



Office Health and Safety

Some members of staff may be required, as part of their role, to undertake office-based duties. Clare House Nursery is committed to providing a safe, healthy and organised office environment and will take all reasonably practicable steps to minimise risks associated with office work in accordance with current health and safety legislation.

All staff have a responsibility to work safely, report hazards promptly and follow the nursery's health and safety procedures. If an employee requires additional support or reasonable adjustments, including during pregnancy or due to a medical condition or disability, they should inform the Nursery Manager as soon as possible so that appropriate arrangements can be considered.

Display Screen Equipment (DSE)

Staff using computers, laptops or other display screen equipment should:

- Adjust their chair and workstation to maintain a comfortable working position.
- Sit with their back supported and feet flat on the floor or on a footrest where required.
- Position the top of the screen at approximately eye level and at a comfortable viewing distance.
- Keep forearms approximately horizontal and wrists in a neutral position when typing or using a mouse.
- Position the keyboard and mouse close together to avoid unnecessary stretching.
- Keep frequently used items within easy reach.
- Avoid repetitive or awkward movements wherever possible.
- Ensure there is adequate lighting and minimise glare or reflections on the screen.
- Adjust screen brightness and contrast to suit individual comfort.
- Keep computer screens, keyboards and workstations clean.
- Change position regularly and take short breaks away from the screen throughout the working day.
- Report any discomfort, including eye strain, headaches, neck, shoulder, back or wrist pain, to the Nursery Manager.

Where an employee is identified as a regular Display Screen Equipment (DSE) user, the nursery will complete a DSE workstation assessment in accordance with current Health and Safety Executive (HSE) guidance.

Housekeeping

To reduce the risk of accidents within the office:

- Walkways and exits must be kept clear at all times.
- Filing cabinet drawers should be closed immediately after use.
- Spillages must be cleaned immediately or reported without delay.
- Personal belongings should be stored safely to prevent trip hazards.
- The office should be kept clean, tidy and free from unnecessary clutter.

Electrical Safety

Staff should:

- Visually check office equipment before use.
- Report damaged plugs, cables or equipment immediately.
- Never use equipment that is known to be faulty or damaged.
- Avoid overloading electrical sockets.
- Keep trailing cables to a minimum and ensure they do not present a trip hazard.
- Switch off electrical equipment when it is not in use where appropriate.

Portable electrical equipment will be maintained and inspected in accordance with the nursery's health and safety procedures.

Manual Handling

Although office work generally involves light duties, staff may occasionally be required to move deliveries, archive boxes or office equipment.

Staff should:

- Use safe manual handling techniques.
- Avoid lifting loads that are too heavy or awkward.
- Ask for assistance where necessary.
- Avoid storing heavy items above shoulder height.

Fire Safety

Staff must:

- Keep all fire exits, escape routes and fire-fighting equipment clear and accessible.
- Familiarise themselves with the nursery's fire evacuation procedures.
- Report any fire safety concerns immediately.
- Store combustible materials safely and avoid unnecessary accumulation of paper or packaging.

Office Security and Confidentiality

The nursery office contains confidential information relating to children, families and staff.

To maintain security:

- Confidential records must be stored securely.
- Computers must be locked when left unattended.
- Passwords must never be shared.
- Visitors should not be left unattended in office areas where confidential information is accessible.
- Staff must comply with the nursery's Confidentiality, GDPR and Data Protection policies at all times.

Lone Working

Where staff are required to work alone within the office:

- External doors should remain secure.
- Staff should ensure another responsible person is aware they are working on site where appropriate.
- Emergency contact procedures should be followed.
- Staff should not place themselves in situations where their personal safety may be compromised.

Staff Wellbeing

Clare House Nursery recognises that excessive workload, poor workstation ergonomics and workplace stress can affect health and wellbeing.

Staff are encouraged to:

- Take regular breaks throughout the day.
- Raise any concerns regarding workload or wellbeing with the Nursery Manager.
- Report any health concerns that may affect their ability to work safely.

The nursery will make reasonable adjustments where appropriate to support the health and wellbeing of employees.

Accident and Hazard Reporting

All accidents, incidents, near misses, hazards and defective equipment must be reported to the Nursery Manager as soon as possible and recorded in accordance with the nursery's Health and Safety procedures so that appropriate action can be taken to reduce future risks.

