

THE HAVEN

Operated by the Autistic Girls Network charity — 1196655 (England and Wales), SC054837 (Scotland)

Ergonomic Health and Safety Policy

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Owner	Health and Safety Lead
Approved by	Proprietor

Date: October 2025

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Coordinator: the Health and Safety Lead

Nominated Governor: the Health and Safety Governor

Version: 10.25

1. Purpose

To safeguard the health, safety, and wellbeing of all The Haven staff by ensuring safe use of laptops, screens, and other display screen equipment (DSE). This section sets out expectations, support, and training to reduce risks of musculoskeletal disorders, repetitive strain injury (RSI), and other health impacts.

2. Legal Framework

This section aligns with:

- Health and Safety at Work Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Display Screen Equipment (DSE) Regulations 1992 (amended 2002).
- Equality Act 2010 (reasonable adjustments).

3. Responsibilities

- **Leadership:** Provide training, carry out DSE risk assessments, supply equipment, and ensure staff know how to report concerns.
- **Staff:** Follow guidance on safe workstation setup, take regular breaks, and report discomfort early.
- **DSL/Wellbeing Lead:** Monitor where health impacts intersect with safeguarding or adjustment needs.

4. Safe Working Expectations

- **Workstation Setup:** External monitor, keyboard, and mouse recommended. Screen at eye level; wrists straight; forearms horizontal; feet flat or on footrest.
- **Breaks:** 5–10 minutes away from the screen each hour; micro-breaks every 20–30 minutes.
- **Lighting:** Position screens to avoid glare; ensure good lighting and ventilation.

5. Equipment & Adjustments

The Haven will provide (or fund):

- External monitor, keyboard, and mouse.
- Ergonomic chair or seating support.
- Footrest if needed.
 - > Reasonable adjustments made for staff with health/disability needs.

6. Training & Awareness

- Annual DSE awareness training.
- Self-assessment checklist completed and reviewed annually.
- Early reporting of discomfort is encouraged.

7. Monitoring & Review

- Annual workstation review using self-assessment form.
- Policy updated annually or with legal changes.

Practical Checklists

DSE / Ergonomics Self-Assessment Checklist

Workstation Setup

- ☐ My screen is at eye level and about arm's length away.
- ☐ I use an external keyboard and mouse (not just a laptop keyboard).
- ☐ My chair supports my back, and my feet rest flat or on a footrest.
- ☐ My wrists are straight, and forearms roughly horizontal.
- ☐ My screen is positioned to avoid glare.

Work Routine

- ☐ I take short breaks (5–10 minutes) at least once every hour.
- ☐ I stand/stretch at least every 20–30 minutes.
- ☐ I follow the 20–20–20 rule for eye health.

Environment

- ☐ My workspace has good lighting and ventilation.
- ☐ I keep cables and equipment organised to avoid hazards.

Wellbeing & Adjustments

- ☐ I have no ongoing discomfort or pain when working.
- ☐ I know how to request additional equipment or adjustments.
- ☐ I know who to contact (line manager/DSL/Wellbeing lead) if I have concerns.

Staff should complete this checklist annually and after any significant change in the working environment.

Agreed:

Signed by the Proprietor — Date: 03/09/25

Signed by the Co-Chair of Governors — Date: 03/09/25

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