** Butterfly Nursery School**

**Church Road**

**Horne**

**Surrey**

**RH6 9LA**

**01342 843655**

**POLICY: 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. At Butterfly Nursery School 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 please let the manager know as soon as possible.

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 eye level with the top of the screen.
* Maintaining a good posture.
* Avoiding repetitive and awkward moments by using a copyholder and 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 back of knees
* Foot support provided if needed.
* 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.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date disseminated to staff** | **Date for review** |
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