The Anne Frank Trust UK

Health, safety & wellbeing policy
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Statement of intent

At the Anne Frank Trust UK (AFT), we understand the importance of ensuring the health, safety and wellbeing of our employees, volunteers, beneficiaries, Anne Frank Ambassadors, workers, visitors, contractors, donors and stakeholders. Our policy is to provide a positive health and safety culture, with a strong commitment to achieving the highest standards in Health and Safety practice.

We recognise our duties under the Health and Safety at Work etc. Act 1974 legislation and associated regulations and it is our intention to meet the requirements of this legislation. This policy fulfils that requirement for the Anne Frank Trust UK. It will be reviewed annually, and revisions published as necessary.

So far as is reasonably practicable we aim to:

- provide and maintain a safe and healthy place of work;
- provide adequate control of health and safety risks arising from our work activities;
- engage and consult with employees on matters affecting their health and safety;
- provide and maintain safe equipment and systems of work;
- ensure all employees are competent to do their tasks and give them adequate training;
- provide clear and appropriate information, instruction and supervision for employees relating to health and safety issues where necessary;
- prevent accidents and cases of work-related ill health;
- ensure safe handling and use of hazardous substances;
- implement appropriate emergency procedures;
- seek and access competent advice as needed;
- review and revise this policy regularly; and
- provide adequate resources for its implementation.

Responsibilities

Trustees
The Trustees, being the governing body of AFT, have overall responsibility for health and safety.

Chief Executive Officer
The Chief Executive Officer, who reports to the Trustees, holds the general responsibilities for these matters.

Health & Safety Officer (Director of Operations)
Day-to-day responsibility for implementing this policy has been delegated to the Director of Operations. Specific responsibilities include but are not limited to:

1. undertaking risk assessments and following up on actions as needed
2. consulting with staff
3. arranging appropriate training for employees
4. maintaining equipment and records
5. informing the HSE of notifiable accidents (RIDDOR)
6. ensuring an appointed person for first aid and fire safety arrangements

Line Managers
All line managers have a responsibility for those employees reporting into them.

Employees and other individuals undertaking work on behalf of AFT must:
1. co-operate on health and safety matters
2. not interfere with anything provided to safeguard their health, safety or wellbeing
3. take reasonable care of their own health and safety and that of other people who may be affected by their acts or omissions at work
4. familiarise themselves and comply with AFT procedures on health and safety
5. report all health and safety concerns to their line manager in the first instance
6. report all accidents or injury caused by the working environment
7. let their line manager or supervisor know if they are unsure about how to perform a task safely, believe it would be dangerous to perform a specific job or use specific equipment

A breach of health and safety policy or procedures may result in disciplinary action being taken.

Training

AFT will give employees, workers and other individuals undertaking work on its behalf a health and safety induction, including a review of the health and safety policy and information on how to report an accident.

In addition, on day 1 (for office-based staff, or on their first visit to the office for remote staff)
- Fire safety induction
- Local safety arrangements including name and contact details of fire safety officers and any other relevant health and safety personnel
- Details of how to report an accident

For any employees requiring specific support or PPE in order to carry out activities that fall outside of day-to-day practice, line managers will discuss, and subsequently facilitate, appropriate training to enable them to undertake their duties safely.

People using equipment for the first time will be supervised as appropriate by the relevant member of the people operations team or another trained member of staff. Instructions will be provided and displayed as necessary to support safe use.

Health and safety induction records are held on our HR platform, Personio, and are signed off as part of the onboarding process. Training is also recorded on Personio, managed and overseen by the Health & Safety Officer (Operations Manager).

Risk assessments

As part of our commitment to ensuring the health, safety and welfare of everyone who comes into contact with AFT operations, we will ensure that risk assessments are carried out wherever required. Risk assessments will be completed annually or when working habits or conditions change significantly, as well as prior to work taking place (e.g. exhibition placements or events).

We will complete and document these risk assessments and take appropriate action to remove or reduce risks identified. When assessing risk, special consideration will be given to those who are vulnerable or in need of extra support, including those with long-term health conditions, pregnant or nursing mothers and / or young persons under the age of 18.

A risk assessment template can be found at Appendix F.

Event safety

External and internal AFT events whether virtual or in-person must be planned and organised to ensure the safety and wellbeing of employees, other persons working at the event as well as persons attending the event.

