



Empowering our unique schools to Excel

St John's Church of England Primary School

Flexible Working Policy

	1 <u>ODBST Trustee Policy</u> Owned and applicable at ODBST Board level
Policy Level:	2 <u>ODBST Statutory Policy</u> (ALL Schools with no change allowed to core text. Changes to school name and school's usual sign-off and review date reminders allowed)
Other related ODBST policies and procedures:	ODBST Conduct and Discipline Policy and Procedure ODBST Grievance Policy and Procedure ODBST Anti-Harassment and Anti-Bullying at Work Policy and Procedure ODBST Health and Attendance Policy and Procedure
Committee responsible:	FRAPP
Approved by:	FRAPP
Date Approved:	7 th July 2021
Date for Next Review:	July 2024

In reviewing this policy the Trust Board has had regards to the Equality act 2010 and carried out an equality impact assement. It is satisfied that no group with a protected charecteristic will be unfairly disadvantaged

Approved July 2021

CONTENTS

1. INTRODUCTION.....	3
2. SCOPE.....	3
3. ROLES AND RESPONSIBILITIES	3
5. ELIGIBILITY	3
6. TYPES OF FLEXIBLE WORKING.....	3
7. APPLICATION FOR FLEXIBLE WORKING	4
8. PROCEDURE	4
9. CONSIDERING AN APPLICATION FOR FLEXIBLE WORKING	5
10. THE APPEAL.....	6
11. WITHDRAWAL OF APPLICATION BY EMPLOYEE.....	7
APPENDIX 1 - EMPLOYEES WHO ARE CARERS	8
APPENDIX 2 – APPLICATION FORM	9
APPENDIX 3 – APPLICATION ACCEPTANCE FORM.....	11
APPENDIX 4 – APPLICATION REJECTION FORM.....	12
APPENDIX 5 – EXTENSION OF TIME LIMIT FORM.....	13
APPENDIX 6 – NOTICE OF WITHDRAWAL FORM.....	14
APPENDIX 7 - HOMEWORKING GUIDELINES.....	15
HOMEWORKERS SELF ASSESSMENT CHECKLIST.....	18
DISPLAY SCREEN EQUIPMENT (DSE) AWARENESS CHECKLIST.....	21

1. INTRODUCTION

The aim of this policy is to support employees who wish to work flexibly and build on ODBST's commitment to work-life balance.

2. SCOPE

The policy and procedure set out in this document applies to all employees of ODBST, including teaching staff and non-teaching staff both in schools and centrally employed.

Employees with 26 weeks' continuous service or more at the time of applying have a statutory right to request flexible working. An employee can only make a statutory request once in any 12 month period.

Employees who are Carers should consider whether to apply for flexible working due to their caring responsibilities in accordance with this policy. Further guidance on Carers and the Trust's approach can be found at appendix 1.

3. ROLES AND RESPONSIBILITIES

Line Managers will:

- Consider seriously all applications for flexible working arrangements in accordance with this procedure and in line with the needs of ODBST or the School.
- Provide employees with clear guidance on how to apply for the flexible working arrangements which suit their needs.
- Adhere to the time limits contained in this procedure.
- Only decline a flexible working application where there is a valid business reason why this request cannot be accommodated.

Employees will:

- Ensure that they are entitled to make an application, because they meet the criteria outlined in Section 5 of this procedure, before submitting a request.
- Apply for flexible working arrangements which suit their needs but also ensure that their application takes into consideration the needs of ODBST or the School.

4. PRINCIPLES

The policy and procedure contained within this document is founded on the following principles:

- To offer the right to apply for flexible working to all employees of ODBST.
- To encourage a work/life balance for all employees whilst delivering outstanding education to the community.
- To provide a fair, consistent, objective and transparent approach to Flexible Working Applications across ODBST/the School.
- Not to discriminate against any individual in the application of this policy and procedure on any grounds including, grounds of gender, transgender, race, caste, trade union activities, disability, age, sexual orientation, trans-gender status, part-time worker status or religion or belief or any other personal characteristic or quality.

