[redacted] [redacted]
ERGONOMICS

Email: [redacted]
Mobile: [redacted] 436281
Date: 19th May 2025

I assessed this workstation with a view to performing a workstation risk assessment in accordance with the Health and Safety Regulations 1992 – 2002.

Name:	[redacted]
Assessment Type:	DSE Specialist Workstation Assessment **OFFICE/CLASSROOM**
Employers Name:	[redacted]
Assessment Date:	19th May 2025
Those present at Assessment:	[redacted] (end user) [redacted] (Consultant)
Office base:	[redacted]
Office – home ratio:	5 days a week from her office/classroom. Requested to work from home part of the week
Full time or part time?	Full time
Right or left handed?	Right
Height?	5 foot 5 inches
Is your job predominantly workstation based?	Yes
Workplace observations:	[redacted] is based in her office which she also uses as a classroom for small amounts of children at any one time. She has her rectangular fixed height desk over by the window at a slight angle. On it is a large screen on its own stand and below this, centrally based, flat on the desk is her laptop. She uses the inbuilt laptop keyboard and mouse pad. She often has 4 or so children sat around her desk while she is referring to her screen. Not far from her desk, there are some desks and chairs in a U shape where the children sit and work but [redacted] is based mainly from her desk and uses that as a central point. She uses a medium back cushioned office chair with arm rests.

Current Conditions

[redacted] has a history of various issues to include migraines, ADHD, Anxiety and IBS. She also suffers with Raynaud's disease which affects the circulation in her hands and fingers mainly. She suffers with Ehlers Danlos Syndrome which results in her joints being over flexible. This affects her day to day and each day can be different. The discomfort can be random. She suffers with chronic joint pain in her elbows, wrists, neck, shoulders, hips, knees and ankles. She tries to look after herself and is very active. Every day she wakes early and goes for a walk and does yoga along with a HIT workout. At work, her job is quite sedentary.

The Desk

When looking at [redacted] workstation, the first thing I noticed was that her desk was at an angle to the room, and she was also sitting at her desk at an angle also. Her screen was at the right height but wasn't straight and symmetrical in front of her, it was angled and when using the laptop, she wasn't sitting against a straight edge desk. It was all out of symmetry and she was twisting slightly, causing her body to be out of alignment, likely causing her body to over compensate in other areas.

I moved the desk so it was at a better angle and I straightened her screen so it allowed her to work against a straight desk edge. It is important that she can house up to 4 people around her desk whilst she is sitting there and she is still able to do this.

She has her laptop flat down on the desk in front of her and this is quite close to the desk edge meaning she doesn't have much space to support the weight of her arms. Her laptop is only connected to the screen, she doesn't need it as a second screen so I have advised her closing her laptop and moving it out of the way. This then allows space for a mini keyboard and standard mouse. It is not ideal to use the inbuilt laptop keyboard and mouse pad as it causes tense typing so having a separate ones are best.

When she has meetings, she needs her laptop. I am recommending a laptop stand so the screen is at a better height and she is looking ahead at it and not downwards which causes upper back tension. I also advised her to take the keyboard and mouse so she is just essentially looking at the laptop and using it like a PC. She will also benefit from a gel filled wrist support that she can use when using the keyboard and mouse as her wrists and elbows get quite sore.

Finally, keeping regularly active and mobile is key for [redacted] and using a sit/stand desk would be of real benefit to her and enable her to do this. I advised not to stand for any longer than 30 minutes at a time as so to prevent postural fatigue but [redacted] can't stand for that long anyway.

Finally, I advised that she moves her main screen back a little bit and then the new mini keyboard and mouse to go in front where her laptop was. This then means there is a nice amount of space for a wrist rest, and to relax the weight of her arms on.

I advised for her to have a 10-15cm gap in between the keyboard and front desk edge so that she can rest her hands/wrists when typing and using the mouse. This then relieves the shoulders and neck of tension, otherwise they will be supporting her arms when typing. The mouse should also be immediately next to the keyboard edge so that there isn't a 'reach' and the movement between keyboard and mouse use should be minimal and effortless.

I gave general advice regarding sitting at the desk. It is important to pull herself in as close as she can to the desk and always sit with her back fully against the chair backrest from the coccyx, up to her neck. It is important not to 'reach' for the keyboard or mouse.

Office chair

Because of [redacted] more complicated history of issues which are still ongoing, I feel a more orthopaedic chair is needed for her. Having a chair that is shaped to fit the contours of her back whilst giving additional support will be beneficial. The backrest on her current chair is leaning away meaning if she wants to sit nice and upright, she has nothing supporting her back.

I am recommending a high back office chair with an upright designed back rest, good lumbar support, and arm rests.

I gave general advice regarding the importance of sitting with her back fully against the backrest to gain full support from the chair and to sit upright. It is also important not to stoop or perch on the chair.

Breaks

[redacted] is fairly active during the day but can spend long periods of time sitting down. I advised her to aim for a mini walk at least once an hour is possible, even if it's for 2 minutes. Walking around and using her leg muscles aids circulation and also gives the eyes a rest from the screens so has many health benefits. It is also advisable to do any recommended stretches or exercises in the daytime if needed.

Environment

[redacted] works from a large room with 2 large windows in with pull down blinds. It is open, spacious, bright and airy. She prefers natural daylight rather than the inbuilt ceiling lights. In the corner, near one of these windows is her desk, and in the centre are some smaller desk and chairs for her students. Adjoining on to this room is another room where her students sometimes go to work that she needs to be able to access.

Adjustments/Advice/Recommendations

- VERY IMPORTANT - The importance of regular and consistent breaks and movement every hour throughout the day – leave workstation hourly or more if possible, even for 2 minutes.
- Do any recommended stretches/exercises in the day if necessary
- I moved the desk so it was angled better
- I moved [redacted] so she was sitting against a straight edge desk
- A new sit/stand electric desk

S300	Two legged frame suitable for desk tops of 800mm in depth - **£476**

12x8-B/M/W	1200 x 800mm desk top in Beech Maple or White - **£100.80**

- I explained the benefits of having a sit/stand desk

- Good PC screen height
- Close the laptop and move it out of the way
- A new mini keyboard
- A new standard mouse
- A new laptop stand
- A gel filled wrist rest for the keyboard and mouse
- A new orthopaedic office with a high back, good lumbar support, an upright designed back rest and arm rests. Something like this –

KONTRO HBA	**Kontro High back chair with arms - £612.85**

- Always sit back in her chair so her back is always supported and avoid perching and stooping
- Pull herself as close to her desk as possible and avoid 'reaching' for the keyboard and mouse. There should be a 10-15cm gap in front of the keyboard to rest his wrists on when typing and using the mouse
- Her mouse should be immediately next to the keyboard so the movement between keyboard and mouse use is minimal and effortless

Assessor: [redacted]
Position: Specialist DSE Ergonomic Consultant BSc (Hons)
Date Sent: 19th May 2025

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operational budget for school.
~~Jeff~~ Reise PO
Gina
furniture budget.

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