Employees organising an event should ensure that an event risk assessment is completed in liasion with the Operations Manager. A risk assessment template can be found at Appendix F. Where an event is organised jointly with a third party, the third party must be provided with essential health and safety information regarding AFT's health and safety policy and procedures, including fire safety and first aid as appropriate.

Ambassadors Programme

At AFT we aspire to create safe spaces for action for all children we work with and our safeguarding policy sets out our values and the guidance for staff in how to work in line with these values.

Responsibility for the health and safety of Ambassadors lies with the Education Team. Risk assessments must be completed for the activities in which the Ambassadors engage and are to be signed off by the Senior Management Team. Mentors must adhere to the Safeguarding Policy and are responsible for the health and safety of the Ambassadors during their contact with them.

Reporting accidents & hazards

All accidents and injuries at work, however minor, should be reported to the Operations Manager and recorded in the online Accident Book (https://forms.office.com/e/Czh2hFWBmb)

Managers must ensure that:

- the procedure for reporting accidents, injuries, dangerous occurrences and reportable occupational diseases is known by all members of staff, Trustees and volunteers (Appendix C)
- procedures are in place for the investigation of such incidents to identify the cause(s)
- appropriate steps are taken to prevent a recurrence of the incident

First aid

Details of first aid facilities and the names of trained first aiders are displayed on notice boards and via our internal directories. When working from a leased, public or school space, employees must familiarise themselves with and adhere to local first aid requirements and procedures. The Director of Operations is the appointed person for ensuring the maintenance of appropriate first aid arrangements, equipment and facilities. Our first aid requirements are reviewed annually or when working habits or conditions change significantly.

Covid-19

We will adopt appropriate C-19 arrangements in accordance with and consideration of relevant legislation and government guidelines. We aim to ensure that the C-19 risks presented to employees, workers, contractors, volunteers, supporters and beneficiaries are reduced to an acceptable level. We will monitor C-19 developments to assess risk and communicate any changes to working arrangements required to ensure the safety and wellbeing of all. Employees are asked to keep in regular communication with their line manager about their personal circumstances relating to C-19 to ensure we are best placed to support any challenges that arise. Employees working remotely from a leased, public or school space must familiarise themselves with and adhere to local requirements.

Hybrid and remote working

AFT operates a hybrid working environment, with some staff working from our Head Office in London part of the time, and remotely the rest of the time. Some staff are solely based remotely.

All employees and workers should keep in regular contact with their manager. They should also tell their manager about:

- any physical or mental health and safety risks
- any working arrangements that need to change – for example because of caring responsibilities

When working from home, employees and workers have the same health and safety duties as they do when working in the office. They must take reasonable care of their own health and safety and that of anyone else who might be affected by their actions and omissions.
They must ensure that their working patterns and levels of work when working at home are not detrimental to their health and wellbeing.

If employees or workers have any concerns about their health or wellbeing arising as a result of their workload or working pattern, they should inform their line manager without delay so that they can work together to find solutions.

AFT will ensure adequate employers liability insurance cover is in place for employees working from home. Employees are responsible for checking with their home insurer and their mortgage provider or landlord that there are no issues with them working from home.

Employees will be asked to carry out a self-assessment of their workspace and equipment to identify any changes needed to support a safe and healthy work environment in liaison with the Operations Manager. To this end, the checklist at Appendix G should be completed by all employees and returned to their line manager.

Display screen equipment (DSE)

Employees and workers who use display screen equipment daily, for continuous periods of an hour or more are classified as 'DSE users'. All DSE users must complete a self-assessment of their workstation in liaison with the Operations Manager. A template for this is available at Appendix C. Additionally, we will cover the cost of a standard NHS eye test for any DSE user who requests one. To claim, DSE users should follow our expenses reimbursement procedure. More information can be found here: https://www.hse.gov.uk/msd/dse/

Working off-site and lone working

Where employees or workers are working in premises which AFT does not own, such as schools or other venues for service delivery, they must take steps to familiarise themselves with any risks and control measures that are in place for their protection as a visitor. This would include fire safety measures, evacuation policies and the availability of security services.

When attending premises that do not belong to AFT, staff and volunteers must ensure they have a mobile telephone with them at all times and a means to charge it.

Employees should inform their line manager of their destination and the times they expect to be on-site. They can contact their line manager on arrival and at the time of departure to let them know their whereabouts.

Employees are encouraged to improve their personal safety awareness. They should prioritise well-lit routes home and consider using personal safety apps such as WalkSafe (https://walksafe.io/) to avoid certain areas.

Other points to consider include:

- Always maintain a safe distance and avoid being alone with an individual who you think may pose a risk to your safety.
- If you feel there is a risk of imminent violence, remove yourself from the situation and seek safety.
- If you feel the individual or situation is escalating and violence may occur, call 999 and move yourself to a safe location.
  If the crime isn't an emergency, call 101 or contact your local police. Report any incidents of violence or aggression to your line manager so they can support you and take steps to improve health and safety.
  Victim Support offers specialist support to anyone who has been a victim of crime or a witness on 0808 16 89 111.

Fire safety

All staff working from our office should familiarize themselves with the fire safety instructions, which are displayed on notice boards and near fire exits, and take precautions against the risk of fire.

AFT has appointed a fire and safety-warden who is responsible for implementing and coordinating the action to be taken in case of fire. The warden is also responsible for carrying out training.

On joining AFT you will be given training in and a written copy of, the Fire Policy and Procedures covering training instructions (Appendix D), including fire precautions and the procedures to be followed in event of fire. The fire training instructions are based on the landlord's Fire Evacuation Plan.

When working from a leased, public or school space, employees must familiarise themselves with and adhere to local fire safety requirements and procedures. The Director of Operations is the appointed person for maintaining appropriate fire safety arrangements, equipment and facilities. Our fire safety arrangements are reviewed annually or when working habits or conditions change significantly.

If you have any concerns or questions, please raise them with a fire-warden or your line manager.

Lockdown / 'Invacuation' Procedure (in the event of a serious threat outside or in another part of the building)

In the event of need for lockdown due to an internal threat in the building, staff will be alerted either by the use of an internal panic button, or via the call 'lockdown lockdown'. All staff and visitors are then to proceed immediately to the Operations Director's office (next to the server room) and the door is to be locked via the thumb locks. No staff are to leave the room until the all clear has been given by the police, or the most senior member of staff present.

Mental health

We strive to do all we reasonably can to support the mental health and wellbeing of our employees. We recognise that there are many types of mental health issues and that an issue can happen suddenly, because of a specific event in someone's life, or it can build up gradually over time. We view mental and physical health as equally important and encourage employees to talk about any problems they're having with their line manager in the first instance so we can work together on making reasonable adjustments that will remove or reduce any disadvantages to your success in your role arising from mental health issues.

The Anne Frank Trust offers all employees access to an Employee Assistance Programme (EAP), delivered by Health Assured. An EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing.

New employees receive information about the EAP as part of their induction process.

Key Contacts for Mental Health Support

Health Assured (EAP)	0800 028 0199
Samaritans	116 123
MIND	0300 123 3393
AFT Mental Health First Aider	Lauren Keiles – lauren.keiles@annefrank.org.uk

Smoking & vaping

Smoking, including vaping and the use of e-cigarettes, is not permitted in any part of any work space managed, leased or owned by AFT at any time. Additionally, when working from a leased, public or school space, employees must follow any requirements of the management of that space. When working from home, employees must refrain from smoking or vaping during external or internal video calls. Employees visiting a stakeholder (supporter, partner or beneficiary) must not smoke or vape, even if the stakeholder is smoking or vaping. E-cigarettes and other electronic nicotine delivery systems must not be charged via AFT owned ICT equipment.

Support for those wishing to stop smoking is available from NHS Smokefree:
NHS Smokefree
National Helpline: 0300 123 1044
Website: https://www.nhs.uk/better-health/quit-smoking/

Independent advice

Independent health and safety advice and support can be obtained from the Health and Safety Executive's (HSE) website: https://www.hse.gov.uk/

Document control

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Policy owner:	People Team
Policy approver:	Board of Trustees
Date effective:	TBC
Date for review:	TBC

APPENDIX A

GENERAL SAFETY AWARENESS GUIDE/TRAINING NOTES

The office environment is usually benign but some equipment and office practises can result in accidents if the correct procedures are ignored;

- **The paper shredder**; ensure it is switched off after use, and keep all loose clothing , ties etc clear of the mechanism. If the shredder stops during and operation, disconnect it from the power socket before investigating the cause. You must be trained in its use and you must follow the instructions posted above the shredder before using it.

- **Electrical equipment.**; you may not tamper with electrical equipment; Particularly you may not connect or reconnect power plugs to power cables., nor may you dismantle or tamper with any computer or telephone equipment. You may not bring in your own mains powered electrical equipment for use in the office, unless it has been certified as safe by a qualified electrician.

- **Reaching for something at high level** use only the steps provided. Do not stand on chairs or other furniture.

- **Lifting heavy or awkward loads**. Lifting and carrying heavy and awkward loads can be dangerous and causes injury without proper training in appropriate techniques. If you are not trained or if you have any doubts consult your manager first. Please see further information at Appendix B

APPENDIX B

MANUAL HANDLING IN THE WORKPLACE

What is Manual Handling?

Manual handling involves the lifting, putting down, pushing, pulling, carrying or moving of a load. This includes pulling on a rope or lever, as well as directly handling the load.

Remember: Bad manual handling techniques cause injury

Good Handling Technique

- Stand reasonably close to the load, feet hip-width apart, one foot slightly pointing inthe direction you are going
- Bend your knees and keep your back straight
- Get a secure grip on the load
- Breathe in before lifting, as this helps to support the spine
- Keep the load close to your body
- Do not carry a load that obscures your vision
- Lift slowly and smoothly
- Avoid jerky movements
- Avoid twisting your body when lifting or carrying a load
- When lifting to a height from the floor, do it in two stages
- When two or more people lift a load, one person must take control to coordinate thelift

Considerations for Manual Handling

- Use mechanical handling methods if possible, e.g. forklifts or pallet trucks etc
- Know your capabilities – only tackle jobs you can handle
- Ask for help if you need assistance
- Make sure there is a clear walkway with good lighting to the work area
- Where possible, establish the weight of the load before lifting
- Wear gloves to protect against cuts and punctures
- Wear safety footwear to protect from falling loads
- Carry out a trial lift by rocking the load from side to side, then try lifting it slightly toget a ‘feel’ for it

Your Responsibilities

Every employee must take reasonable care of their own health and safety and that of others who may be affected by their actions. Cooperate with your employer and make full and proper use of any system of work provided by them.



1. STOP! THINK!

Plan the lift. Where will the load be placed? Will you need assistance or a handling aid? Are there any obstructions in the way?



2. POSITION FEET

Feet should be in a stable position; apart with one foot forward. Avoid tight clothing or unsuitable footwear which would prevent this.



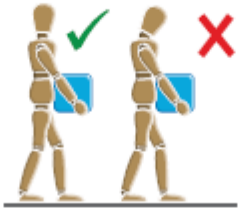
3. ADOPT GOOD POSTURE

When lifting, slightly bend the back, hips & knees. Avoid fully flexing the back (stooping) or hips & knees (squatting).



4. FIRM GRIP

The load should be hugged as close to the body as possible. Keep the heaviest side near the body.



5. MOVE

Look ahead, not down at the load. Move smoothly; avoid jerking in order to maintain control. Avoid twisting or leaning sideways.



6. LOWER, THEN ADJUST

Put the load down first, then move it into the required position

APPENDIX C

ACCIDENT REPORTING PROCEDURE

The Anne Frank Trust UK (AFT) has a duty in law to ensure that when an accident involving personal injury occurs within its area of responsibility and it is formally reported there is policy in place to ensure the circumstances and cause of the accident are investigated. Line managers take on this responsibility as part of their normal supervisory role.

Under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) there is a requirement on AFT to report to the Health and Safety Executive specified accidents or ill health arising from work. In every case, accidents that result in three or more day's absence from work must be reported to the Health and Safety Executive.

Definition

For the purposes of this procedure, an accident at work is any unplanned event which results in an employee suffering injury in the course of his/her work whilst carrying out an authorised work activity, and an accident to a person which arises in a place or as result of an activity where AFT has responsibility to ensure the safety of others.