5. ELIGIBILITY

In order to submit a flexible working application, the employee must:

- Have worked for ODBST or the School continuously for 26 weeks at the time the request is submitted
- Have not made another application for flexible working during the last 12 months

6. TYPES OF FLEXIBLE WORKING

Flexible working arrangements can include changes to the hours of work:

Approved July 2021

- Part-time working
- Job share
- Shift working

Changes to working patterns:

- Staggered hours
- Term-time working/annualised hours
- Flexi-time
- Compressed hours

Changes to place of work:

- Working from home
- Working remotely from an alternative office

7. APPLICATION FOR FLEXIBLE WORKING

It is the employee's responsibility to provide a written application for flexible working to their Line Manager.

Within this application the employee must:

- Specify the flexible working arrangement applied for i.e. a change to the number of hours worked or a change to the working pattern they are requesting to work
- The reason for the desired working arrangement e.g. child care, caring responsibilities or other work-life balance reasons
- Explain the effects, if any, that the proposed change would have on ODBST or the School and how the changes may be dealt with
- State the date on which the proposed change should become effective, giving as much notice as possible
- State whether a previous application has been made and if so when
- Be aware that, if an application is successful, the change is permanent unless mutually agreed otherwise
- Understand that the application will be considered but that there is no guarantee that it will be approved

When making an application, the employee should consider the desired working arrangement in line with the needs of ODBST or the School. The following are areas to consider when submitting a business case to support the application:

- Consider how colleagues will manage if the work arrangement is to change
- Consider the effect the working arrangement will have on the job
- Show how the working arrangement could detrimentally affect the operational work of ODBST or the School and how this may be overcome
- Show how the desired working arrangement will enhance the operational work of ODBST or the School, if applicable, for example, providing extra cover

An employee may, at any time before an agreement is reached, withdraw their application for flexible working. In order to withdraw the application, the employee must complete the Flexible Working Notice of Withdrawal Form (Appendix 6). The Line Manager should then send an acknowledgement of the withdrawal.

8. PROCEDURE

The employee must complete an application for Flexible Working Form (Appendix 2) and forward it to their manager, ensuring that the application is made well in advance of the desired effective date.

Approved July 2021

On receipt of the application for flexible working, the Line Manager should forward an acknowledgement to the employee and either agree the request or arrange to meet the employee within 28 days of receipt of the application to discuss it.

Where the manager is unable to meet the employee within the 28 days, make the employee aware that all time periods can be extended by mutual agreement and any extensions must be confirmed in writing (Appendix 5).

At the meeting to consider the application, the Line Manager will discuss with the employee the issues that may arise from the requested working arrangement. This meeting gives both parties the opportunity to explore in depth the preferred working arrangement and any benefits or issues. Both parties should be prepared to be flexible with regard to the preferred working arrangement and its start date in order to agree on a mutually beneficial arrangement.

The Line Manager should write to the employee within 14 days of the meeting giving the decision (Appendix 3) ensuring that the employee is aware of their right of appeal against the decision within 14 days' of receiving the manager's letter.

If the application is successful, the manager will include a description in the letter of the new working arrangement agreed and state the date from which the new working arrangement will take effect.

If the application is unsuccessful (Appendix 4) the letter should state the business reason for refusing the application and ensure the employee is aware of their right to appeal and that a further application for flexible working will not be considered within a 12 month period.

If the employee wishes to appeal, they should appeal in writing to their Line Manager within 14 days of receiving the decision letter.

The manager should arrange for an appeal hearing to be heard by a Senior Manager, Headteacher or Governor. The appeal hearing should be arranged within 14 days of the appeal being received. The employee will be provided with the opportunity to be accompanied at the appeal hearing by a work colleague or union representative. The Appeal Hearing Manager should comply with any reasonable request to postpone a meeting in order for their chosen companion to attend. Any requested postponement should be no later than 5 working days.

