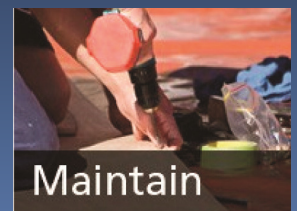




# OFFICE HELP BROCHURE



### **Health & Safety**

*Britain's Health and Safety Commission (HSC) and the Health Safety Executive (HSE) are responsible for the regulation of almost all the risks to health and safety from work activity in Britain.*

### **Risk Assessment**

*Every employer shall make a suitable and sufficient assessment of:*

- a) The risks to health and safety of his employees to which they could be exposed whilst they  
a) are at work and*
- b) The risk to the health and safety of persons not in his employment arising out of or in  
b) connection with the conduct of his undertaking*

### **Work desk or work surface**

*Space in front of the keyboard shall be sufficient to provide support for the hands and arm of the operator or user.*

*Shall have a sufficiently large low reflectance surface and allow flexible arrangement of the screen, keyboard, documents and related equipment.*

*The document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movements. There shall be adequate space for operator to find a comfortable position*

### **SPACE REQUIREMENT**

*At the centre of all developments in the office are human beings who spend some 80,000 hours of their working lives in the office! The employee's motivation is the key to high level, creative office work. This requires offices which blend architecture with equipment and which combine ergonomics, function and design. **Contented staff are more productive.***

*The total volume of an empty area divided by the number of people normally working within it should be at least 11 cubic metres (ceilings higher than 3m should be entered into the calculations as 3m). The workstation and basic storage facilities are included in this volume so, depending on the style and size of the workstation and storage facilities, additional space may be required to ensure there is enough space for the work activity to be undertaken without risking safety and health.*

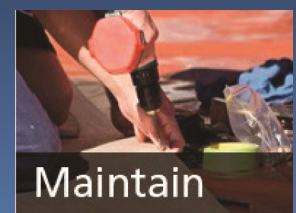
*The workspace shall be dimensioned and designed so as to provide sufficient space for the operator or user to change position or vary movements*

### **Lighting**

*Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements of the operator or user.*

### **Reflections**

*Workstations shall be designed so that sources of light, such as windows and other opening or transparent or translucent walls and brightly coloured fixtures cause no direct glare and no distracting reflection on the screen. Windows shall be fitted with a suitable system of adjustable covering to alternate the day light that falls on the workstation*



### **Workstation Layout**

*A workstation layout should reduce the risk of experiencing computer related health problems and should allow the computer user flexibility to reach, use and read the computer monitor, keyboard, mouse, source document, document holder, phone and other office accessories. Therefore, how a workstation is arranged to fit individual needs is the most important consideration. Some tips that can be followed to arrange your workspace are as follows:*

- *Ensure there is sufficient desk space to allow you to put your keyboard, mouse, computer monitor, document holder, telephone and other accessories within comfortable reach. Try to*
  - *have everything you need within an approximately 400mm reach.*
- *Position the work materials and the office equipment used regularly in front of you so that you*
  - *do not have to constantly reach out awkwardly.*
- *If you spend a lot of time on the phone and computer at the same time you may need a*
  - *headset to prevent you from reaching or cradling the phone in your neck.*
- *If you need to move around while on the phone to get access to files you may need a*
  - *cordless headset or a longer cord to prevent over reaching and awkward posture.*

### **Space**

*In a multi task office environment where a computer is a necessity, it is important that the workstation provides maximum flexibility to accommodate not just the equipment, but also the space required for the task.*

### **Work Chair**

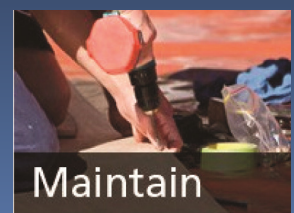
*The work chair shall be stable and allow the operator or user easy freedom of movement and a comfortable position.*

- *The seat shall be adjustable in height.*
- *The seat back shall be adjustable in both height and tilt.*
- *A footrest shall be made available to any operator or user who wishes one.*

*Other options available: Adjustable Seat Depth, Adjustable Arms, Adjustable Lumbar Support.*

*Increasingly, issues of health and safety and best working practices are being introduced into the office environment.*

*The importance of good posture and working conditions is now considered a critical area where substantial costs can be incurred through the selection of incorrect products. The task and management chairs we supply incorporate the full range of adjustments necessary to ensure that you and your staff are provided with the right level of support. All our seating conforms to the relevant British and European standards*



### ***Disability Discrimination Act***

#### ***What the DDA is:***

*The DDA aims to stop discrimination against disabled customers, that is people who buy goods or use facilities or services.*

*It seeks to give deaf or disabled people equal and enforceable rights and access to good facilities or services. The DDA say, that service providers are not allowed to treat disabled people less favourably because of their disability.*

#### ***What the law says***

*Part 3 of the DDA makes it unlawful for service providers to discriminate against disabled people by failing to make reasonable adjustments. From 1st October 2004 this will include considering reasonable adjustments to the (physical features of your premises) so that goods, services and facilities are accessible for disabled people*

#### ***What are the physical features of your premises?***

*Physical features are any feature arising from the design or construction of a building and any fixtures, fittings, furnishings and equipment on the premises. This could include paths, entrances, exits, entry systems, car parking, public phones, changing rooms, service counters, doors, toilets, stairs, waiting area's, signage, floor and wall coverings.*

#### ***Who is covered by the act?***

*Disabled people are covered by the Act – about 1 in 5 of the adult population. Disabled people may include those with mobility or sensory impairments, learning disabilities, mental ill health, severe facial disfigurements and certain other conditions. It is important to recognise that not all disabilities are obvious*

