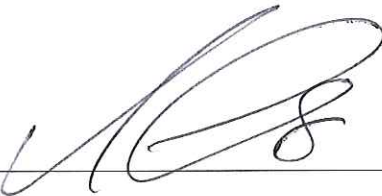




THE ISLE OF GIGHA HERITAGE TRUST

HEALTH AND SAFETY POLICY

Estates Officer signature



Date

28/01/19

Chairman of the Board signature



Date

23-1-19

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GENERAL STATEMENT OF POLICY

The Isle of Gigha Heritage Trust, (referred to hereafter as the Trust), will comply with all relevant statutory requirements and approved codes of practice as a minimum standard and over and above that, the Trust will encourage and develop a positive safety culture involving all staff and sub-contractors.

The Trust recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and other relevant legislation for the Health, Safety and Welfare of all its employees in the course of their employment, sub-contractors and other persons on Gigha Heritage Trust premises and any other person affected by the Trust's activities.

Hazards and risks will be systematically identified and assessed. Control measures will be implemented to suitably remove or reduce risks and reduce the chances of accidents occurring.

This policy will be reviewed at a minimum of annual intervals to ensure this policy remains effective. The policy details the Trust safety management systems including the allocated responsibilities for health and safety and welfare.

The Trust will, in so far as is reasonably practicable, ensure the following:-

- a. The relevant contents of this policy are explained to all staff and the whole policy will be made freely available for their further inspection.
- b. The Trust's Health and Safety performance will be reviewed and assessed at a minimum of annual intervals.
This policy will be reviewed and updated at a minimum of annual intervals.
The policy will be signed and dated by the Estates Officer and the Chairman of the Board of Directors of the Trust each time it is reviewed and updated.
- c. Management will ensure suitable arrangements are made for consultation with all staff regarding Health, Safety and Welfare provision.
- d. Assessment of risks to the Health and Safety of all employees, and other persons on premises controlled by the Trust and all who may be at risk as a result of the Trust activities will be conducted, recorded and appropriate controls put in place. These assessments will take into account the vulnerability of relevant persons and the vulnerabilities of young or inexperienced persons.
- e. The Trust will provide and maintain suitable and adequate premises, safe equipment, safe working environments and safe systems of work.
- f. Suitable and safe arrangements will be made for the use, handling, storage, transport and disposal of articles and substances hazardous to health.
- g. Suitable and sufficient information, instruction, induction, training and supervision will be provided to all employees. This will enable employees to make a positive contribution to their own Health and Safety and the Health and Safety of others.
- h. There is provision for a safe place of work, safe access and safe methods of exit and the provision of suitable emergency equipment and procedures.
- i. Health, Safety and Welfare inspections will be conducted and recorded at a minimum of monthly for the Gardens, 6 monthly intervals for the workshop and annually for the office.

ORGANISATION AND RESPONSIBILITIES

- 1 The Directors of the Isle of Gigha Heritage Trust will be responsible for the implementation of the Trust's Health and Safety policy.
- 2 The named competent person advising management of the nature of safety systems required is Company Safety Advisor Andy Clements. He also has the responsibility for advising staff and management of effectiveness of the day to day implementation of safety systems and making recommendations where appropriate. This monitoring will include the monitoring of the Health and Safety provision and performance of sub-contractors and their staff.
The Trust Safety Advisor will conduct premises and site inspections/audits to ensure suitable control measures are being implemented effectively.
He also has the responsibility to advise on and issue or arrange appropriate Health and Safety training and induction for employees and trainees.
Accident and incident investigation and will be conducted by the Trust Safety Advisor. The Safety Advisor will ensure the reporting of relevant accidents and incidents to the enforcing authority under the RIDDOR regulations.
- 3 Supervisors will be responsible for ensuring the day to day safety systems are implemented on site including those related to the control of substances hazardous to health.
- 4 Risk assessments will be conducted wherever there is significant risk. Employees and the Trust Safety Advisor will conduct risk assessments and the overall quality of risk assessments and method statements will be monitored by the Trust Health and Safety Advisor. Risk assessments will be recorded where there is significant risk.

EMPLOYEE DUTIES AND RESPONSIBILITIES

It is the duty of all employees to:-

- a. make themselves familiar with relevant sections of this policy, all rules, notices and procedures made known to them and to ask their Line Manager if in doubt about any safety matter.
- b. take reasonable care with regard to the Health and Safety of themselves and any other persons who may be affected by their acts or omissions at work.
- c. co-operate with their employer, supervisor and other employees to enable safe working practices to be effective, to ensure they fully understand and follow the emergency procedures.
- d. report to their supervisor all defects in premises and work equipment and not to attempt to carry out unauthorised repairs.
- e. not to interfere with or misuse anything provided by the Trust in the interests of Health and Safety.
- f. report accidents, near misses and significant occurrences to the Trust using the accident and near miss reporting procedures.

GENERAL ARRANGEMENTS

The arrangements below relate to all the Trust activities and responsibilities not directly relating to the Gigha Trading.

The Gigha Trading has it's own separate Health and Safety arrangements.

1 THE WORK PLACE

The Trust will comply with the Workplace Health, Safety and Welfare Regulations. The following aspects are included in the provision of a safe work place and safe working environment and will be regularly monitored:-

- Maintenance of a safe work place/site and safety systems
(Maintenance will be pro-active rather than reactive)
- Cleanliness, hygiene and disposal of waste materials
- The control of slip, trip and fall risks
- Work stations and work activities
- Access and egress arrangements
- Work place layout including segregation of traffic and pedestrians
- Condition of floors and pedestrian routes
- Doors and stairs
- Sanitary and washing facilities
- Facilities for rest, eating, drinking water and accommodation for clothing
- Suitable housekeeping, ventilation, heating and lighting
- Suitable signage

2 WORK EQUIPMENT, PLANT AND MACHINERY

The Trust will comply with the Provision and Use of Work Equipment Regulations regarding the equipment's suitability, maintenance, specific risks and marking requirements. Suitable training, information and instruction will be issued to all operators of work equipment prior to its use.

All powered work equipment will have planned and recorded maintenance and inspection.

All hand tools will be suitably maintained.

All guards will be suitably maintained and in place when machinery and equipment is in use.

The Trust will also comply with the Health and Safety (Display Screen Equipment) regulations. Assessments and control measures will be implemented where required for work stations, taking into account ergonomics, daily routine of users, eyesight, training, information and the possible effects on health related to the regular and frequent use of this equipment.

Work Equipment hired out to members of the public will be inspected prior to each hire to ensure it is safe to use. These inspections will be recorded. It will be explained to the hirer that the safe use of the equipment is their own responsibility.

3 INDUCTION AND TRAINING

INDUCTION

Health and Safety induction of new staff and trainees will be issued at the start of employment or as soon as possible after the commencement of employment.

The Health and Safety policy will be issued at induction and the relevant sections will be explained.

Induction will include the following as a minimum:-

- Health and Safety law and responsibilities
- Risk and hazard – risk assessments
- Controls in place to reduce risk to staff and others
- Safe work place
- Work equipment, machinery and safety procedures
- Safe access, housekeeping and slip, trip and fall risks
- Awareness of safe lifting techniques and manual handling risk assessment
- Safe use and storage of hazardous chemicals and procedures
- Personal Protective Equipment and procedures
- First Aid procedures
- Lone working
- Emergency and fire procedures
- Hygiene
- Accident and incident reporting
- Procedures for consultation

Where applicable, the following will be included:-

- Noise, vibration and dust
- Safe working at heights and safety with excavations
- Any other relevant control measures

4 RISK ASSESSMENTS

The Trust will comply with the Management of Health and Safety at Work Regulations and other regulations which require suitable and sufficient control measures to be implemented through a process of risk assessment. Risk assessments will be recorded where risks are significant. The Trust will ensure these risk assessments are carried out by person(s) familiar with the risks, hazards and control measures involved.

The results of these risk assessments and controls will be communicated to all relevant employees and persons. Safe systems of work/method statements will be recorded where appropriate.

Factors considered when making risk assessments will be :-

- a Identification of hazards
- b Assessing the level of risk.
- c The identification of people at risk. This will include employees, contractors, visitors and members of the public, (invited and uninvited).
- d The special needs and vulnerabilities of disabled persons, young persons, inexperienced persons and persons with learning difficulties.
- e Are present control measures suitable and sufficient?
- f Are additional controls required to reduce the level of risk or can alternative less hazardous arrangements be made to avoid the hazard completely?

These risk assessments will be reviewed at a minimum of annual intervals and further risk assessments will be carried out when appropriate.

All areas of high and significant risk will be assessed and recorded.

General overall risk assessments may be sufficient for low risk activities but specific risk assessments are to be conducted and recorded where risks are identified to be significant.

Risk assessment forms will be made available to all employees.

5 MANUAL HANDLING

The Trust will comply with the Manual Handling Operations Regulations which require employers to reduce risks from lifting, handling and carrying objects at work and the risks associated with repeated movements and actions.

Manual handling operations will be risk assessed and employees informed of the results of these assessments and control measures identified.

Manual handling training, information and instruction will be provided by the Trust to all employees.

Good handling techniques are identified in appendix 1 at the end of this policy.

6 SLIPS, TRIPS AND FALLS & HOUSEKEEPING

Slips, trips and falls are statistically a significant cause of accidents and severe injury.

The Trust will take all reasonably practicable measures to reduce the risk of such accidents on the Trust's premises, sites controlled by the Trust and to anyone who may be at risk from the Trust's activities.

Good house keeping also reduces the risk from fire, hazardous chemicals and health and hygiene hazards

7 FIRST AID

The Trust premises and all work sites will have suitable First Aid boxes or kits available.

The contents of the First Aid boxes are to be monitored and refilled by appointed staff.

Suitable numbers of staff will have benefited from current First Aid training.

The suitability of First Aid training and procedures will be risk assessed and further systems implemented as required.

All details of First Aid administered will be recorded.

All employees will be instructed on the procedures to be followed in the event of injury or illness at work.

Eye wash facilities will be available at the Trust workshop and gardens.

8 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Control Of Substances Hazardous to Health Regulations (COSHH) require the Trust to identify all such substances used, stored or handled by the Trust and to record appropriate related risk assessments and control measures.

Relevant data sheets will be available for all who work with, use, handle and store hazardous chemicals.

Risk assessments will be conducted and recorded taking into account the risks identified in the data sheets to ensure the methods used for transport, handling, storage and use of these substances are suitably controlled. Risk assessments and controls identified will be available and explained to all who work with these substances.

Safe systems of work will be recorded where appropriate. The Trust will provide this information, instruction and training to all who handle, use and are exposed to these substances. This information will be updated with the new use of or no longer used of substances hazardous to health.

All containers will have labels which clearly identify the contents and the nature of the hazard. Storage of such substances will be risk assessed with suitable and sufficient controls implemented.

Disposal of chemicals and containers will be conducted in a safe manner to reduce risks to all persons and the environment.

9 HAZARD REPORTING, ACCIDENT AND NEAR MISS PROCEDURES

Should a member of staff identify a hazard which is of high risk and needs something to be done, then this is reported to the Estates Officer who assesses the need for corrective action and takes appropriate steps. This is recorded by the Estates Officer.

In the event of an accident causing injury the first priority is to obtain suitable treatment or assistance from a First Aider or other suitably competent person.

Remember that you should not endanger your own or others lives rendering assistance.

(If the accident results in a major injury the scene should be left undisturbed if practicable.)

the Trust employees must report all accidents, near misses, significant occurrences and acts of violence which happen during work.

The three most important steps are :-

- a Ensure all relevant details are reported as soon as possible on the accident and incident forms provided by the Trust.
- b Ensure any risks caused by the occurrence are minimised to avoid further harm to others.
- c Notify management of incapacity to continue work and of any delayed indications of injury or harm.

The accident records and near miss records will be regularly reviewed to identify trends or any steps which need to be taken to avoid repetition.

The Trust Safety Advisor/Trust Estates Officer will ensure accidents

Which come under the Reporting of Injuries, Diseases and Dangerous Occurrences Regs 1995 are reported to the enforcing authority. Major incidents as defined by RIDDOR will be immediately reported to the enforcing authority by telephone.

10 FIRE AND EMERGENCY PROCEDURES

The Trust believes that in the event of a fire, the safety of persons and human life shall override all other considerations, such as saving property and extinguishing the fire.

Fire risk assessments will be conducted and recorded.