The Appeal Hearing Manager will inform the employee of the outcome of this appeal hearing within 14 days of the date of the hearing, giving a response which will indicate any steps being taken to progress or resolve the situation.

The Appeal Hearing Manager will make the employee aware that the hearing is the end of the internal appeal process.

9. CONSIDERING AN APPLICATION FOR FLEXIBLE WORKING

The meeting is to facilitate two-way communication, and to address the application and the impact that the requested changes will have on ODBST/the School. Both the employee and the manager should be prepared to be flexible if the original requested working arrangement cannot be accommodated, and open discussion should take place regarding alternatives.

The possibility of a trial period can be discussed, to ensure the work pattern is suitable.

Prior to the meeting, the manager may obtain the views of the employee's colleagues in relation to the requested working arrangement and ensure that the employee is aware of any other individual who may be invited to attend the meeting e.g. HR Representative.

Prior to the meeting, the employee should prepare notes on the application that could benefit from further explanation during the meeting.

Where the employee fails to attend the meeting without notification, they should contact the manager as soon as possible to explain their absence, and to allow the manager to rearrange the meeting at the next mutually convenient time. If the employee fails to attend the meeting more than once and does not provide a reasonable explanation the manager may treat the application as having been withdrawn. In such circumstances the manager should write to the employee confirming that the application is considered withdrawn.

Consideration of the following should form the basis of the business decision on whether to accept the application:

- Burden of additional cost
- Detrimental effect on the ability to meet customer demands
- Inability to reorganise work among existing employees
- Inability to recruit additional staff
- Detrimental impact on quality and/or performance
- Insufficiency of work during the periods the employee proposes to work
- Planned structural changes

If considering declining an application, it is important to understand that any facts quoted in the explanation must be accurate. A decision to decline, based on inaccurate facts, could provide an employee with the basis to appeal and, for those employees with statutory entitlements, to make a complaint to an employment tribunal. A tribunal does not have the power to question the business reason for declining an application, however they will want to see evidence of any facts relied upon to reject the application, and that the manager has provided the employee with sufficient explanation as to why the business ground applies to the application.

When an application is rejected, the explanation should include the key facts about why the business ground applies. Experience shows that an employee who understands why a business reason is relevant will accept the outcome and be satisfied that their application has been considered seriously, despite being disappointed with the outcome. The explanation does not have to be lengthy and complex, but it should be clear and easy to understand.

10. THE APPEAL

When appealing against a request to work flexibly, the employee must set out the grounds for making the appeal and the date the appeal is being made.

There are no restrictions on the grounds under which an employee can appeal. It may be that they wish to propose a solution that the manager may not have been aware of when they declined the original proposal.

The appeal will be heard by the line manager's manager where possible or another senior leader.

If the appeal is upheld, the employee should be notified in writing stating the new working arrangement and its effective date.

Where the appeal is dismissed, the written decision must include the grounds for the decision, appropriate to the employee's own grounds for making the appeal and provide an explanation as to why the grounds for refusal apply in the circumstances. The employee should also be made aware that there is no further right of internal appeal.

An application for flexible working will be concluded within 3 months of the date of the application, unless an extension of time is mutually agreed.

11. Withdrawal of application by employee

The employee can withdraw their application at any stage before agreement. The employee should write to their line manager stating they wish to withdraw their application.

Where the employee fails to attend a meeting or appeal meeting on more than one occasion or they refuse to provide reasonable information to allow their application to progress, without reasonable excuse, the Trust will treat the application as withdrawn. The School/Trust will confirm the withdrawal of the application to the employee in writing.

APPENDIX 1 – EMPLOYEES WHO ARE CARERS

Definition of a Carer

A Carer is someone who, without payment, provides help and support to any adult or child who could not manage without their help. This could be due to their age, physical or mental illness, addiction, frailty or disability.

The person being cared for may live at the same address as the employee. However, it may be the case the employee will provide care for a relative, friend or neighbour who does not live with them.

Flexible Working for Carers

The Flexible Working Policy applies to employees who are Carers, and who wish to submit a formal request to amend their working arrangements.

