

## Health and Safety in the Office



Some nursery staff will be required as part of their role to undertake office duties, which may involve sitting at a computer. We take the welfare of our employees seriously and have put safeguards in place to help protect the health and safety of all employees. If an employee requires additional support we request that they let the manager know as soon as possible, so that reasonable adjustments can be made.

- 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 eyestrain
- Keeping the screen clean
- Reporting to their manager any problems associated with use of the equipment
- Planning work so that there are breaks away from the workstation. Seating and posture for typical office tasks:
- Seat height and back adjustability
- No excess pressure on underside of thighs and backs of knees
- 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.