Reporting of Accidents: Your duty as an employee

- You must report to your line manager as soon as possible any accident that has caused injury at work or any suspected injury, however slight it may seem.
- If it is not possible to report it immediately e.g. you are taken to hospital or go directly home, you must advise another employee of the circumstances of the accident and your resulting injury.
- You must report to your line manager any incident/accident or near miss where only by good fortune serious injury was avoided.
- You must enter details of your injury and the circumstances of your accident in the online Accident Book (https://forms.office.com/e/Czh2hFWBmb)
- If you are unable to make an entry in the online Accident Book (https://forms.office.com/e/Czh2hFWBmb) you may ask someone to do this on your behalf.
- When contacting your line manager to report that you are unable to work as a result of sickness which you feel is due to an injury suffered in the workplace, you must state this and give full details of your accident.
- Failure to notify your line manager of absence due to an injury suffered in the workplace as soon as it is practicable to do so may result in loss of benefits. Your absence may be classed as normal sickness.
- If one of your fellow employees reports to you that he/she has had an accident and sustained injury then you should remind them that it must be reported to their line manager as soon as possible.

Line Manager

You have a duty to investigate any accident reported by an employee or a member of the public where the accident occurs within your area of responsibility. You must:

- If possible, ensure that any injuries sustained are treated by a first aider and if appropriate take any steps necessary to make the area safe.
- Where an employee suffers serious injury and is taken to hospital, take steps to inform the next of kin, relative or partner.
- Notify AFT's Director of Administration of any injury to a member of staff or a member of the public and email a brief report.

APPENDIX D

Fire Safety Policy and Procedures

This is document covers fire training and consists of the following sections:

1. Purpose
2. General information
3. Fire Training for Fire Wardens
4. Fire Training for Staff
5. Fire Safety Floor Plans (Appendix D.1)

1 PURPOSE

- The purpose of this policy is to outline to Anne Frank Trust (AFT) staff what action to take in the event of a fire.

2 GENERAL INFORMATION

Who is responsible

- Camden Gateway has a trained fire warden who is responsible for maintaining the building's Fire Safety & Evacuation Plan, managing all fire alarms, detectors, fire-fighting equipment and emergency exits and coordinating evacuations.
- The responsibility of the Anne Frank Trust's fire warden is to carry out training and reminder sessions, as well as updating and maintaining all individual fire-safety records.

Fire safety and evacuation plan

- Fire-safety procedures are based on the building's official Fire Safety and Evacuation Plan, which forms part of the building's Fire Certificate and is maintained by the landlord and building managers.

Important locations:

- The nearest fire alarm call point is located on the first left-hand wall in the west wing, at the top of the stairs on the right-hand side of the accessible toilet (please see Appendix D.1).
- An emergency fire blanket is mounted on the wall in reception.
- Our assembly point is on Farrier Street (turn left on exiting the building to Kentish Town Road – Farrier Street is the first turning on the left)

Frequency

- Fire training is to be carried out on the first day of commencement for new employees, contractors and volunteers.
- Reminder carried out at annual intervals at staff meetings.
- Those missing a session are to be updated as soon as possible. Visitors are to be advised of evacuation procedures, particularly if a group is attending the office for a meeting.

Staff working at other locations

- Staff working away from the office at other locations must ensure that they are familiar with fire and evacuation instructions at those locations.

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3 FIRE TRAINING FOR FIRE WARDENS

Daily Responsibilities

- Ensure you know who is in the office, particularly if expecting a large number of visitors (eg for a meeting).

Records

- The Fire Warden is responsible for completing the training record for each staff member at the end of every fire-safety training session or evacuation drill and ensuring that each employee initials their own entry.

If the alarm sounds:

- Co-ordinate actions of staff.
- Ensure that all staff and visitors leave the offices via the primary or secondary exit routes.
- Check all Anne Frank Trust offices to ensure they are clear.
- Help/supervise any designated disabled or injured staff to leave in the previously agreed approved manner.
- Leave building by the nearest exit.
- At the assembly point report to the building's Fire Marshall on the numbers evacuated.
- Wait for further instruction from the building's Fire Marshall before permitting Anne Frank Trust personnel to re-enter the building.

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4 FIRE TRAINING FOR STAFF

Background information

- The Fire Safety and Evacuation Plan is the responsibility of the landlord and covers the whole building.
- A Fire Alarm Control Panel is located at reception (please see Appendix D.1). It monitors fire, heat, and carbon monoxide detectors throughout the building. If the alarm sounds: The Building Fire Marshal may briefly silence it only to investigate the cause and if it sounds again or continues, everyone must evacuate immediately.
- The alarm sound is a loud siren.

