

## Health & Safety

### Display Screen Equipment

If you spend a lot of your day working on a computer, laptop, or other screen-based device, it's important that your setup supports your health and comfort. We want to make sure everyone using display screens is working in a way that's safe, sustainable, and doesn't cause unnecessary strain.

#### Setting up your workspace

A good workspace setup can help prevent issues like eye strain, back pain, and repetitive strain injuries. It doesn't have to be fancy, but it should be comfortable and adjusted to suit you. Some key tips:

- Keep the top of your screen roughly at eye level.
- Use a separate keyboard and mouse if you're working on a laptop for long periods.
- Make sure your chair supports your back and lets your feet rest flat on the floor (or on a footrest).
- Take regular breaks. Ideally, step away from the screen for a few minutes every hour.

If you're not sure how to set things up, we're happy to help. Just ask your manager or the HR team and we can arrange guidance, support, or even an ergonomic assessment if needed.

#### Working from home or off-site?

The same principles apply at home as in the office. If you need equipment or guidance to get your remote workspace set up safely, let us know and we will do what we can to support you. It's important that you're comfortable and protected no matter where you're working.

#### Eye tests and health support

If you regularly use display screens as part of your job, you're entitled to request an eye test. If your optician says you need glasses specifically for screen work, we may contribute toward the cost. Please contact the HR team for more details.

#### Speak up if something's not right

If you're experiencing discomfort, headaches, or any physical issues you think might be related to your screen setup or working posture, don't ignore it. Let your manager or the HR team know so we can help sort it out before it becomes a bigger problem.