If a fire is discovered the alarm must be raised immediately.

The Trust will support any such action taken in good faith, even if there is later found to be no fire.

Where relevant the fire brigade should be summoned as quickly as possible.

Suitably maintained fire extinguishers will be provided by the Trust.

Emergency procedures will be discussed and formally identified at site inductions.

All staff will be inducted in fire action procedures and basic fire prevention measures.

All staff must report any concerns relating to fire hazards to management.

Emergency exits, stairs, fire doors and walkways will be kept free from obstruction at all times.

Sub contractors on the premises engaged in activities which have a recognised risk of fire must obtain permission from management prior to the commencement of this work.

11 WORKING AT HEIGHTS AND ON ROOFS

All working at heights will be risk assessed to ensure use of suitable equipment and other relevant safety systems.

Ladders will be inspected weekly or prior to use to ensure they are suitable for use and only staff who have received appropriate training in ladder safety will be permitted to use ladders. Ladders will only be used for access or for work of short duration and of low risk or where there is no practicable alternative.

Only work that can be performed with one hand will be conducted from ladders to ensure at least one hand is always holding the ladder.

Ladders will be suitably footed and/or tied at the top to ensure they do not slip or fall away.

Employees will not be permitted to work at height until they have been trained to do so.

Edge protection will be provided when appropriate.

No person will go onto a roof that has been identified as fragile until the work has been carefully risk assessed and suitable equipment is in place.

12 EXCAVATIONS

Prior to excavations commencing the following will be assessed: -

- Proximity to other buildings, structures and roads or vehicles.

- Ground water

- Ground conditions, soil types and slopes

- Possible underground services

Excavations will be conducted in such a manner as to ensure the safety of persons working in or adjacent to the excavation, the safety of the public and the protection of public services.

Industry standards will be applied including where support is required.

13 ELECTRICITY AT WORK

The Electricity at Work Regulations require the Trust to ensure all electrical systems are safe and fit for use. The Trust will take all reasonable steps to comply with these regulations.

All electrical systems in the Trust workshop will be protected by Residual Current Devices. Low voltage equipment will be phased in where applicable.

Portable and fixed electrical equipment must have sound, adequately insulated cables, properly connected to an appropriately fused plug. Portable electrical appliances and cables will be monitored for defects each day they are used.

Fixed and portable electrical equipment will receive recorded electrical checks by a competent person at appropriate intervals depending on nature of usage and the nature of the appliance. Maintenance schedules will be used to ensure all such equipment is checked.

When electrical appliances are not in regular use they must be disconnected from the supply. Care will be taken to avoid creating avoidable trip hazards with the cables.

Premises electrical systems will be inspected at appropriate intervals.

14 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Trust will comply with the Personal Protective Equipment at Work Regulations, the current Control of Substances Hazardous to Health Regulations (COSHH) and the Construction (Head Protection) Regulations. The Trust will comply with current legislation relevant to the work undertaken and the risks and hazards identified.

The Trust will provide or contribute to the cost of appropriate PPE and ensure its correct usage, ensure it is compatible with other equipment used, ensure adequate maintenance and replacement, provide suitable accommodation for this equipment, provide suitable information, instruction, training and testing (including face fit testing of masks where required), to appropriate employees, ensure employees report loss or defects of the equipment and to risk assess the use of this equipment.

Personal Protective Equipment should only be used as a last resort where no other controls are possible.

The need for PPE will be risk assessed.

Suitable head protection will be worn where there is a potential to fall from a height and where there is a potential to be hit on the head by work equipment or falling objects.

15 INSPECTIONS/AUDITS

Inspections where appropriate will include the following as a minimum and this list is not exhaustive: -

The Health and Safety information available

Risk assessments and method statements

Safe working at heights

Excavations: - supporting systems, edge protection

Means of access: - Ladders, step ladders/trestles, ramps

Machinery: - Suitability, guards, controls & maintenance.

Electrical: - Distribution system, temporary lighting, hand tools.

LP gas:- cylinders and appliances

Fire precautions:- extinguishers, no smoking notices

Materials handling and stacking

Personal Protective Equipment:- use, suitability, maintenance.

Welfare:- rest, eating, washing and toilet facilities.