Action on **hearing** the alarm:

- You must leave the offices quickly without picking up personal possessions etc.
- Leave by the nearest exit.
- Do not stop to collect personal belongings.
- Do not run.
- The primary exit for the Anne Frank Trust is via the fire door in the office called Kings Cross, accessible via the a on the right of the printer. This leads onto Royal College St (please see Appendix D.1).
- If this exit is unavailable because of the location of the fire or some other reason, then exit via the secondary exit which is past reception and through the main entrance (please see Appendix D.1).
- All fire exits are clearly signposted — use the nearest safe one.
- Assemble at the designated evacuation point which is on Farrier Street.

If you **discover** a fire:

- There are no fire extinguishers available in the building and staff are not expected to tackle any fire.
- Activate the nearest fire alarm call point.
- Leave the building by the nearest fire exit.
- Do not re-enter the building.
- Report to the assembly point and wait for further information.
- Call the fire brigade after leaving the building.

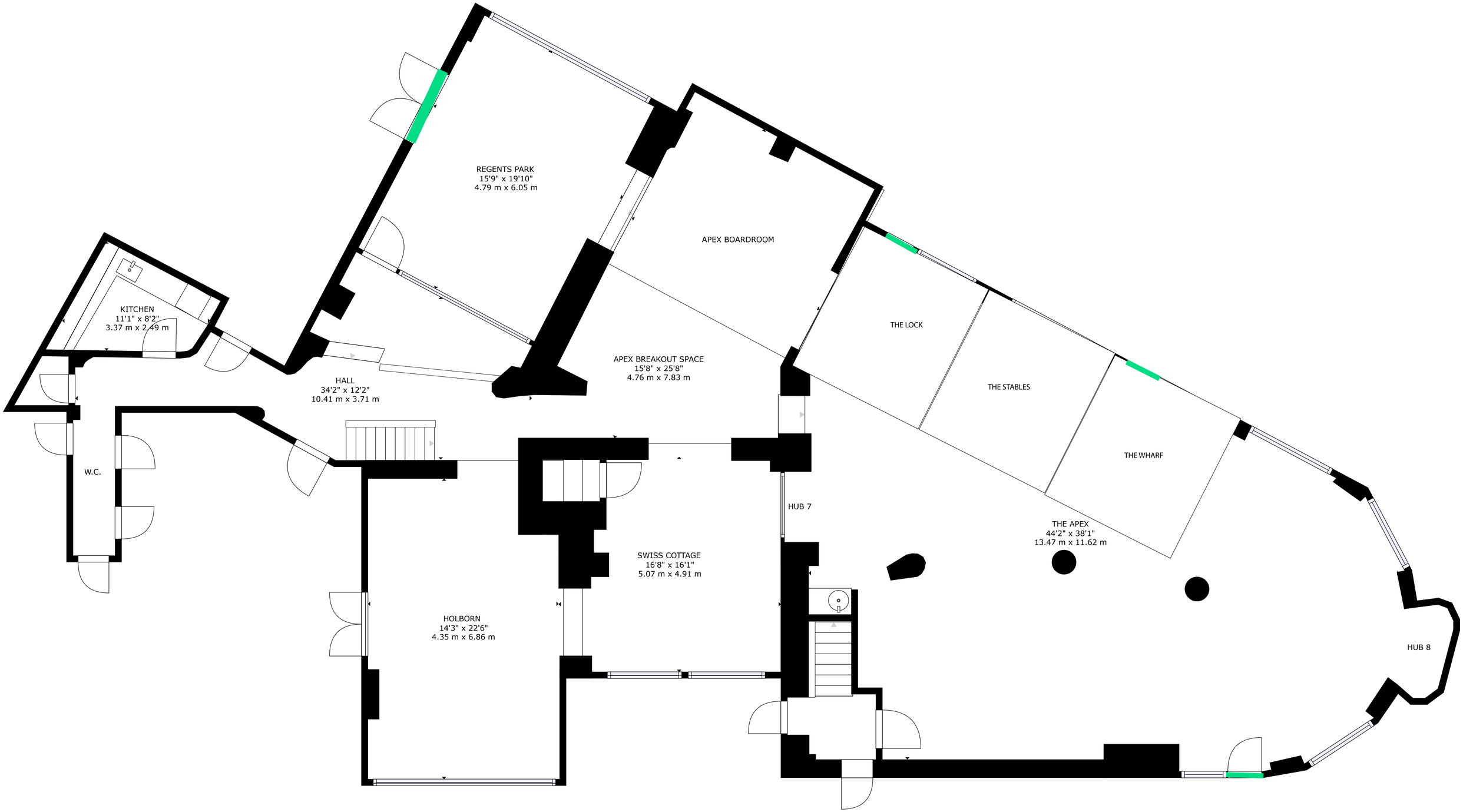


FIRE EXIT

GROSS INTERNAL AREA
FLOOR 1: 3162 sq. ft,294 m2, FLOOR 2: 3394 sq. ft,315 m2
FLOOR 3: 723 sq. ft,67 m2
TOTAL: 7279 sq. ft,676 m2
SIZES AND DIMENSIONS ARE APPROXIMATE, ACTUAL MAY VARY.

GROUND FLOOR

CAMDEN GATEWAY
work by Ringley



FIRE EXIT

GROSS INTERNAL AREA
FLOOR 1: 3162 sq. ft,294 m2, FLOOR 2: 3394 sq. ft,315 m2
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TOTAL: 7279 sq. ft,676 m2
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CAMDEN GATEWAY
work by Ringley

LOWER GROUND FLOOR

APPENDIX E

Workstation Awareness Guide

Introduction

It is important for your wellbeing comfort and efficiency that;

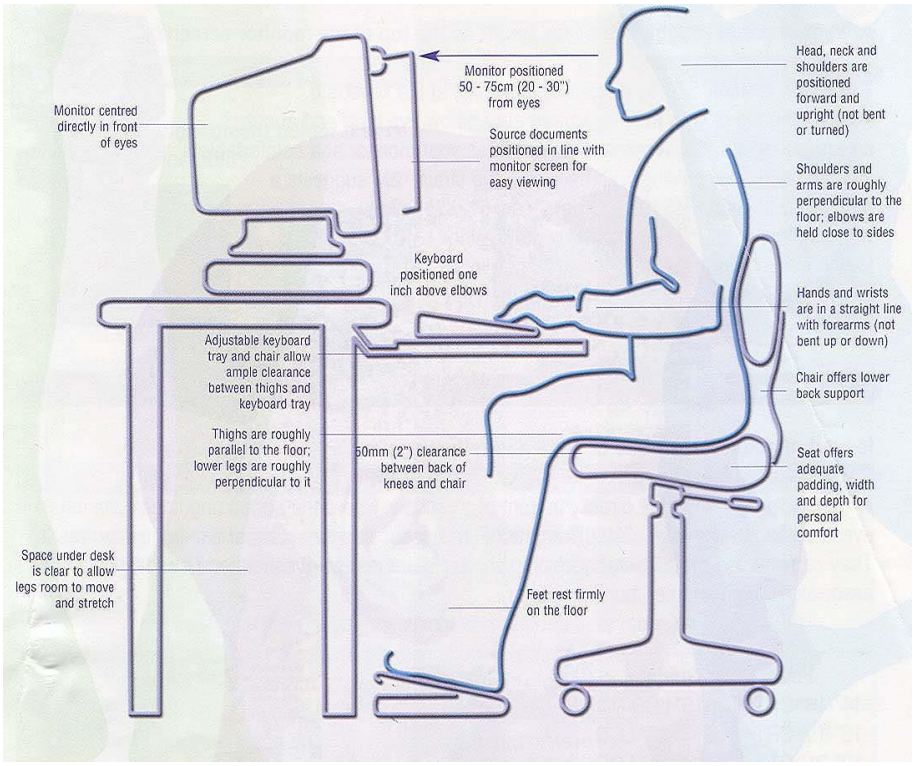
- Your workstation monitor is correctly located to avoid glare from windows and lights.
- The monitor is set at the right height for you
- That you are sitting at the correct distance from the monitor and keyboard
- That you are sitting correctly

Display Position

- The monitor should ideally be sited side-ways on to a window rather that facing towards it or away from it. This will minimise annoying glare.
- The top of the monitor should be approximately level with your eyes. It may be necessary to use a monitor stand to achieve this.
-

Sitting Position

- The diagram on the next page indicates the correct sitting position.
- Your feet should be flat on the ground and if they are not you may require a foot-stand.
- The monitor should be about arms-length from you
- Ensure that your fore-arms, wrists and hands are straight and parallel to the floor, ie not pointing up or down. You may be at risk of wrist fatigue or more serious problems otherwise.



CORRECT SITTING POSITION WHEN USING A COMPUTER

Appendix F

Risk Assessment Template

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Risk assessment template

Company name: **Assessment carried out by:**

Date of next review: **Date assessment was carried out:**

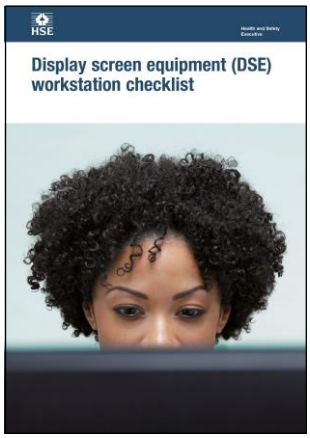
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by the Health and Safety Executive 10/19

Appendix G
DSE workstation assessment

Display screen equipment (DSE) workstation checklist



This is a web-friendly version of *Display screen equipment (DSE) workstation checklist* published 05/13

Workstation location and number (if applicable): .....

User: .....

Checklist completed by: .....

Assessment checked by: .....

Any further action needed: Yes/No

Follow-up action completed on: .....

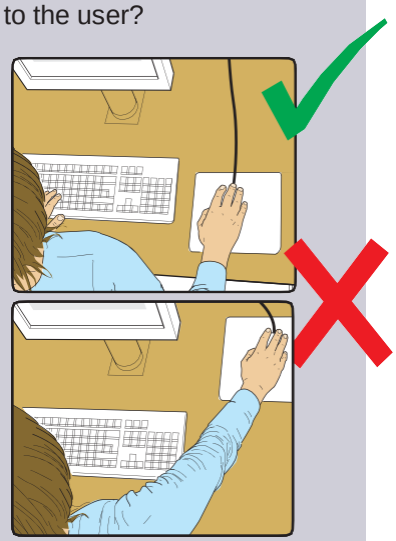
The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

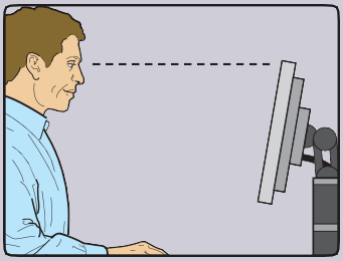
The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying. You will not be able to address some of the questions and 'Things to consider', eg on reflections on the screen, or the user's comfort, until the workstation has been installed. These will be covered in the risk assessment you do once the workstation is installed.

Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:

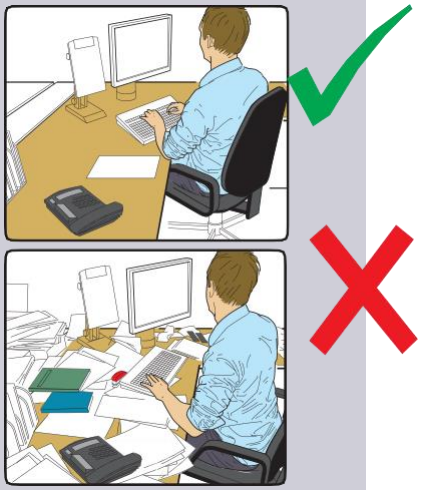
- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
1 Keyboards				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in	
Is it possible to find a comfortable keying position? 			Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	
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.	
Are the characters clear and readable?			Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
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. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user? 			Most devices are best placed as close as possible, eg right beside the keyboard. Training may be needed to: ■ prevent arm overreaching; ■ encourage users not to leave their hand on the device when it is not being used; ■ encourage a relaxed arm and straight wrist.	
Is there support for the device user's wrist and forearm?			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 and 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 pointer?			Users may need training in how to adjust device settings.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
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 stable, ie free of flicker and jitter?			Try using different screen colours to reduce flicker, eg darker background and lighter text. If there are still problems, get the set-up checked, eg by the equipment supplier.	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt? 			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, 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.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
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 and seek specialist help.	
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, such as clear help messages.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
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.	
Can the user comfortably reach all the equipment and papers they need to use?			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 or blotters to reduce reflections and glare.	
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.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
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 while 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 should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the DSE?			Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a footrest may be needed.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
6 Environment				
Is there enough room to change position and vary movement?			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).	
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. If not, consider soundproofing.	

7 Final questions to users...

- Has the checklist covered all the problems they may have working with their DSE?
- Have they experienced any discomfort or other symptoms which they attribute to working with their DSE?
- Has the user been advised of their entitlement to eye and eyesight testing?
- Does the user take regular breaks working away from DSE?

Write down the details of any problems here: