



## Health and Safety in the office

April 2024

At Elsworth Pre-School we take the welfare of our employees seriously and put safeguards in place to help protect the health and safety of all of them. This includes any staff who are required to undertake office duties as part of their role including sitting at a computer.

We carry out risk assessments to assess any health and safety risks to employees carrying out office duties and provide appropriate equipment for their role. Staff using computers can help to prevent health problems in the office by:

- Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen.
- Maintaining a good posture.
- Avoiding repetitive and awkward movements by using a copyholder and keeping frequently used items within easy reach.
- Changing position regularly.
- Using a good keyboard and mouse technique with wrists straight and not using excessive force.
- Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light.
- Adjusting the screen controls to prevent eye strain.
- Keeping the screen clean.
- Reporting any problems associated with use of the equipment to their manager.
- Planning work so that there are breaks away from the workstation.
- Seating and posture for typical office tasks.
- Good lumbar support from the office seating.
- Seat height and back adjustability.
- No excess pressure on underside of thighs and backs of knees.
- Foot support provided if needed.
- Space for postural change, no obstacles should be under the desk.
- Forearms approximately horizontal.
- Minimal extensions, flexing or straining of wrists.
- Screen height and angle should allow for comfortable head position.
- Space in front of keyboard to support hand/wrists during pauses in typing.

If an employee requires additional support, they should let their manager know as soon as possible.



<b>Adopted on:</b>	14 <sup>th</sup> May 2024
<b>Adopted by:</b>	Sophie Mills, Pre-School Interim Manager Hannah Holland, Chair of Trustees
<b>Next Review Date:</b>	14 <sup>th</sup> May 2025