Characters on screen well defined and clearly formed (adequate size/spacing)

Yes / No

Screen image stable, no flickering/instability, contrast and brightness adjustable

Yes / No

Screen can swivel and tilt easily and freely

Yes / No

Separate base for screen or an adjustable table provided

Yes / No

Keyboard with matt surface, keyboard arrangements and characteristics of the keys suitable symbols on keys are legible and contrasted

Yes / No

Keyboard tiltable and separate from the screen

Yes / No

Space in front of the keyboard sufficient to support hands/arms

Yes / No

Work desk has sufficiently large low-reflectance surface and allows flexible arrangements

Yes / No

Document holder stable, adjustable and positioned appropriately

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Considerations:

- Storage and retrieval
- Accessibility
- Continuity e.g. home and remote assessment for same employee
- Tracking of actions and updating records

LCE Remote assessment process

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- Link sent to client contact for emailing to relevant employees

Invitation Email:

LCE has been selected as the provider of remote DSE assessment for XXXXX and we would like to invite you to book your remote DSE assessment by following the link to our online booking system:

https://Virtual DSE Assessment

The link will take you to our online booking system where you can choose a convenient date and time for your assessment. To book your slot you will need to fill in your name and company email address only. These details will be stored securely and used only for the purpose of the Remote DSE Assessment.

Once booked, you will receive a confirmation email and the appointment will automatically be scheduled in your Outlook calendar.

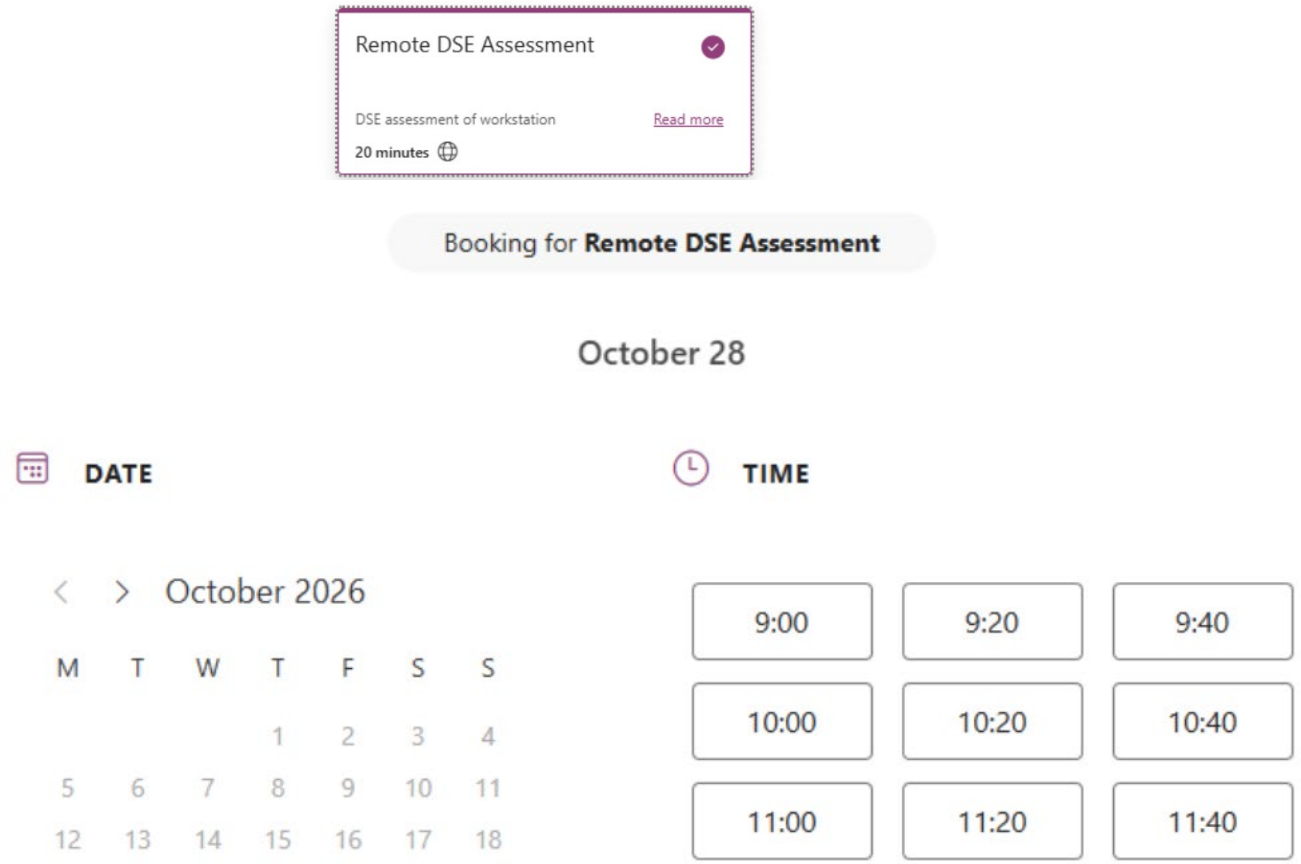
The assessment will be conducted through MS teams and to allow the assessors at LCE to carry out a thorough assessment please ensure your mic and camera are working.

