Stukeley Federation

Health and Safety Policy

in support of

William Stukeley CE Primary School
and
Deeping St. Nicholas Primary School

Policy approved by Full Governing Body: May 2024

Policy to be reviewed: May 2025

Health and Safety Policy

The Health and Safety at Work Act 1974 requires employers with five or more staff to have a written statement of health and safety policy. The Policy must be prepared and brought to the attention of staff and be reviewed and revised as is appropriate to ensure it remains valid. Health and safety policies are not 'tablets of stone'; they must be modified to suit the changing circumstances of the school and developments in health and safety legislation. An annual review is recommended. Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

Successful health and safety management starts with sustained commitment and interest from the top of the school. This commitment is the basis of the Statement of Health and Safety Policy.

Aims

Our school aims to:
- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

Legislation

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:
- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which require employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

Roles and responsibilities

The local authority and governing body

LCC has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members

Organisation and Responsibilities

Overall and final responsibilty for health and safety is that of the Governing Body.

Day to day responsibility for health and safety is delegated to the Headteacher.

Governing Body

Are specifically responsible for ensuring that:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;

- health and safety standards are monitored;

- actions are prioritised where resources are required;

- health and safety is an agenda item at Governors' meetings;

- health and safety arrangements are regularly reviewed;

- a Governor is given specific responsibility for health and safety;

- the Governor with specific health and safety responsibilities and the Headteacher receive health and safety management training;

- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;

- the Director of Education and Cultural Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.thrrough relevant procedures and documentation (Asbestos Management Plan)

- prioritising action on health and safety matters where resources are required from the establishments' budgets, seeking further advice where necessary and ensuring that action is taken;

- seeking specialist advice on health and safety which the establishments may not feel competent to deal with;

- promoting high standards of health and safety within the schools to develop a positive culture of health and safety;

- active and reactive monitoring of health and safety matters within the schools including health and safety inspection reports and accident reports.

Headteacher

The Headteacher is responsible to the Governing Body for ensuring that:

- the health and safety policy is implemented on day to day basis;

- risk assessments are carried out and measures are implemented to control the significant risks and comply with health and safety legislation;

- the significant findings of the risk assessments are recorded and actions implemented;

- health and safety standards are monitored informally on a day to day basis and formally monitored three times a year, keeping records of the findings and any actions required;

- staff are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;

- any problems with implementing and maintaining appropriate health and safety standards are reported to the Governing Body along with details of significant injuries to staff, pupils and visitors;

- specialist help and assistance is obtained where necessary;

- co-ordinate work with the Governing Body to achieve standards and the procedures prescribed for health and safety;

- communicate information regarding health and safety matters to the relevant individuals;

- participate in the schools health and safety auditing arrangements, ensuring audit action plans are implemented;

- ensure hazardous materials and substances are properly used, stored and disposed of;

- maintain First Aid facilities and accident reporting schemes that are suitable for the school;

- evaluate the need for health and safety training of staff and arrange its delivery;

- ensure guidance on fire precautions and fire safety in schools is implemented and complied with;

- co-operate with accredited safety representatives appointed by recognised Trade Unions;

- implement formal arrangements for managing emergency situations;

- keep the schools health and safety policy under review and bring any amendments to the notice of all staff;

- ensuring the correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are;

- ensuring statutory inspections are completed and records kept ;

- monitoring contractors on site and conducting a formal, documented induction. Liaising with contractors to ensure the safety of staff and pupils on school premises.

All Staff
Are responsible for:

- reading the Health & Safety Policy

- taking reasonable care for their own health and safety and that of others who are affected by their activities;

- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;

- using any work equipment in accordance with the training and instructions provided;

- co-operating as is necessary to implement the arrangements of this policy and the measures detailed in the risk assessments;

- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;

- reporting to the Headteacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements;

- ensuring risk assessments are carried out and measures are implemented to control the significant risks and comply with health and safety ligislation. Additional assessments will be carried out for specific activities as they arise;.

- ensure safe working procedures are followed as outlined within the health and safety policy and risk assessments;

- not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;

- report immediately to the Headteacher any serious or immediate danger;

- report to the Headteacher any shortcomings in the arrangements for health and safety;

- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;

- participate in health and safety inspections and the health and safety committee where appropriate.