Emergency procedures and fire risk assessments.

First aid:- box/kit and trained persons

Health Hazards:- COSHH, asbestos and lead, noise and vibration.

Housekeeping:- slip, trip & fall hazards.

Inspections will be conducted at a minimum of 3 monthly intervals and more frequently when appropriate.

16 PROCEDURES FOR SUBCONTRACTORS AND VISITORS

The Trust recognises its duty of care for other contractors, invited and uninvited visitors on the Trust premises or any site or area controlled by the Trust.

All reasonable attempts will be made to reduce the risk of injury or harm to all staff, other contractors, invited and uninvited visitors. Where applicable, this will include control of access, covering of excavations etc.

Visits by clients, tenants and prospective tenants to sites will be pre-arranged to ensure risks to them are suitably minimised and controlled.

17 CONTROL OF SUB-CONTRACTORS

Sub-contractors working on sites controlled by the Trust will be assessed to ensure they have suitable safety systems and safe systems of work prior to contracts being issued.

Sub-contractors will be issued with a copy of the Trust Health and Safety Policy and informed of relevant risk assessments, safe systems of work and other relevant safety systems.

The Trust will ensure it is specified in sub-contractor's contracts that they operate suitable safe systems of work. Sub-contractor compliance with their own relevant safety systems and the Trust safety systems will be sampled and monitored by the Trust

Sub-contractors tendering for work with the Trust must provide evidence of the following: -

- (a) Current insurance cover for both personal and public liability and any other relevant insurance cover.
- (b) Evidence of sub-contractor (and staff) being suitably competent to conduct work in a safe manner including recording risk assessments and safe systems of work.
- (c) Evidence that sub-contractor's work equipment used on site is safe, fit for the purpose and has received suitable preventative maintenance.
- (d) Sub-contractors must be able to demonstrate a suitable knowledge of relevant the Trust safety systems.

18 SMOKING

No smoking is permitted inside buildings owned and managed by the Trust.

19 TRAFFIC AND PEDESTRIAN CONTROL

The Trust will ensure, in so far as is reasonably practicable, that pedestrian and vehicular access to premises and sites it controls present the minimum risk to all persons. This will include control measures to ensure suitable surfaces and keeping walkways and vehicle routes as free from obstructions as is far as is reasonably practicable. Where appropriate, sand, grit or salt will be applied to walkways/access routes in frosty conditions.

20 QUARRY SAFETY PROCEDURES

The quarry is a high risk area both when it is being worked and when there are no quarry operations taking place. Specific and detailed quarry legislation applies to work in quarries.

Quarry is currently Closed

21 DRUGS AND ALCOHOL

No employee or sub-contractor will be permitted to work, drive, operate machinery or be on site if they are under the affects of alcohol or drugs.

Disciplinary action may include dismissal if there are significant safety issues involved.

(This does not include prescribed drugs that do not effect the individuals abilities to work).
If a drug or alcohol problem becomes evident, then the Trust will engage in consultation with the person concerned to try to address the problem and access appropriate help.

Policy explanation issued by

Date

Recipients name

Date

APPENDIX 1

GOOD MANUAL HANDLING TECHNIQUES

- (a) **Assess the load.**
If it is beyond your capacity do not attempt to move it. It may be suitable to obtain assistance or use mechanical handling. (Some individuals can only handle light weight loads).
You may require to push or rock the load to obtain some idea of the weight and weight distribution.
Assess the position of the load. (You may lose control of it and it may fall on you when you start to move it).
Assess whether you will be able to see where you are going once you have picked up the load.
- (b) **Plan the lift.**
Assess where the load is to be placed.
Remove obstructions such as discarded wrapping.
Estimate the centre of gravity and position this part of the load close to the body if possible.
Ensure the route over which the object will be carried is free of slip, trip and fall hazards.
If you need help, decide prior to the lift who is giving commands and ensure everyone involved can be heard.
- (c) **Position the feet.**
Position the feet comfortably apart. (e.g. shoulder width)
It may be an advantage to place one foot slightly forward of the other.
- (d) **Grip.**
Try to keep the arms within the area covered by the legs and feet.
Try to obtain a balanced, comfortable grip of the load.
Try to lift with the palms rather than the fingers.
- (e) **The lift.**
Bend the knees if lifting from the floor or low levels.
Do not significantly bend your back.
Lean forward a little over the load.
Lift smoothly and don't jerk.
Do not twist the body. Use the feet to step around to face another direction.
Keep the shoulders level and facing the same way as the hips.
Apply the above when setting the load down.

THE FOLLOWING LIST MUST BE CONSIDERED:-

- The task**
- The environment**
- The load**
- The individual capabilities**

The Isle of Gigha Heritage Trust
APPENDIX 2
RISK ASSESSMENT

Area /activity assessed

Persons affected

Nature of risk

Degree of risk (high – medium or low)
(probability X severity of outcome)

Controls in place

Additional controls required

Priority (Urgent, soon or non-urgent)

Conducted by

Date

ACTION DECIDED

DISPLAY SCREEN EQUIPMENT - ADJUSTMENTS

Making adjustments to suit your needs

What can I do to help myself?

Make full use of the equipment provided, and adjust it to get the best from it and to avoid potential health problems. It is always worth setting up your workstation properly, to be as comfortable as possible.

Here are some practical tips:

Getting comfortable

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need.
 - Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

Keying in

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

Using a mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

Telephone

- Consider use of headset.
- Do not cradle the phone between your ear and shoulder.

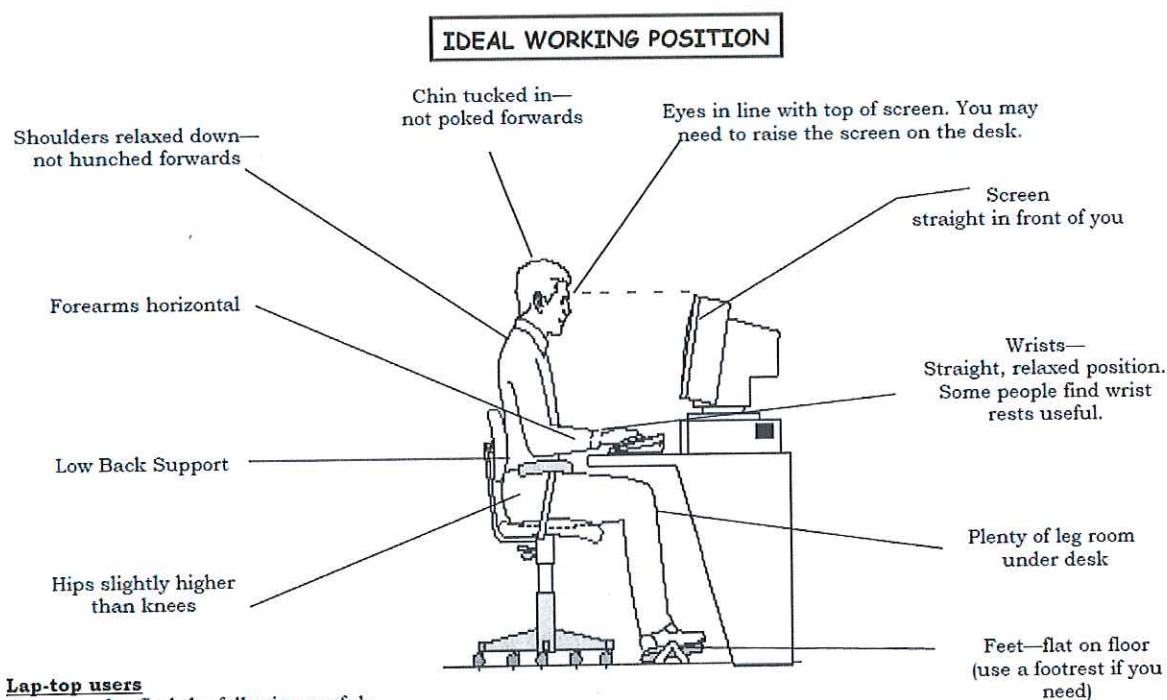
Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.

- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

Posture and breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation)
- Most jobs provide opportunities to take a break from the screen, eg to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.



Lap-top users

You may also find the following useful:

- Separate mouse and keyboard attached—instead of using the in-built keyboard and mouse.
- Place the laptop on a higher level—this allows your eyes to be in line with the top of the screen.