The assessor will need to see your workstation and surrounding area so remove the background effects setting for the assessment. During the assessment the assessor will go through the equipment available, how to setup a workstation and the environment of the workstation.

Booking System:

Booking System:

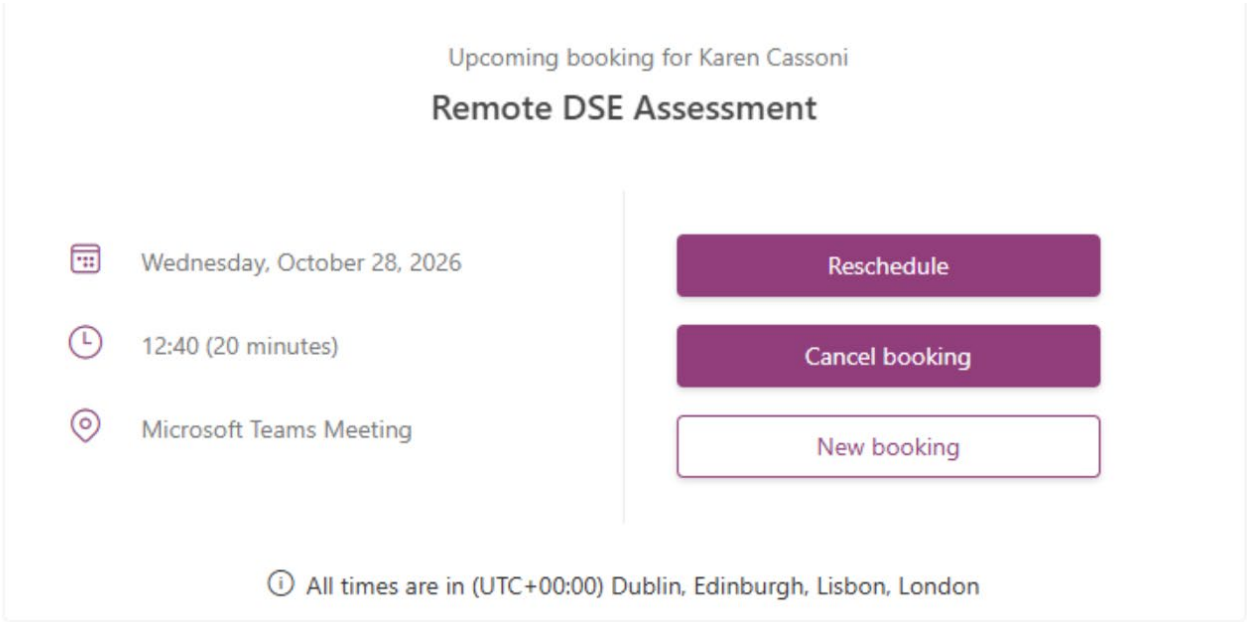
- Employees use the link to access the appointment calendar for remote assessments
- Employee selects an appointment time that suits them



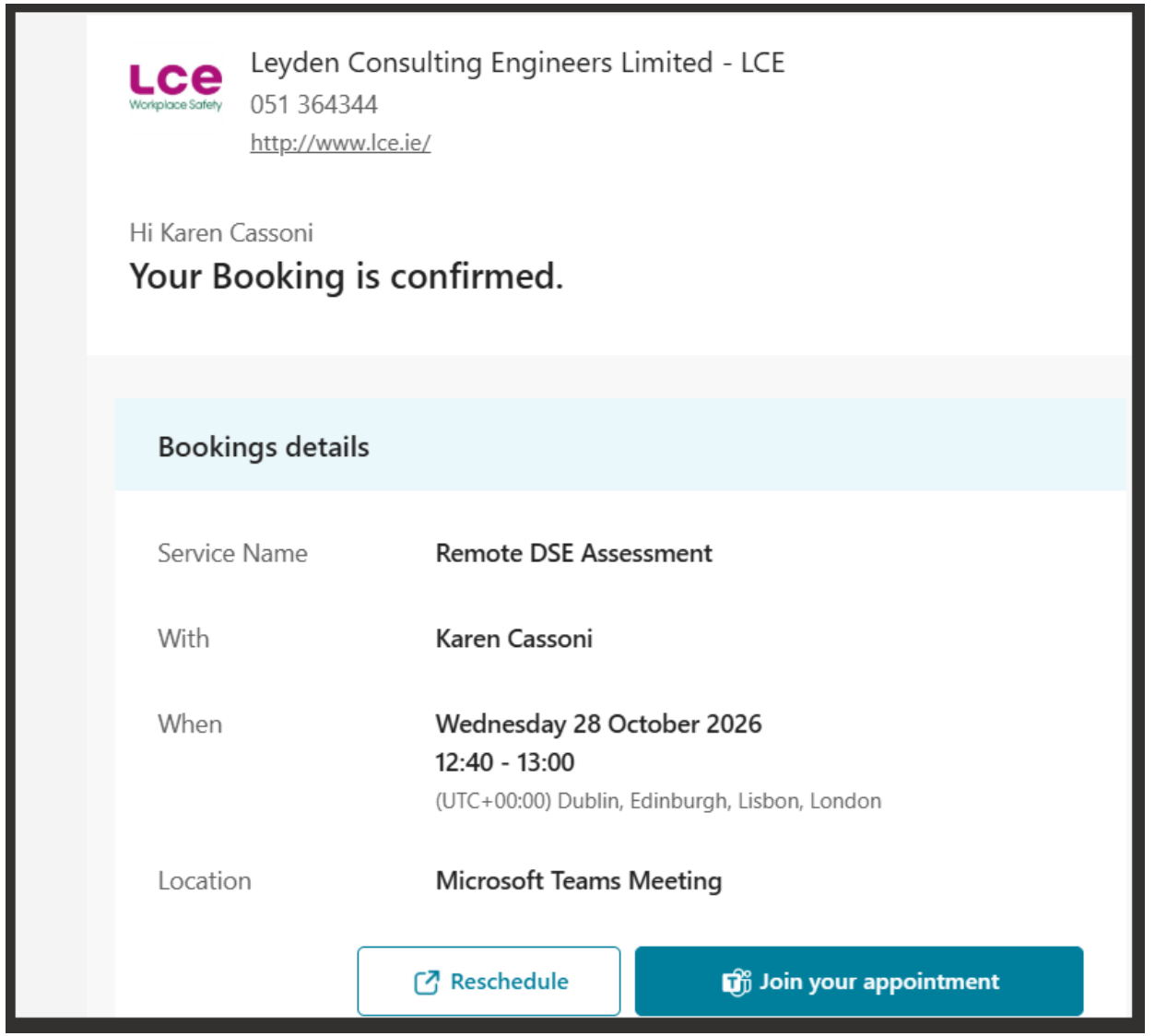
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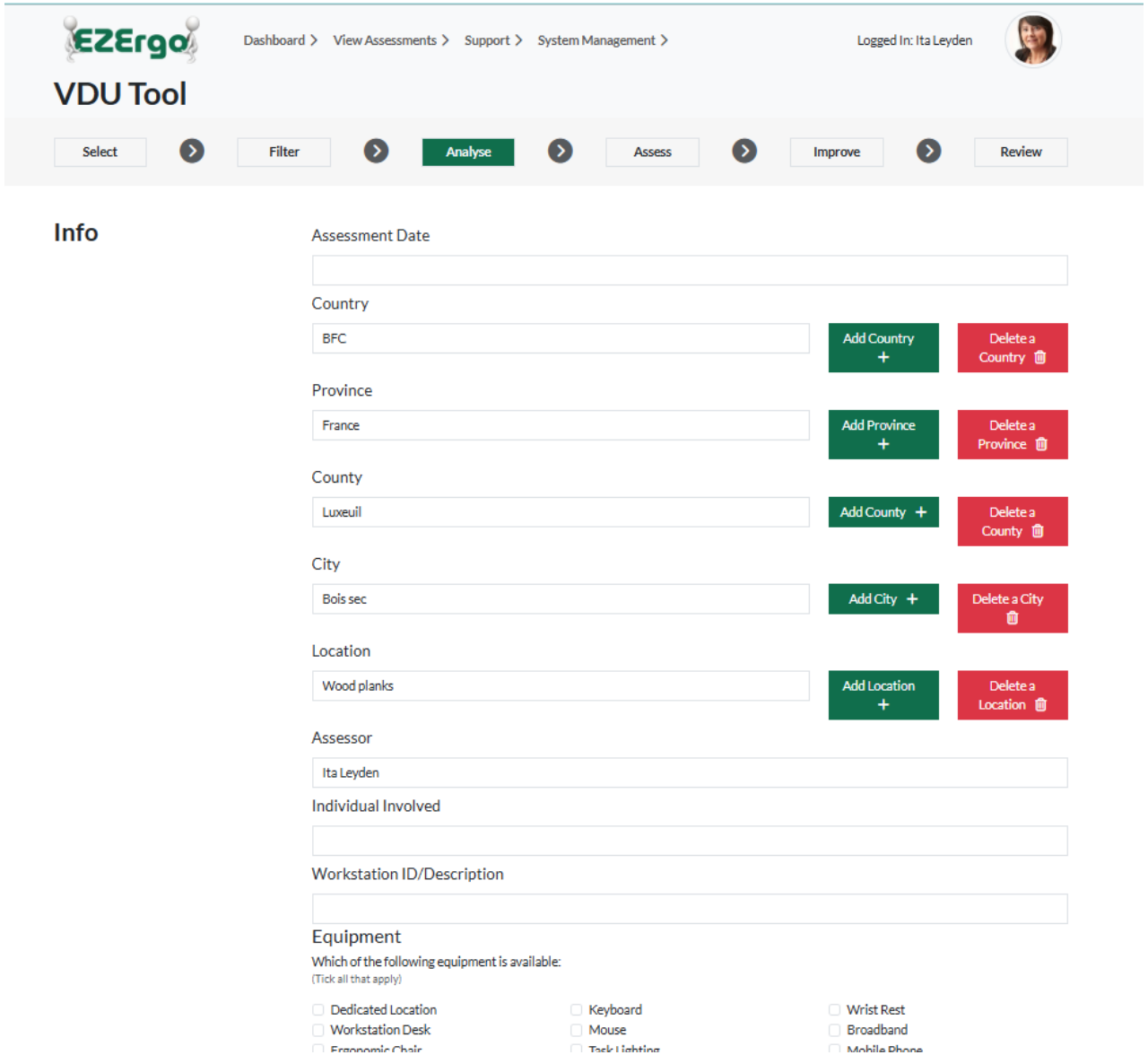
On screen confirmation:



Registers on employee outlook calendar with teams link for the assessment



Assessments recorded on EZErgo – searchable, retrievable, traceable



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Yes

Yes

Are there any changes required to improve the work environment?

Yes ✓ No ✗

Well-being

(Select all statements which apply)

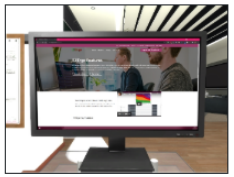
- ☐ The individual is aware of the availability of VDU eyesight testing
- ☐ The individual is aware of the importance of taking regular breaks (approx. every 30 minutes)
- ☐ The individual is not experiencing any discomfort during use, or immediately after using their workstation
- ☐ The individual is aware of the availability of manual handling training if required
- ☐ The individual is in regular communication with the workplace
- ☐ The individual knows to advise their employer if they experience any discomfort during use or immediately after using their workstation

Are there changes required to improve wellbeing?

Yes ✓ No ✗

Display Screen

Question 1

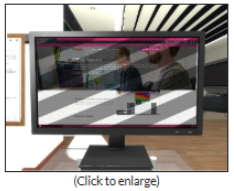


(Click to enlarge)

Is the screen free from glare and reflections?

- Yes
- No

Question 2



(Click to enlarge)

Is the screen image clear and easily read?

- Yes
- No

Question 3



Can the monitor swivel and tilt easily and freely?

- Yes

Considerations

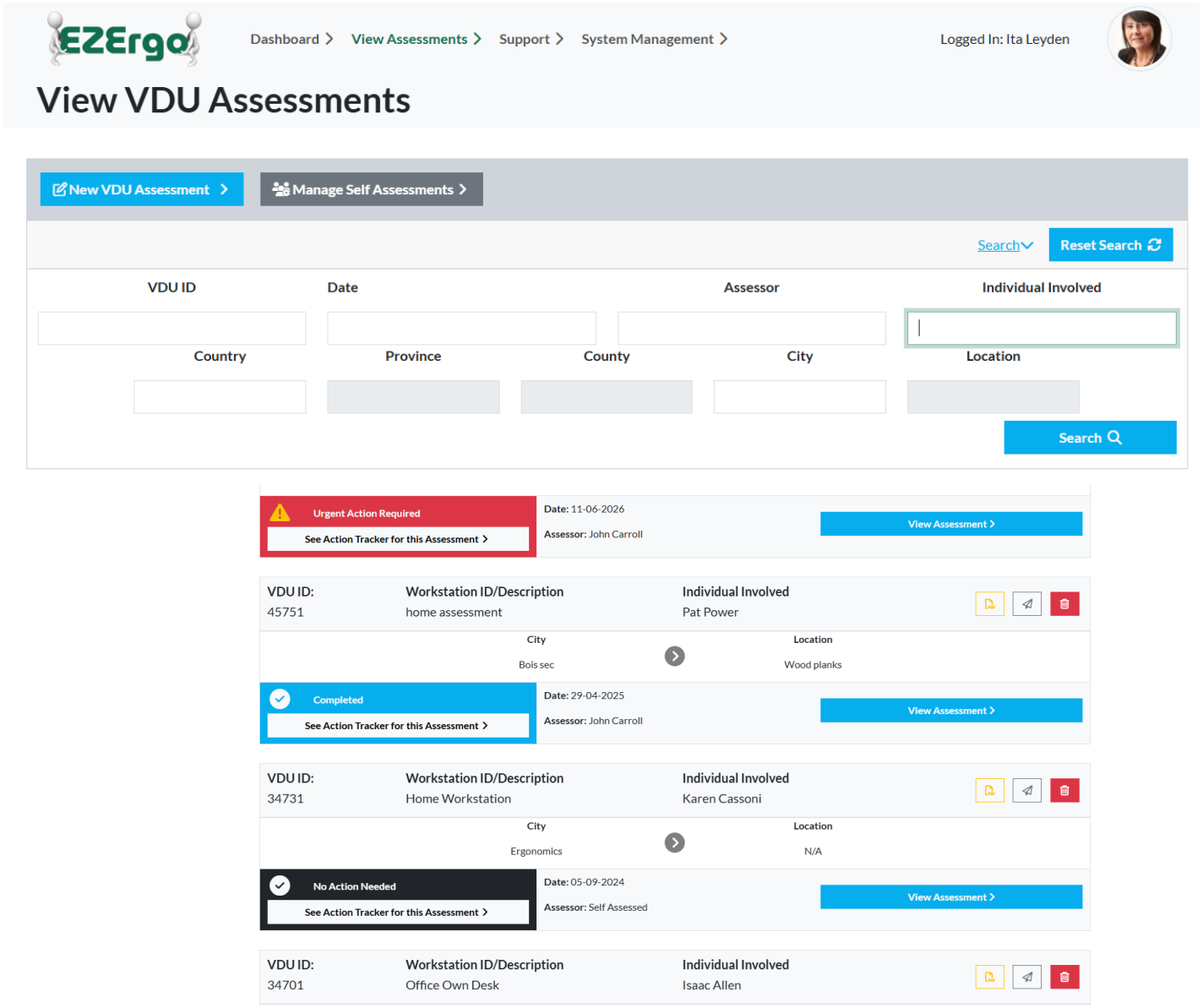
(Considerations can be managed from the VDU Action Tracker and do not need to be completed now)

Risk Factor Affected	Responsible Persons(s)	Status	
Question 4: Display Screen - Eye Level Incorrect	A. Test	Completed	Assigned
Suggested Controls Monitor positioned too high and lowered during assessment			**Expected Completion Date** 29-08-2023

Risk Factor Affected	Responsible Persons(s)	Status	
Question 5: Display Screen - User Distance Incorrect	A. Test	Completed	Assigned
Suggested Controls Monitor positioned too far back on the desk - Moved closer during the assessment			**Expected Completion Date** 29-08-2023

Risk Factor Affected	Responsible Persons(s)	Status	
Question 9: Desk - No Document Holder	N/A	No action needed	Assigned
Suggested Controls N/A			**Expected Completion Date** 29-08-2023

Risk Factor Affected	Responsible Persons(s)	Status	
Question 12: Chair - Arm Height Incorrect	A.Test/Company	Completed	Assigned
Suggested Controls Chair was raised during assessment as recommended - in raising chair.			**Expected Completion Date** 29-08-2023



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Summary

- Hybrid working inevitable
- Same duties apply to remote/on-site/hot-desk workstations
- Visibility of user an essential element of assessment
- Follow up on actions arisng
- Maintain records and insure accessible in the future

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Go raibh maith agaibh
Thank you

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