The Site Managers will:

- ensure that any work that has any health and safety implications is prioritised;

- report any concerns regarding unresolved hazzards in school to the Headteacher immediately;

- ensure that all work under their control is undertaken in a safe manner;

- carry out weekly checks of the grounds and building to identify any disrepair or any other hazards, such as broken glass etc in the play areas;

- ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazzards, the use of hazardous substances and muanual handling;

- carry out regular (at least termly) test of the fire alarm and a termly fire drill practice;

- ensure all contractors are "inducted" and shown the relevant risk assessments, asbestos records and made aware of any fragile roofs or other hazzards in the areas where they will be working;

- fully coopeate with health and safety arrangements during larger building projects;

- ensure that materials and equipment liable to be a danger to pupils, or staff, are correctly used and properly stored when not in use;

- ensure that all waste materials from the school are disposed of in accordance recommended guidelines;

- maintain a clean and effective boiler area;

- maintaining a high standard of housekeeping;

- report to the Headteacher any problem, or imminent danger associated with his responsibilities, as soon as it is practicable to do so;

- ensure that all equipment provided for the schools is adequate for its intended use, is safe and correctly serviced, and properly maintained. Withdrawing from use any unsafe equipment, ensuring its proper repair and return, and where necessary its correct disposal;

- initiate the necessary action to remedy defects in the school buildings and grounds (e.g. heating, lighting and play equipment)

Pupils

Pupil are expected:

- to exercise personal responsibility for their own health and safety and that of others;

- to observe standards of dress and behaviour consistent with the safety of themselves and others;

- to observe the rules of the school and in particular the instructions of staff.

Health and Safety Assistance

Lincolnshire County Council's Health and Safety Team are available to provide health and safety assistance. corporatehealth&safety@lincolnshire.gov.uk

<u>Arrangements</u>

The arrangements for controlling risks from school activities are set out in the risk assessments which are recorded separately. Other arrangements are below.

<u>COSHH</u>
Schools are required to control hazardous substances, which can take many forms, including:
- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by school site manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Gas safety

> Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer

> Gas pipework, appliances and flues are regularly maintained

> All rooms with gas appliances are checked to ensure they have adequate ventilation

Legionella

> A water risk assessment is completed weekly. School site manager is responsible for ensuring that the identified operational controls are conducted and recorded ton Concerto.

> This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint

Asbestos

> Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it

> Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

> Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe

> A record is kept of the location of asbestos that has been found on the school site

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Electrical equipment

> All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely

> Any potential hazards will be reported to Headteacher or Site Manager immediately

> Only trained staff members can check plugs

> Where necessary, a portable appliance test (PAT) will be carried out by a competent person

> Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

> Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

PE Equipment

> Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

> PE equipment is checked annually by qualified staff

Display screen equipment

> All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

Lone working

Lone working may include:

> Late working

> Home or site visits

> Weekend working

> Site manager duties

> Site cleaning duties

> Working in a single occupancy office

> Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

> The Site Manager retains ladders for working at height

> Pupils are prohibited from using ladders

> Staff will wear appropriate footwear and clothing when using ladders

> Contractors are expected to provide their own ladders for working at height

> Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

> Access to high levels, such as roofs, is only permitted by trained persons

Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and pupils are expected to use the following basic manual handling procedure:

> Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

> Take the more direct route that is clear from obstruction and is as flat as possible

> Ensure the area where you plan to offload the load is clear

> When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Off-site visits

When taking pupils off the school premises, we will ensure that:

> Risk assessments will be completed where off-site visits and activities take place through Evolve

> All off-site visits are appropriately staffed

> Staff will take a mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details

> For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate

> For other trips, there will always be at least one first aider on school trips and visits

Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

Violence at work

We believe that staff should not be in any danger at work and we will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

Smoking

Smoking is not permitted anywhere on the school premises.

Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice.

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

> Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

> If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

> Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

> Some pregnant women will be at greater risk of severe illness from COVID-19

Reporting to child protection agencies

The Headteacher will notify the local authority of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

Reporting Major Injuries

The Senior Administrator will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).
These will be reported to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident . Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

First Aid Arrangements

It is the policy of the school to train as many teaching assistants and midday meal supervisors as possible in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain compliance. First aid boxes stocked with the recommended contents are located at appropriate points and a person has been made responsible for checking the contents on a monthly basis and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred

immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are notified of injuries that fit the above crtieria*.*

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection.

Injury Reporting

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid in a book kept alongside each first aid kAll employee injuries will be recorded in the Staff Accident Book which is kept in the office.

Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

'Over 3 day' absence are injuries to staff counted from every day after when they were unable to carry out their normal duties, irrespective of weekends, holidays etc. Do not count the day of the injury.

'Reportable Diseases'are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team (01522 836713) shall be contacted for further details if there is any suspicion of a reportable disease.

Injuries to self employed persons working on school premises and visitors must be reported in the same way as for school staff.

Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing, but do include the failure of a lift and fires or electrical short circuits which disrupt activities for more than 24 hours.

The Health and Safety Team (01522 836713) shall be contacted if in doubt about reporting procedures.

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Risk Assessment Procedures

Generic risk assessments are used for the school learning areas and a 'List of Adults' form is also used; hard copies are kept in the school office. A specific risk assessment for school activities (like Forest Schools) is also kept in the office.

Significant Findings of School (buildings & grounds) Risk Assessments' and COSHH shall be recorded on the attached form and are kept in the office.

RISK ASSESSMENTS WILL BE REVIEWED EVERY YEAR OR WHEN CIRCUMSTANCES CHANGE.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask; where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

Signed ....Chair of Governors

Signed ....Headteacher   Date ....

Significant Findings of Risk Assessments

Assessment Number		Area/Activity		Carried out by		Date	

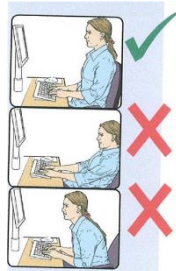| Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk

Display Screen Equipment (DSE) 'Self-Assessment'
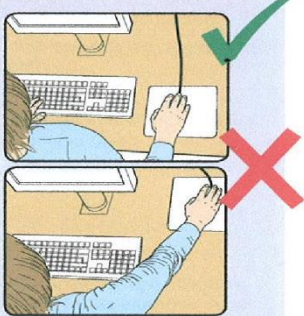
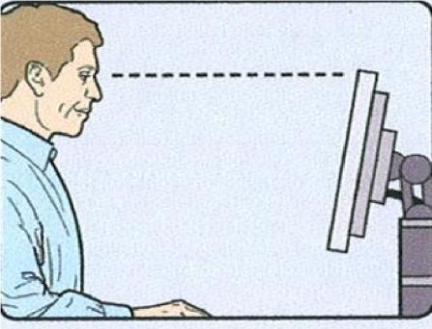| Users Name:		Date of Assessment:	
School:			
Location of Workstation?			

The following assessment can help you complete a risk assessment and comply with DSE Regulations. Work through the assessment, ticking either 'Yes' or 'No' against each question. 'Yes' answers require no further action. 'No' answers will require investigation and/or remedial action by your manager. They should record their decisions in the 'Action to take' column. This assessment should be completed for each base staff work at.
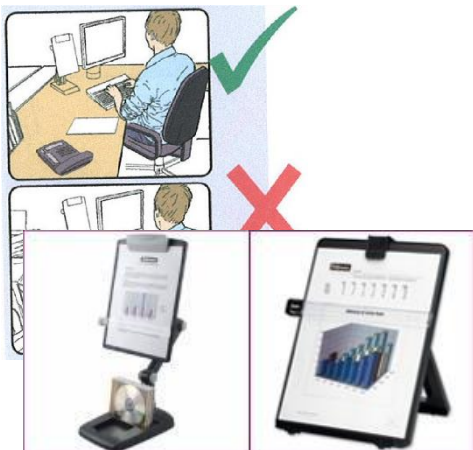
Risk factors	Tick answer		Things to consider	Actions to take
	Yes	No		
1. Keyboards				
Is the keyboard separate from the screen?			This is a requirement, unless using a laptop.	
Does the keyboard tilt?			Tilt need not be built in.	
Are the characters clear and readable, not worn or sticking?			Keyboards should be kept clean. If characters still can't be read, the keyboard may need replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	
Does the user have good keyboard technique?			Training can be used to prevent: ▪ Hands bent up at the wrist; ▪ Hitting the keys too hard; ▪ Overstretching the fingers.	
Is it possible to find a comfortable keying position? ie not bending at the wrist, striking keys too hard, overstretching the fingers?			Try pushing the display screen further back to create more room for the keyboard, hands & wrists. May need to raise the chair height to get the correct forearm position – horizontal with desk surface.	

2. Mouse, trackball etc				
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. They are available in a variety of shapes and sizes. For further advice contact Occupational Health or Health & Safety.	
Is the device positioned close to the user? 			Most devices are best placed as close as possible, eg right beside the keyboard. Encourage users not to leave their hand on the device when it is not being used. Encourage a relaxed arm and straight wrist. When using mouse, hand should be floating over it, with upper arm positioned under shoulder.	
Is there support for the user's wrist and forearm whilst not typing?			Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.	
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (eg of mouse ball & rollers) Check the work surface is suitable. A mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of the pointer?			Users may need training in how to adjust settings.	
3. Display Screens				

Are the characters clear and readable? Health and Safety Health and Safety			Make sure the screen is clean, and cleaning materials are available. Check that the text and background colours work well together.
Is the text size comfortable to read?			Software settings may need adjusting to change text size.
Is the image on the screen stable, ie free of flicker?			Try using different screen colours to reduce flicker, eg darker background and lighter text. If there are still problems, get the set-up checked by IT.
Is the screen's specification suitable for its intended use? (Is the screen a suitable size for the user?)			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.
Are the brightness and/or contrast easily adjustable?			Separate adjustment controls are not essential, provided the user can always read the screen easily.
Does the screen swivel and tilt?			You may need to replace the screen if: Swivel/tilt is absent or unsatisfactory. Work is intensive; and/or The user has problems getting the screen to a comfortable position.
Is the screen free from glare and reflections?			Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of the reflections. Screens that use dark characters on a light

			background are less prone to glare and reflections.	
Are adjustable window coverings provided and in adequate condition?			Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.	
			If these measures do not work, consider anti-glare screen filters as a last resort.	
Is the screen separate from the base? If no, is this allowing for height adjustment to enable a comfortable posture to be maintained?				

4. Software

Is the software suitable for the task?			Software should help the user carry out the task, minimise stress and be user-friendly.
			Check users have had appropriate training in using the software.
			Software should respond quickly and clearly to user input, with adequate feedback.

5. Furniture

Is the work surface large enough for all the necessary equipment, papers etc?			Create more room by moving printers, reference materials etc elsewhere.
			If necessary, consider providing new power and telecoms sockets, so equipment can be moved.
			There should be some scope for flexible rearrangement.
			Rearrange equipment,

			papers etc to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
Are surfaces free from glare and reflection?			Consider mats to reduce reflections and glare.	
Is the surface free from sharp corners or edges?			If No, consider contacting Estates to correct or replace if necessary.	
Is the chair suitable? Is the chair stable? Does the chair have a working: • Seat back height and tilt adjustment? • Seat height adjustment? • Castors or glides?			The chair may need repairing or replacing if the user is uncomfortable or cannot use the adjustment mechanisms.	
Is the chair adjusted correctly?			The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures whilst working. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.	
Is the small of the back supported by the chair's backrest? 			The user's back should be supported by the chair, with relaxed shoulders.	

Are forearms horizontal and eyes at roughly the same height as the top of the screen?			Adjust the chair height to get the user's arms in the right position, and then adjust the screen height, if necessary.	
Are feet flat on the floor after the chair has been adjusted to the correct arm position, without too much pressure from the seat on the back of the legs?			If not, a footrest may be needed?	

6. Environment

Is there enough room to change position, vary movement and find a comfortable leg position?			Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.	
Is the lighting suitable, eg not too bright or too dim to work comfortably?			Users should be able to control light levels, eg by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, eg desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces.	

Question			Advice	
Does the air feel comfortable?			DSE and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	
Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?	
Are levels of noise comfortable?			Consider moving sources of noise, eg printers, away from the user.	
7. Health				
Is the user free of health problems which may be aggravated by computer work, eg backache, headache, work related upper limb disorder, etc?				
Are there are any factors (for example, disability or pregnancy) that mean that additional or modified equipment is required?				
Are there are any factors (for example, disability or pregnancy) that mean that changes are needed to the workstation and/or the environment?				
Does the user take regular breaks working away from DSE?				
Has the user been advised of their entitlement to eye and eyesight testing?				
If health issues are identified, has the user been referred to Occupational Health?				
Is your manager aware of any health problems or special requirements you may need?				

Name:	
Signed:	Date:
Managers Name:	
Signed:	Date: