

**SAFETY IN OFFICES**

At time of writing (Nov 21) staff are working from home due to the pandemic. At some point in the future home working venues may be subject to the same conditions as working in University buildings but in the meantime, this policy applies to just University premises.

1. Safety in the office is the responsibility of two parties:
  - a. The School Ops Manager and Estates Department are responsible for providing a safe environment; sound electrical systems, functional furniture, sufficient light and at suitable temperature.
  - b. The individual is responsible for ensuring that the equipment is used correctly, that faults are reported and that the desk /chair / Display Screen Equipment (DSE) suits their posture and build.
2. The school adopts an 'action by exception' approach. That is;
  - a. Individuals work out what ergonomics work for them rather than have them imposed.
  - b. Those who need foot or wrist rests identify this requirement to the school office who will then order the items.
  - c. Staff with back problems should seek help through the University Occupational Health system.
  - d. Advice about adjusting the brightness of monitors can be obtained from the LT team.
  - e. The University provide a training programme which provides good advice:  
<https://www.st-andrews.ac.uk/ehss/training/>
3. It will be assumed that all workers is comfortable and properly equipped unless advised otherwise. Staff members with an office health or safety issue must alert their line manager.
4. **University responsibilities**
  - a. **DSE.** The university, as the employer, is obliged to ensure that an individual's workstation is fit for purpose and not causing physical discomfort. Most of the physical dynamics were designed into the building:
    - (1) New desks (2010) and high spec office chair for all. These are fit for purpose although some individuals choose to use their own chairs.
    - (2) The natural and artificial lighting is adequate.
    - (3) Footrests, wrist rests and monitor stands are available on request to those who need them via the school office.
    - (4) Monitors and keyboards are high spec, monitor stands are adjustable.
    - (5) The power supplies, data and phone port locations are designed so that there is no reason for trailing wires.
    - (6) All University owned IT hardware is tested according to regs for Portable Electrical Appliance (PAT).
    - (7) There is storage at a suitable level.

5. **Individual responsibilities:**

a. **Electrical equipment.** All privately owned electrical equipment should be PAT tested in the annual round of electrical testing.

b. **Ergonomics.** Staff have a personal choice to make about:

- (1) Personal clutter on the desk.
- (2) Height of the monitor.
- (3) Position of the keyboard and mouse.
- (4) Use of a wrist rest.
- (5) Sitting position and adjustment of the chair.
- (6) Brightness / cleanliness of the monitor.

<b>Author:</b>	School Manager	<b>Approval Committee:</b>	
<b>Consultees:</b>			
<b>Location/s (Med Handbook):</b>			
<b>Location of source file:</b>			
<b>Access Level: (Public/University/School Staff)</b>			
This document <b>may/may not</b> (delete as appropriate) be released under the Freedom of Information Act without prior discussion. (If <b>may not</b> is selected, please contact the Executive Administrator before release to the FOI office.)			

**Version Control Record** (*expand table as required*)

<b>Date</b>	<b>Revision Description</b>	<b>Major Changes</b>
04/11/2021	Published version	