Employees are encouraged however to advise their manager of their caring responsibilities at the earliest opportunity to ensure that consideration is given to the different types of flexible working arrangements that are available, such as Parental Leave, Compassionate Leave and short-term changes to work patterns. There may be short term options which may be more suitable to employees and can be agreed locally. Managers can also support employees in a more sympathetic, supportive and confidential manner if they are aware of such responsibilities.

APPENDIX 2 – APPLICATION FORM

Flexible Working Application Form

(for use by the employee)

You should use this form to make an application for flexible working provided you are eligible to do so.

You should note that it may take up to a maximum of 3 months to complete the process, so you should ensure that you submit your application to your manager well in advance of the date you wish the request to take effect.

An application does not guarantee that your request will be granted.

Name: Payroll No:

(This can be found on your payslip)

Manager:

School/Team:

Statement

I would like to apply to work a flexible working arrangement that is different to my current working arrangement. I confirm that I meet each of the following eligibility criteria:

- I am an employee
- I have worked for ODBST/the School continuously for 26 weeks
- I am not an agency worker
- I have not made another application for flexible working during the last 12 months

The following sections should be completed in full to ensure that your manager is able to consider your request.

1. Describe your current working arrangement (days/hours/times worked/place of work):

2. Describe the working arrangement you would like to work in the future (days/hours/times worked/place of work):

3. State the date you would like the requested work arrangement to commence:

4. Impact of the new working arrangement:
I think this change in working arrangement will affect ODBST/the School and my colleagues as follows:

5. Accommodating the new working arrangement.
I think the effect on ODBST/the School and colleagues can be dealt with as follows:

6. Reason for the request.

Signed:

Date:

You should now pass this application to your manager.

APPENDIX 3 – APPLICATION ACCEPTANCE FORM

Flexible Working Application Acceptance Form

(for use by the manager)

You must inform the employee of your decision within 14 days of the meeting. This form can be completed when accepting an application to work flexibly or a letter can be sent to the employee to confirm the decision.

Date:

Dear

Following receipt of your application and our meeting on I have considered your request for a new flexible working arrangement.

- I am pleased to confirm that I am able to accommodate your application.
- I am unable to accommodate your original request. However, I am able to offer the alternative arrangement, which we have discussed and you agreed would be suitable to you.

Your new working arrangement will be as follows:

Your new working arrangement will begin from

Please note that the change to your working arrangement will be a permanent change to your terms and conditions of employment and you have no right in law to revert back to your previous working arrangement. All other conditions of employment remain unchanged.

If you have any questions on the information detailed above, please do not hesitate to contact me to discuss them as soon as possible.

Yours sincerely

Line Manager

Copy to: HR – for contract / payroll update

Approved July 2021

APPENDIX 4 – APPLICATION REJECTION FORM

Flexible Working Application Rejection Form

(for use by the manager)

You must inform the employee of your decision within 14 days of the meeting. This form can be completed when an application to work flexibly cannot be accommodated or a letter can be sent to the employee to confirm the decision.

Date:

Dear

Following receipt of your application and our meeting on I have considered your request for a new flexible working arrangement.

I regret that I am unable to accommodate your request on the following business ground(s) (please refer to Section 9 of the Policy “Considering an Application for Flexible working”):

(Insert details here)

The above ground(s) apply in these circumstances because:

(Insert details here)

If you are unhappy with the decision you have the right of appeal. This should be made in writing to me within 14 days from the date of this notification, stating the grounds for the appeal.

Yours sincerely

Line Manager

Approved July 2021

Flexible Working Extension of Time Limit Form

(for use by the manager)

This form should be completed when confirming agreement with your employee that you wish to extend the time limit for part of the procedure beyond that set out in this procedure.

Please note that extensions are only possible where the employee has agreed.

Date:

Dear

I wish to extend the amount of time that the procedure allows me to:

- Arrange a meeting to discuss your application (28 days)
- Notify you my decision regarding your application (14 days)
- Arrange a meeting to discuss your appeal (14 days)
- Notify you of my decision regarding your appeal (14 days)

I wish to extend the number of days from to This means that I will have until (insert date) to complete the necessary action. I need the extra time for the following reason:

If you agree to this extension, please complete the slip below and return it to me or confirm by email.

Yours sincerely

Line Manager

✂-----

Employee’s Agreement to Time Extension (to be completed and returned to your manager)

Further to your letter of I accept your request to extend the amount of time to

.....

Signed

Date

APPENDIX 6 – NOTICE OF WITHDRAWAL FORM

Flexible Working Notice of Withdrawal Form

(for use by the employee)

This form should be used if you wish to withdraw your application to work flexibly. Once you have withdrawn your application, you will not be able to make another application until 12 months from the date of your original application.

Date:

Dear

I wish to withdraw my application to work flexibly which I submitted to you on I understand that I will not be able to make another application until 12 months after the above date.

.....

.....

Signed

Date

✂-----

Your manager should complete the attached slip and return it to you to confirm receipt of your withdrawal or confirm by letter or email.

Dear

I confirm that I have received notice that you wish to withdraw your application for flexible working which you submitted to me on

In line with the procedure you will not be eligible to submit another application until 12 months from the above date.

.....

.....

Signed

Date

Approved July 2021

APPENDIX 7 - HOMEWORKING GUIDELINES

Where agreement is reached for an employee to work from home, either permanently or on an occasional or temporary basis the following guidelines should be adhered to and the homeworking checklist, including DSE assessment completed, if relevant.

1. HOMEWORKING ARRANGEMENTS

ODBST may agree for an employee to work from home for a variety of reasons, including but not limited to:

- when a dependant becomes unwell or arrangements for their care break-down at short notice;
- when, despite being fit to work, travelling to the workplace is difficult (for example, due to recovery from an injury such as a broken leg);
- when public transport has been disrupted (for example by the weather or by a strike, that affects your travel arrangements); or
- when a quiet, uninterrupted work environment will assist in dealing with a backlog of administrative tasks or in writing reports to a deadline; or
- when government guidance recommends homeworking where possible, for example due to a large scale health pandemic such as Coronavirus.

In these circumstances working at home can be authorised by the line manager where, in their opinion:

- the employee has work that can be undertaken at home; and
- working at home is cost-effective and any increase in work that may be passed to colleagues as a result is kept to a minimum.

This policy does not form part of any employee's contract of employment and it may be amended it at any time.

You may be asked to agree to a home visit by your line manager, a senior manager, a member of our HR team, IT provider or Health and Safety Officer in order to carry out a risk assessment, install or service equipment, or to reclaim equipment.

You agree to attend the office/site or other reasonable location for meetings, training courses or other events which we expect you to attend where a risk assessment has been completed and it is safe to do so. You understand that when you do attend our workplaces, you may have to work in a different way as a result of the circumstances prevailing at the time and any other necessary changes in the workplace.

Working at or from home may affect your home and contents insurance policy, mortgage, lease or rental agreement. It is your responsibility to make any necessary arrangements with your insurers, bank, mortgage provider or landlord.

2. EQUIPMENT

Where possible, we will provide any equipment that we consider you reasonably require to work from home which will remain our property. Where equipment is provided you must:

- use it only for the purposes for which we have provided it;
- take reasonable care of it and use it only in accordance with any operating instructions and our policies and procedures; and
- make it available for collection by us or on our behalf or return it to our workplace when requested to do so

Approved July 2021

- undertake a Display Screen Equipment (DSE) Awareness Check when asked to do so

It is your responsibility to ensure that you have sufficient and appropriate equipment for working from home. We are not responsible for the provision, maintenance, replacement, or repair in the event of loss or damage to any personal equipment used by you when working for us.

