**Health and Safety**

In the office many things can have be a health and Health and Safety hazard. That is why we have a Health and Safety at Work Act this means employers have to look after the health and safety of the employees.

Employers need to do risk assessments and assess the risks of employees getting hurt and try to avoid it.

People who use computers most of the day are exposed to risks.

Employers need to look at the workspace environment including the workstation, equipment and furniture. Also that the job is being done and any special needs to individual staff members.

Under the Health and Safety legislation Employers must:

1. Assess workstations to reduce risk
2. Make sure that the workstation meets minimum requirements
3. The employees are having short breaks but still doing the work
4. Pay for eye tests and glasses is needed
5. Give health and safety training to staff.

What problems are there?

1. People sitting in the same position and doing the same task.
2. Sitting at the wrong height can cause back pains
3. Repeatedly making the same small movements
4. Glare or reflections from windows or lights and a dirty screen

Most of the problems can be avoided if the work space is designed correctly. Employees should have a chance of doing a different task; if this is not possible then they will need to take regular breaks

Employees need to be trained so they know how:

1. adjust the furniture
2. adjust the monitor setting depending on the lighting in the room
3. that they need to change position regularly
4. that they must take their breaks regularly
5. To report any problems they may have.