

## Health and Safety in the Office Policy and Procedure

Ultimately the employer is accountable for health and safety and therefore cannot delegate health and safety duties. We require staff to cooperate with them and to follow what they are told. There is no problem asking staff to do something e.g. a risk assessment, which is part of the policy, but it remains the employer's duty to ensure it is done and that it is suitable and sufficient. Mike Cude RCT Council is responsible for the overall Health & Safety of the organisation. Our Operational Manager Richard Walters our internal Health and Safety Representation and is responsible for overseeing all aspects of Health & Safety and for ensuring all requirements are met and that risk assessments are completed, revised and checked on a regular basis. Staff must take responsibility too and report any Health and Safety concerns or maintenance requirements as soon as they notice them.

We take the welfare of our employees seriously and put safeguards in place to help protect the health and safety of all employees. This includes any staff who are required to undertake office duties as part of their role including those that may involve 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:

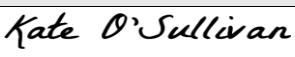
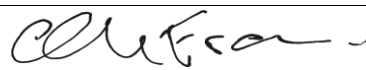
- Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen
- Maintaining a good posture
- Avoiding repetitive and awkward movements by keeping frequently used items within easy reach
- Changing position regularly
- Using 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:

- 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.

**All staff have a duty to report any health and safety concerns they may have or any maintenance issues they may notice throughout the building and within their office environment. Staff are therefore responsible for notifying Richard Walters of any circumstances that may require a risk assessment of their office set up and their continued ability to carry out their duties safely and comfortably.**

This policy was adopted on 13.10.2025 and will be reviewed on or before 13.10.2026

Name and Position	Signed	Date
Kate O'Sullivan Community Association Manager		13.10.2025
Olive Frances Vice Chair of Trustees		13.10.2025