We are not responsible for associated costs of you working from home including the costs of heating, lighting, electricity or telephone calls but may cover some of these expenses as a result of national guidance from Her Majesty's Revenue and Customs

3. DATA SECURITY AND CONFIDENTIALITY

All equipment and information must be kept securely. You should take all necessary steps to ensure that private and confidential material is kept secure at all times. Your line manager must be satisfied that all reasonable precautions are being taken to maintain confidentiality of material in accordance with our requirements.

You may only use equipment which has been provided by or authorised by us for accessing drives and work emails. You agree to comply with our instructions relating to software security and to implement all updates to equipment as soon as you are requested to do so.

You confirm that you have read and understood our data protection policy and code of conduct for staff and that you will regularly keep yourself informed of the most current version of these policies.

If you discover or suspect that there has been an incident involving the security of information relating to the any aspect of the trust or its work, you must report it immediately to your manager and the data protection officer.

4. HEALTH AND SAFETY

When working at home you have the same health and safety duties as when in the workplace. You must take reasonable care of your own health and safety and that of anyone else who might be affected by your actions and omissions. We may ask you to complete a working from home risk assessment. You must undertake the usual office health and safety courses, keep up to date with our health and safety policy and procedures and undertake to use equipment safely as applicable to your role.

We retain the right to check home working areas for health and safety purposes. The need for such inspections will depend on the circumstances including the nature of the work undertaken.

You should not have meetings in your home and should not give out your home address or telephone number unless authorised by your line manager.

You must ensure that your working patterns and levels of work both over time and during shorter periods are not detrimental to your health and wellbeing.

You must use your knowledge, experience and training to identify and report any health and safety concerns to your line manager.

Employees are responsible for ensuring they complete their working hours as defined in their contracts of employment. Employees are responsible for ensuring they take their rest breaks as defined in their contracts of employment. Working time should be monitored and rest breaks of at least 20 minutes for every six hours of working should be taken.

Employees are covered under the Trust's accident insurance policy in their home. Accidents must be reported immediately to the line manager.

Approved July 2021

5. EMPLOYEE CONDUCT

You will be subject to the same performance measures, processes and objectives that would apply if you worked at our premises.

If homeworking becomes unsuitable due to employee conduct or performance, the homeworking arrangement may be terminated immediately, or alternative measures introduced. Further disciplinary action may also be taken in line with the ODBST Conduct and Discipline policy and procedure.

HOMEWORKERS SELF ASSESSMENT CHECKLIST

Please return completed form to the Headteacher or HR Manager

Name			
Job Title			
Line Manager			
Date			
	Yes	No	Comments
Have you read and understood our home working guidelines?			
Do you have a need for any reasonable adjustments to your home working space because of your situation?			
COVID-19 (Coronavirus) pandemic specific	Yes	No	Comments
Are you a high risk person (clinically extremely vulnerable) defined or notified by the Government?			
Do you clean your hands/IT equipment e.g. keyboard /disinfect your homework space regularly?			
Fire	Yes	No	Comments
Are waste materials regularly disposed of?			
Are exit routes clear?			
Do you have an escape plan?			Do you know exactly what to do in an emergency?
Is a smoke alarm fitted?			Must be tested regularly
Electrical Equipment	Yes	No	Comments
Any apparent damage?			Cracked/loose casing, missing screws, etc. Are extension sockets and gantry sockets used appropriately, not overloaded and in good condition.
Any evidence of overheating?			Look for discolouration
Any obvious damage to leads or plugs?			Disintegration
Are the cables secure in all plugs?			
Slips Trips and Falls	Yes	No	Comments
Floor coverings sound, and without defects?			
Are walkways clear of tripping hazards e.g. trailing cables from power sockets to workstation?			
Is the work area tidy?			
Working Environment	Yes	No	Comments
Is the temperature adequate?			
Is the ventilation adequate?			
Do you have adequate lighting, including any necessary desk lighting?			
Display Screen Equipment	Yes	No	Comments

