

1. Haringey Council Procedure
 - 1.1 The purpose of this procedure is to set out the approach to managing risks from using Display Screen Equipment (DSE) and to ensure that all risks associated with the use of DSE will be appropriately identified, implemented, and monitored.
 - 1.2 All reasonable steps will be taken by Management to secure the Health and Safety of employees designated as users of Display Screen Equipment.
 - 1.3 The **work routine of employees falling within the definition of “user” will be organised** to break up periods of continuous DSE work. Employees will be entitled to eye and eyesight tests and to corrective appliances where specifically necessary for DSE work. Employees will also be given adequate training and information about Health and Safety at the workstation, to enable the safe use of the DSE.
 - 1.4 This procedure also looks at health and safety issues arising from the different ways of working such as smart working / hot desking and remote working between different offices.
2. Scope of Procedure
 - 2.1 This policy applies to all Haringey employees and maintained schools including agency and contract staff classified as a display screen equipment user, including **those based at home and at another employer’s workstation, and all temporary workers.**
3. Key Terms and Summary Information
 - 3.1 Key Terms

Display Screen Equipment	DSE defines devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.
Workstation	The immediate work environment around the display screen equipment. This includes all accessories, desk, chair, keyboard, mouse, and other peripheral items.
DSE User	A 'user' is a worker who uses display screen equipment as a significant part of their normal work. The Health and Safety Executive (HSE) specify that it applies to 'workers who use DSE daily, for an hour or more at a time not infrequent users or short-term use' (including any home working).
DSE Assessment	A legal requirement to analyse DSE and workstations to ensure compliance with the Display Screen Equipment Regulations and that DSE users are protected as far as is reasonably practicable from harm.
Smart Working/hot desking	Where staff have no permanent workstation but share workstation with others.
Peripatetic working	Staff move between various workplaces around the Borough.
Home Working	A separate procedure (HSP34 Home Working) has been created specifically for this work activity and should be referred to for home workers.

4. Responsibilities for Implementation

4.1 Directors / Assistant Directors, Head Teachers, Heads of Service Responsibilities

- Directors / Assistant Directors and Head Teachers are accountable for ensuring that line Managers implement and monitor the application of this procedure locally and ensure that through their line management the procedure is communicated to all staff.
- Heads of Service are responsible for ensuring Managers comply with this procedure and all staff complete DSE assessments.

4.2 Managers Responsibilities

- 4.2.1 To ensure all employees (contractors, agency staff) under their remit have completed the e-learning DSE course on Fuse.
- 4.2.2 To ensure employees who are working in an operational building complete a DSE workstation self-assessment form, those staff who are home working must complete the [Home Working Self-Assessment form](#), and any associated risks are to be reduced as far as possible. The Health and Safety Team can provide advice on DSE Workstation set up. Staff working from home must follow the principles of the DSE regulations as defined in the [Home Working Procedure](#)
- 4.2.3 Monitor DSE standards and good practice – ensure employees abide by good housekeeping and maintaining a clean desk without unnecessary clutter obstructing access to peripherals (keyboard, mice, phone etc).
- 4.2.4 Staff with medical or physical needs that require a non-standard chair and furniture, or specialist software normally would not be required to Smart-work unless the required chair, furniture or specialist equipment can be easily arranged. The employee would need a fixed workstation, but this would depend on Service needs. Managers **should ensure that adjustments are not made to the employee's chair or other specialist equipment on any account.**
- 4.2.5 Following a DSE assessment, review the recommendations made and implement any **necessary action such as the purchasing of equipment from the Council's Approved List of Suppliers.** Managers may seek advice from the Health and Safety Team on workstation equipment and suppliers where necessary.
- 4.2.6 Managers can contact the Health and Safety Team for further advice where musculoskeletal issues / any health issues have been identified during a DSE assessment. If the Health and Safety Team are not able to provide further advice, the Manager will be asked to complete an ergonomic assessment carried out by a specialist company e.g., Posturite. If following the ergonomic assessment further medical advice is required Managers can contact Occupational Health or advise the employee to visit their GP.
- 4.2.7 Inform staff of the right to have eyesight tests for the use of DSE. Full details about eyesight test are on the HR pages on the Intranet.
- 4.2.8 Ensure an annual review of assessments either during staff performance appraisal reviews or sooner in the light of significant changes e.g., the way the workstation is used; on returning from long term absence due to illness or extended leave etc.

4.3 Employees responsibilities

- 4.3.1 Complete the DSE e-learning training provided on Fuse and Complete a DSE Self-Assessment form using the online option or in special circumstances i.e., access to the intranet is not available the form in appendix 1 can be used. The completed form must be agreed with the employee and Manager and copies retained by both.
- 4.3.2 Report any suspected health problems being experienced while using display screen equipment to their line Manager. The employee must also report Work Related Upper Limb Disorders (WRULD's) to the Health and Safety Team using the online accident/incident form.
- 4.3.3 To take ownership and responsibility to make sure that they set up their workstation optimally in a safe manner to minimise any risks.
- 4.3.4 It is very important that adjustments are made by the employee when they start work so that their individual needs and preferences are met.
- 4.3.5 Follow appropriate advice/recommendation given and make any necessary changes to workstation to resolve any DSE issues highlighted.
- 4.3.6 Be responsible for ensuring good housekeeping of their workstation.
- 4.3.7 All staff must ensure that workstations they use are left clear ready for other users.
- 4.3.8 Everyone will be expected to keep workstations clean and disinfectant wipes will be provided to facilitate this.

5. Training

- 5.1 All users must be provided with adequate health and safety training relevant to their workstations. If you are a DSE user as defined above, you must complete the DSE e-learning course. This is a mandatory e-learning course, which is available electronically on Fuse and therefore can be completed at your workstation. The course will show you what the risks are and how to control them. It will provide you with sufficient information to enable you to regularly carry out a self-assessment of your workstation, whether you work at a fixed desk / smart working environment, home or at another location.
- 5.2 Employees must complete the training again after two years, this is a mandatory requirement. The DSE Self-Assessment should also be repeated using either the online option or in special circumstances i.e., access to the intranet is not available the form in appendix 1 can be used. The completed form must be agreed with the employee and Manager and copies retained by both.
- 5.3 Further advice on DSE training can be obtained from the Health and Safety Team.

6. Specialist Advice

- 6.1 Advice on workstation set up and DSE assessments can be sought from the Health and Safety Team health.safetyadvice@haringey.gov.uk

- 6.2 Incidents of ill health and injury either through DSE use or that will be affected by DSE use must be reported to the Line Manager and the Health and Safety Team using the online Accident/Incident Form. Injuries and ill health can also be referred to Occupational Health
- 6.3 Advice can also be sought from [Access to Work](#)
- 7. Other documents you may need to consider
 - 7.1 HSP34 Home Working Procedure
- 8. Action to Take
 - 8.1 All new starters must complete the mandatory DSE Awareness e-learning module within the first six weeks of employment. Line Managers **must explain the Council's** arrangements for eye tests and contribution payments for corrective appliances where appropriate.
 - 8.1.2 Line Managers are required to ensure all employees have access to a suitable DSE workstation comprising a chair, desk, and equipment. To ensure the workstation is suitable all users must complete a DSE self-assessment using the corporate self-assessment form within six weeks of commencing employment.
 - 8.1.3 The self-assessment will examine the workstation furniture, equipment, the immediate environment and how the employee uses the workstation. The employee will use the knowledge gained from the DSE e-learning course to carry out this assessment.
 - 8.1.4 The completed self-assessment form is to be passed to the line Manager and the findings of the assessment discussed. Any issues arising from the assessment must be dealt with by the Line Manager following the steps detailed within this procedure.
 - 8.1.5 Where the Self-Assessment has been completed using the paper copy in appendix 1, the completed self-assessment must be held on file for future reference and may be referred to in any reviews of current DSE workstation assessments.
 - 8.1.6 Employees are encouraged to carry out a daily check/inspection on their workstation to identify any issues with DSE equipment, furniture, lighting, electric cabling and environment.
 - 8.2 Workstation risk assessment review
 - 8.2.1 Review DSE assessments annually. **This doesn't mean redoing the full assessment** but simply discussing this during performance appraisals with employees and getting employees to complete a self-assessment to ensure that employees are working in an environment which is conducive to good health.
 - 8.2.2 The DSE regulation stipulate that an assessment must also be reviewed by the employer if there has been a significant change in the matters to which it relates, or if the employer suspects it is no longer valid. The employer is then required to reduce the risks so identified to the lowest extent which is reasonably practicable.

Significant change:

- Includes a major change in the software used.
- The hardware, furniture.
- Increase in time spent using the DSE.
- Increase in task requirement such as speed and accuracy.
- Relocation of the workstation.
- Pregnancy; and
- Medical conditions that affect the use of DSE etc.

8.2.3 Reassessments should be done in the same way as the original assessment and should be completed as soon as reasonably practicable after the need for one is identified. Safety Representatives may be consulted for additional advice when necessary.

8.3 Workstation minimum requirements

8.3.1 All workstations must meet the requirements of the schedule to the DSE regulations. **The council's DSE risk assessment is designed to take the following into consideration:** display screen; keyboard; work desk/surface; work chair; space requirements; lighting; reflections and glare; noise; heat; humidity; computer/user interface.

- The display screen should be adjustable in height and tilt; have a stable image (adjustable brightness and contrast levels) with no reflective glare.
- The keyboard should be placed on a flat surface and there should be sufficient space in front of the keyboard.
- The work surface should allow a flexible arrangement of equipment and only items used daily should be on the desk.
- The work chair should be stable, and the employee should be able to adjust the seat height, back rest etc.
- There should be space necessary at the workstation to allow the user to change positions.
- Lighting should be satisfactory and glare free. Blinds should be used to prevent glare from sunshine causing direct light or reflection on to the screen.
- Noise should be at an acceptable level within the office environment. Consideration should also be given not to have workstations next to machines that could cause a lot of noise (e.g. photocopiers, etc).
- Heat must not be excessive such to cause discomfort and an adequate level of humidity should be established and maintained.
- The software must be suitable for the task, easy to use and relevant training given where necessary.

8.4 Daily routine work of users

8.4.1 Whenever possible, jobs using DSE should be designed to consist of a mixture of screen-based and non-screen-based work to prevent fatigue, eyestrain, musculoskeletal conditions such as backache and mental demands. Breaks or changes of activity must be included in working time.

- 8.4.2 It is advisable to take short, frequent breaks rather than occasional longer breaks: for example, a 5-10-minute break after 50-60 minutes continuous screen and/or keyboard use will be more beneficial than a 15-20-minute break every 2 hour. If possible, breaks should be taken away from the DSE workstation, to allow the user to stand up, move about and change posture however, these breaks are not meant to be breaks from working activity.

8.5 Provision of suitable equipment

- 8.5.1 Every workstation provided by the Council in its offices intended for DSE use will be equipped with a desk, keyboard, mouse etc. and a legally compliant adjustable chair.
- 8.5.2 Where, following the DSE workstation assessment an individual requires a bespoke furniture item such as a specialist chair, with additional functions/features, or a height adjustable desk which fall outside the scope of the Council issue, an ergonomic assessment should be completed by a competent contractor i.e., Posturite.
- 8.5.3 The Council provides adjustable chairs for its workstations that cater for the majority of DSE users, and it is expected DSE users take the required time to adjust the chair they will use for their needs, following the principles in the DSE Awareness training, before starting work.
- 8.5.4 Specialist chairs will only be provided when standard office chairs do not meet the **employee's specific needs, as described in 8.5.2. The specialist chair will be located** where the DSE user carries out tasks covered by the DSE regulations for most of the working week, which may include their home. If a specialist chair is located on a Council premises, it is expected that the chair will only be used by the user for whom was purchased and must not be used or altered in any way by another person. A sign, in appendix 2, indicating this should be displayed on the chair.
- 8.5.5 Upon receipt of a written request, the required equipment e.g., Posturite, will be **funded normally by the individual's relevant department** budget.
- 8.5.6 All minor non-furniture items or other remedial equipment identified as required by an individual as part of their DSE Assessment (such as mice, monitor raisers etc.), should be identified, sourced, and paid for by the individuals relevant department budget.
- 8.5.6 The cost of any furniture and/or remedial equipment (above and beyond standard **Council issue required as part of an 'Access to Work' assessment, will also be met by the individual's** relevant department budget.
- 8.5.7 The DSE aspect of home working is covered by the HSP34 Home Working Procedure.

8.6 Use of portable systems (Laptops, tablets, PDA, etc.)

- 8.6.1 This equipment is subject to the DSE Regulations if it is in prolonged use. The problems associated with DSE work can be made worse when portable equipment is involved because it generally has a smaller-than-normal keyboard and/or lack of keyboard/screen separation - this can make it difficult for a comfortable working posture to be achieved.

- 8.6.2 By the nature of the equipment, it can be used in a wide range of environments, not all suited to allowing a good working posture. Prolonged use of portable systems is known to lead to postural problems such as upper limb disorders. Therefore, when working with DSE equipment for periods longer than an hour the requirements of these procedures will be applicable and the requirements for a suitable DSE workstation must be applied.
- 8.6.3 Where laptops will be used for frequent prolonged periods a laptop raiser and external adjustable keyboard and mouse should be used to allow for a suitable workstation to be set up and used. In some circumstances, where prolonged use of a laptop will occur a separate larger screen can be requested. This will be most applicable for homeworking situations where a semi-permanent workstation away from an operational building will be set up. Additional equipment can be purchased through digital services using the [Self Service Centre](#) on request from a line Manager
9. Record Keeping
- 9.1 Managers are responsible for maintaining records of risk assessments, training records and agreed arrangements with DSE users. Records of DSE assessments and DSE training carried out electronically are available from the Health and Safety Team. All DSE assessments must be completed using the e-form unless there are special circumstances where this is not possible i.e., if users do not have access to the intranet. In these circumstances a hard copy (Appendix 1) is available and must be scanned and filed.
10. Monitoring and Review
- 10.1 A variety of monitoring systems must be utilised to ensure adherence with this procedure including departmental monitoring checks and internal health and safety audits.
- 10.2 This safety procedure must be reviewed by the Corporate Health and Safety Team every 26 months and revised as soon as practicable where changes in statute or industry best practice deem the content out of date.
11. Approval of the Procedure
- 11.1 This safety procedure was reviewed by the Corporate Health, Safety and Wellbeing **Board and approved by the Council's Head of Organisational Resilience** on 11th May 2021. Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

Approved by (print name): Andrew Meek, Head of Organisational Resilience

Signature:

A handwritten signature in blue ink, appearing to read 'AMeek', written over a light blue circular stamp.

Date: 22/11/2021

Appendices

Appendix 1 DSE Self-Assessment Form (Only for use where e-form is not available)

EMPLOYEE NAME		MANAGER	
SERVICE / SECTION / LOCATION			
REASON FOR ASSESSMENT			

INDIVIDUAL		YES/NO	ACTION TO TAKE / ADDITIONAL GUIDANCE
1	Have you completed the DSE e-learning training on Fuse?		<p>Yes – it is recommended in all cases that you complete the DSE e-learning training once every two years.</p> <p>No – it is mandatory that all employees who use DSE complete DSE e-learning course on Fuse.</p>
2	Is your work a mixture of DSE and non DSE tasks and designed to allow breaks?		Remember to take regular (work-related) breaks from your workstation. Breaks can be micro breaks, eye breaks, exercise breaks etc. Stretch your legs and arms and refocus your eyes. Use the 20/20/20 technique - the rule is to take 20 seconds to look at something 20 feet away (instead of your computer) and repeat every 20 minutes. Discuss your work patterns with your Manager.
3	Are you aware of the arrangements for eye and eyesight tests?		<p>Yes - No further action required.</p> <p>No - refer to eye test pack under the HR forms pages on the Intranet.</p>
4	Any health factors which affect your ability to carry out duties in connection with DSE?		Please discuss any health factors which may affect the use of DSE / Portables with your Manager. The Health, Safety and Wellbeing Team may be able to assist after the initial assessment has been carried out. Otherwise, a referral to Occupational Health & Wellbeing Team or GP is advisable.
EQUIPMENT		YES/NO	ACTION TO TAKE / ADDITIONAL GUIDANCE
CHAIR			
5	Is the seat at the correct height and is it adjustable in height, length and tilt?		Make the necessary adjustments to suit your requirements. Adjust your chair's back support and tilt. Ensure your lower back is fully supported by the back rest; the same goes for your upper back; the back rest should provide enough support around your shoulder. If you don't know how to adjust your chair, ask your DSE Assessor to show you.

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6	Is the seat back adjustable in both height and tilt?		Make the necessary adjustments to suit your requirements for both your lower and upper back.
7	Is the work chair comfortable, stable and free moving?		No - use a chair which is comfortable, stable, and free moving.
8	Is the chair fitted with armrests, if so are they adjustable?		Yes - if provided, ensure arm rests are adjusted to allow you to sit close to the desk. No - no action required.
9	Is a footrest available if required?		When the height of your chair is adjusted correctly to achieve a horizontal position for your forearms on your desk, it is important to check that your feet are flat on the floor. If your feet are not touching the floor, you will need a footrest. Certain medical conditions/pregnancy may mean that the employee needs a footrest.
WORKDESK			
10	Is the work surface large enough for the tasks undertaken and allow for altering the layout?		Ensure that only items that are used on a daily basis are left on the desk. In a smart working environment, please refrain from having personal items on the desk and clear all belongings if you are going to be away from the workstation for more than 2 hours.
11	Is your work surface high enough to accommodate your legs, after you have adjusted the height of your chair?		Yes - no further action required. No - discuss with your Manager / team DSE assessor about the need for risers/blocks to increase the height or having a height adjustable desk. Risers / blocks can be fitted by the Accommodation Planning Team (contact details for the team are on the Intranet).
12	Is there sufficient clear space below the desk or work surface?		Take all reasonable steps to ensure that there are no items stored under the desk.
13	Do you have to overstretch when seated at their desk to use the telephone etc.		All devices should be placed within arm's reach to prevent overreaching. You may need to bring the telephone closer.
14	Is a document holder necessary for hard copy work and is one available?		A document holder is mostly for employees who undertake copy-typing functions. Where needed, the document holder should be positioned to minimise uncomfortable head and eye movements.
DISPLAY SCREEN			
15	Do you use multiple screens?		Yes - either put them side by side and position yourself centrally between the two screens <u>or</u> have

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			the screen you look at the most directly in front of you and the other screen slightly to the side. No – monitor should be positioned directly in front of you.
16	Are the screen characters easy to read?		Yes - no further action required. No - increase font size.
17	Is the screen image stable and free from flickering?		No - please report to IT through the Shared Service Centre Portal on the Intranet.
18	Is the brightness/contrast easily adjustable?		If you need to adjust and do not know how to do this, please ask a colleague or contact IT.
19	Does the screen swivel and tilt easily?		Ensure monitor can swivel and tilt.
20	Is screen height and distance suitable for your use and is it possible to adjust it?		Adjust the screen height (may need to use risers) and ensure that top of screen is level with the eye. Use the arm test rule to check the distance of the monitor. When seated in your typing position, the tips of your finger should just about touch the screen. If it doesn't the screen is too far away.
21	Are keyboard and screen correctly positioned on desk?		Adjust the position of the keyboard. Ensure you have at least 100mm gap between the edge of your desk and your keyboard.
22	Is the screen free from reflections and glare?		If you are seated next to / behind a window, ensure that you make use of the blinds.
23	Are cleaning materials available?		These should be provided through the usual stationery mechanism. In a smart working environment, please leave the workstation clean and tidy for others.
KEYBOARD			
24	Are the keyboard symbols distinct and legible?		Discuss with your Manager and IT the provision of a new keyboard, if the letters are faded or the keyboard is not in good condition.
25	Can the keyboard be adjusted for position and angle?		Ensure both legs at the back of the keyboard are functional.
26	Is there space in front of the keyboard to rest the wrists during typing breaks?		Adjust the position of the keyboard. Ensure you have at least 100mm gap between the edge of your

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			desk and your keyboard. There should be minimal bending of the wrists and hands when typing.
MOUSE, TRACKBALL ETC.			
27	Can you use the device without any difficulty and is lead long enough?		If lead is tied too tight, try and release the lead or contact IT for help.
28	Can the device be positioned and operated without the need to stretch?		The mouse should be placed as close as possible to prevent arm overreaching. Both arm and wrist should be in a relaxed position.
29	Does the work surface / mat provide adequate support and allow free movement?		Remove mat if it doesn't allow free movement and keep work surface clean.
OTHER PORTABLE DEVICES (WHERE APPLICABLE)			
30	Do you use any other portable devices such as laptops, palm tops etc?		Yes - are you aware of what precautions to take? Please refer to the DSE Guidance on the Intranet for additional information.
31	Are you aware of the need to minimise the use of portable devices in non-ideal locations?		No - please refer to the DSE Guidance for additional information.
32	Are you encouraged to report any symptoms of discomfort that may be associated with the use of portable devices as soon as they arise?		No - please ensure any symptoms of discomfort are discussed with your Manager.
33	Do you use the appropriate case / backpack / trolley case for carrying your portable devices?		No - discuss with your Manager.
34	If you use a backpack, do you have any health issues when using the backpack especially if you have to carry extra paperwork around?		Yes - discuss with your Manager and please refer to the DSE Guidance for additional information.
HEADSETS (WHERE APPLICABLE)			
35	Are the headsets free from sudden bursts of loud noise such as line interference?		No - please discuss with your Manager and get a replacement.
36	Are there clear procedures for you to report and exchange defective headsets?		No - please discuss with your Manager.
37	Do you keep your headset safe to avoid damage or from other colleagues using your headset?		No - Your headset is for your sole use. Please look after it and keep it safe.

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38	Do you clean your headsets on a regular basis?		Regular cleaning is recommended to optimise the hygiene of the headset.
ENVIRONMENT		YES/NO	ACTION TO TAKE / ADDITIONAL GUIDANCE
LIGHTING			
39	Does lighting appear adequate?		No - if there are defective lights, this should be reported to the Corporate Landlord Corporate.landlord@haringey.gov.uk.
40	Is the operating position free from any distracting reflections?		No - make use of blinds on windows or move to another workstation where possible.
41	Have curtains or blinds been considered to cut out unwanted light?		No - if blinds are defective, this should be reported to the Corporate Landlord Corporate.landlord@haringey.gov.uk.
NOISE			ACTION TO TAKE / ADDITIONAL GUIDANCE
42	Is the work area free from distracting or disturbing levels of noise?		No - discuss with your Manager. In an open plan office, employees should have the ability to conduct work without distraction.
HEAT AND HUMIDITY			ACTION TO TAKE / ADDITIONAL GUIDANCE
43	Is the temperature and humidity adequate in providing a comfortable environment?		In large buildings it can be difficult to adjust the local temperature, as changes may affect other areas of the building. Staff can with the agreement of their Manager move to another area to Smart work. Please refer to the Extreme Temperature guidance on the Intranet.
44	Is the ventilation adequate and free of draughts?		If seated next to a window and there is draught coming through, please discuss with your Manager and report to the Corporate Landlord Corporate.landlord@haringey.gov.uk.
SPACE			
45	Is there sufficient space at the workstation to allow you to work comfortably?		Ensure there is enough space to arrange work to suit your needs. Only items used on a daily basis should be on the desk. Please abide by the Council's clear desk policy .
46	Is there sufficient storage space to allow for the workstation to be kept tidy and in order?		Please leave the workstation clean and tidy for the next person that needs to use the workstation.
SOFTWARE		YES/NO	ACTION TO TAKE / ADDITIONAL GUIDANCE
47	Have you received training in the software and is it easy to understand?		Discuss with your Manager your training needs for the programs that you use

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GENERAL SAFETY		YES/NO	ACTION TO TAKE / ADDITIONAL GUIDANCE
48	Are electrical cables/equipment in good condition, tidy and free from trip hazards?		Highlight any tangled or damaged wiring to your Manager and please report all faults to IT Services.

ASSESSMENT CONCLUSIONS

Question No.	Comment / Problem Identified

If there are problems identified, please notify your Manager immediately who will then make their recommendations below.

I have completed this assessment:

Employee's name: Employee's signature: Date:.....

Manager / DSE Assessor to make recommendations below:

I have notified my Manager and agree with the recommendations made above:

Manager / DSE Assessor's Name: Employee sign's to accept recommendation(s):

Appendix 2 Sign to be displayed on specialist chair



This is a specialist chair
designated for:

Please do not change its adjustments.