Do you use Display Screen Equipment (DSE) for a total of more than two hours a day, or more than one hour a day continuously?			If so DSE assessment to be undertaken for home workstation (see below or smartlog)
Working Alone	Yes	No	Comments
Do you have regular contact with your manager and other team members?			
Do you carry a mobile phone?			
Accidents / First Aid	Yes	No	Comments
Do you know the procedure for reporting any accidents or work related illnesses?			
Do you have a first aid kit available whilst working at home?			
Well - Being	Yes	No	Comments
Do you suffer any discomfort or ill-health which you believe has resulted from your work at home?			If the answer is yes please contact Human Resources.
Do you experience stress which you believe may be a result of work?			If the answer is yes please contact Human Resources.
Technology / Security / Data confidentiality	Yes	No	Comments
Are you using a company laptop?			
Are you accessing company systems from your home?			
When you access company systems from home, do you have password protection?			
Do you have anti-virus malware protection on your laptop or computer?			
Are you using software which has not been approved by your company for company business?			
If you have virtual assistants such as Alexa or Echo, do you turn them off during phone or virtual meetings?			
All other external doors & windows similarly secured?			
Could your screen or other ODBST documents be visible to others when working? (i.e. passers by if located by a front window)			
Are laptops and confidential files, documents locked away when not in use?			
Are you shredding confidential paper records or disposing of them securely (i.e. not in the recycling)			
Children	Yes	No	Comments
Are children present during your working hours?			
Have you taken adequate precautions to keep children away from the working area and electrical equipment?			
Expectant Mothers	Yes	No	Comments



Display Screen Equipment (DSE) Awareness Checklist

This checklist provides you with a reminder of how to ergonomically set up and use your DSE

Monitor	Yes	No
The main monitor is central on the user's desk and roughly an arm's length away.		
The user is directly facing it when sat in a neutral position		
The monitor is free from glare and does not flicker		
The user's eyes are level with a point on the screen that is 2" to 3" below the top. They keep their head, neck, and shoulders straight and relaxed.		
The monitor can be tilted and raised / lowered.		
The monitor has brightness / contrast settings.		
The size of the text displayed on the screen is two to three times larger than the size of the smallest text the user can read.		
Chair	Yes	No
The chair is adjustable in height, padded, has free-moving wheels, and is stable.		
The chair has lumbar support for the user's lower back.		
The user's feet are flat on the floor or a footrest when sitting in the chair.		
The user can position the chair comfortably in front of or under their desk		
Mouse	Yes	No
The mouse is a suitable shape and size so that it fits comfortably into the user's hand.		
The mouse supports the neutral position of the user's wrist. The user has suitable wrist support if necessary.		
The mouse's buttons and scroll wheel are not stiff or overly sensitive.		
The mouse is kept clean and free from debris so it can move smoothly.		
The user does not have to stretch to reach the mouse. Their arm is close to their side when using it, with their elbow at a slightly 'open' angle.		
Keyboard	Yes	No
The keyboard is separate from the screen so it can be suitably positioned.		
The keyboard is directly in front of the user, with the 'h' key in line with the centre of their body.		

Approved July 2021

The keys only require a soft touch to use – they are not stiff.		
The user’s elbows are bent at or around a 90° angle when typing. Their arms are relaxed at the side of their body while doing so.		
The user’s wrists are supported either by a rest or the desk when typing.		
The user does not need to stretch their wrists and/or forearms when typing.		
Environment	Yes	No
The user’s desk is made of a material that will not cause glare.		
The user’s desk is a suitable height so it has adequate space underneath		
The user’s desk has enough room for all of their equipment		
Any windows that could cause glare have blinds/coverings.		
The area has adequate lighting to prevent eye strain. If the user needs additional light, they should have a desk lamp.		
The room is at a suitable temperature, as too hot or too cold temperatures can cause users to adopt poor postures		
Laptops	Yes	No
The user has a stand or raised support for their laptop so they can position it at an appropriate height.		
The user has a separate mouse and keyboard so they can adopt a proper posture.		
The user avoids working with the laptop on their lap, as this leads to a bad posture.		

Notes:

User’s name:

Date:

Employee signature: