



GBS HQ Health and Safety Policy

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Definitions

“A&E”	means Accident and Emergency;
“BOA”	means the British Olympic Association;
“BPA”	means the British Paralympic Association;
“DSE”	means Display Screen Equipment; any alphanumeric or graphic display screen, regardless of the display process involved. It covers computers, laptops, tablets, and smartphones, as well as other methods of displaying data, such as CCTV screens;
“DSE User”	means a member of GBS Staff or GBS Volunteer who uses display screen equipment as a significant part of their normal work. The HSE specify that it applies to “workers who use DSE daily, for an hour or more at a time, not infrequent users or short term use”;
“GBS”	means GB Snowsport Ltd.;
“GBS Athlete”	means an athlete who is part of a GBS Team/GBS Squad;
“GBS CEO”	means the Chief Executive of GBS;
“GBS HQ”	means the GBS Headquarters; the office located at 101 New Cavendish Street, London, W1W 6XH;
“GBS SLT”	means the GBS Senior Leadership Team;
“GBS Staff”	means staff who are employed by, or acting as a contractor or consultant, to GBS;
“GBS Volunteer”	means volunteers who work for GBS without pay;
“GBS Website”	means the official GBS website, https://www.gbsnowsport.com/ ;
“HSE”	means the Health and Safety Executive;
“Individual”	means anyone who is subject to the Policy;

“Line Manager”	means the person with managerial responsibility over any individual subject to the Policy;
“NHS”	means National Health Service;
“PAT”	means Portable Appliance Testing;
“Performance Director”	means the person who provides leadership and strategic direction of the performance programmes to achieve consistent podium success, effective talent pathways, and coach development.

1. Introduction

- 1.1. This document contains the GB Snowsport (GBS) HQ Health and Safety Policy (the “Policy”). The Policy outlines GBS’ approach to health and safety, ensuring that the GBS HQ environment is as safe and orderly as possible.

Aims

- 1.2. To eliminate any possible GBS HQ based hazards and prevent harm to GBS Staff, GBS Athletes, and GBS Volunteers by reducing risk.
- 1.3. To comply will all relevant health and safety related legislation and with good practice.

Scope

- 1.4. The Policy is to be followed by all GBS Staff, GBS Athletes, GBS Volunteers, and anyone working on behalf of GBS while working in or visiting the GBS HQ.
- 1.5. Failure to comply with the Policy will lead to disciplinary action in line with the GBS Disciplinary Policy. If your conduct is unlawful or illegal you may be personally or criminally liable with respect to civil and/or criminal proceedings, claims, or actions.
- 1.6. GBS recognises its legal obligations under the Health and Safety at Work Act 1974, the Health and Safety (Display Screen) Regulations 1992 (as amended in 2002), the Workplace (Health, Safety, and Welfare) Regulations 1992, and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, and will abide by its requirements, as well as any equivalent legislation (as amended) in any UK jurisdiction, Jersey, Guernsey or the Isle of Man and any later amendments to such legislation or subsequent health and safety related legislation that may be relevant to GBS.

2. Policy Statement

- 2.1. As stated in Clause 1.6, GBS accepts its full responsibilities under the Health and Safety at Work Act 1974 and all regulations made under it. Health and safety is of paramount importance to GBS and it is required that all GBS Staff, GBS Athletes, GBS Volunteers, and Third Parties recognise and follow GBS' commitment to carry out effective management of health and safety.
- 2.2. GBS aims to:
 - 2.2.1. protect the integrity of our overall business performance;
 - 2.2.2. protect the welfare of all GBS Staff, GBS Athletes, GBS Volunteers, and any Third Parties visiting or working within the GBS HQ;
 - 2.2.3. identify any possible risks related to the GBS HQ, assess them, and evaluate what is required to either eliminate or minimise the risk;
 - 2.2.4. demonstrate an ongoing commitment to improve GBS HQ health and safety throughout GBS;
 - 2.2.5. provide adequate resources and equipment to ensure that GBS HQ activities can be carried out in a safe manner;
 - 2.2.6. provide all of the necessary information, instruction, and training to all GBS Staff, GBS Athletes, and GBS Volunteers to avoid risks associated with GBS HQ activities;
 - 2.2.7. ensure access to the GBS HQ (including all rooms and facilities) is without any risk to health and safety; and
 - 2.2.8. regularly review our arrangements for maintaining health and safety provisions to ensure they remain suitable and up to date, enabling measures to be put in place that allow GBS to continually improve health and safety performance.

3. Organisation

Board of Directors

- 3.1. Every member of the GBS Board will:
 - 3.1.1. annually review the Policy, ensuring it is up to date and adequate;
 - 3.1.2. ensure the GBS SLT carry out their responsibilities in line with the Policy;
 - 3.1.3. ensure adequate resources for and prompt decision making in respect of health and safety related matters;
 - 3.1.4. participate in health and safety investigations and other activities, such as training, as required.

Senior Leadership Team

- 3.2. Every member of the GBS SLT will:
 - 3.2.1. promote an interest in health and safety and set a good example for the rest of the organisation, including the promotion of a strong health and safety culture within the GBS HQ;
 - 3.2.2. provide strategic direction and endorsement for any health and safety strategy GBS carry out;
 - 3.2.3. provide support to the GBS CEO to meet GBS' health and safety responsibilities;
 - 3.2.4. take responsibility for the health, safety, and welfare of GBS Staff.

All GBS Staff, GBS Athletes, and GBS Volunteers

- 3.3. Every member of GBS Staff, GBS Athlete, and GBS Volunteer will:
 - 3.3.1. take reasonable care for both their own health and safety and the health and safety of others who may be affected by their acts or omissions;
 - 3.3.2. follow the Policy and any health and safety related instruction from the individual's Line Manager or Performance Director;
 - 3.3.3. not carry out any activity that they consider pose a risk to themselves or others or with which they have reasonable cause to be concerned about, no matter who instructs them; and

- 3.3.4. inform their Line Manager, Performance Director, or other member of GBS' management:
 - 3.3.4.1. of any situation within GBS HQ which represents a risk of any nature to either themselves or others;
 - 3.3.4.2. of any matter that represents a shortcoming in GBS' health and safety arrangements; and
 - 3.3.4.3. of any accident, incident, hazard, or dangerous occurrence immediately and without undue delay.

4. Arrangements

Training and Communication

- 4.1. For GBS to comply with regulations that require employers to consult their workforce about health and safety (the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996), provisions have been put in place to allow for optimal health and safety training and communication.
- 4.2. GBS Staff will be provided with the following forms of health and safety training and communication:
 - 4.2.1. Staff induction - including the provision of Staff Handbook which contains the GBS Health and Safety Policy;
 - 4.2.2. Team meetings - any updates or major changes to GBS' approach, stance, or guidance regarding health and safety will be brought up in the team meetings. It will be a chance for open discussion between all members of GBS Staff and the GBS CEO. GBS Staff feedback on any issue (whether it is health and safety related or not) will always be welcome at team meetings.
 - 4.2.3. The 101 New Cavendish Street notice board - the HQ's notice board (found in the kitchen area) contains posters, flyers, and infographics on different health and safety topics. The material on the notice board is regularly updated.
 - 4.2.4. Staff training opportunities - GBS Staff have the opportunity to undertake a wide array of health and safety related training activities provided by the BOA. The type of training provided may include things such as first aid training and fire warden training.
 - 4.2.5. COVID-19 guidance – GBS Staff may read the “Office Use Guidance” document provided by the BOA for guidance on how to safely use the GBS HQ during the COVID-19 pandemic.

Risk Assessment

- 4.3. GBS has a commitment to identifying any possible risks that may occur within the GBS HQ and to implement measures that aim to reduce possible risks to the lowest level of risk possible. Risk assessments will be carried out using the procedure specified in Appendix A.
- 4.4. As the GBS HQ is an office space, it is considered a low risk environment. GBS will use a 5x5 risk assessment matrix to score and evaluate possible risks on their “probability” (Y axis) and their “severity” (X axis). The score gained on the 5x5 risk assessment matrix will determine the priority rankings for risks in the GBS HQ. Those that have a higher numerical score on the 5x5 risk assessment matrix will be higher ranked on the list of risks and will be prioritised over the lower ranked risks. An example of what a 5x5 risk assessment matrix looks like can be found in Appendix B.

5. Reporting Accidents and Hazards

Reporting Responsibilities

- 5.1. All GBS Staff, GBS Athletes, and GBS Volunteers have a responsibility to ensure that all accidents, incidents, hazards, risks, or near misses are reported.
- 5.2. Line Managers have a responsibility to ensure that any accidents, incidents, hazards, risks, or near misses are thoroughly investigated and remedial action taken.
- 5.3. GBS has a responsibility to ensure that any injury, disease, or dangerous occurrence that falls within the categories outlined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is reported within the relevant timescales.

First Aid

- 5.4. GBS ensures there are adequate first aid provisions in place around the GBS HQ to minimise the consequences of an accident/incident and to promote recovery.
- 5.5. The Current GBS, BOA, and BPA first aiders are listed on a document that can be found in reception and on the GBS HQ notice board.
- 5.6. There are two first aid kits in the GBS HQ. One is located in the drawer and one in the post room. A defibrillator can be found under the desk in reception.
- 5.7. The nearest A&E and NHS Walk-in Centre is the University College Hospital, 235 Euston Road, London, NW1 2BU.

Evacuations

- 5.8. All GBS Staff are informed and trained on the GBS HQ evacuation procedures.
- 5.9. All fire escapes in the GBS HQ are easily identifiable and are never obstructed. Fire alarms and fire equipment (such as fire extinguishers) are located around the GBS HQ and are maintained and tested regularly. The fire alarm is tested every Wednesday at 10:00am.
- 5.10. For emergency evacuation situations that are not just fire-centric (e.g. terrorism threat), the same evacuations principles will apply. Not all emergency evacuation situations will have an audible alarm to notify those within the GBS HQ. In times like these, the fire wardens/marshals will identify the best escape route at the time.
- 5.11. The evacuation assembly point is located on the corner of Great Titchfield Street & Carburton Street. The fire wardens/marshals will ensure the GBS HQ is evacuated and will direct all GBS Staff to the evacuation assembly point.
- 5.12. The current GBS, BOA, and BPA trained fire wardens/marshals are listed on a document that can be found in reception and on the GBS HQ notice board.

6. Accidents and Hazards Guidance

Slips and Trips

- 6.1. Slips and trips are one of the most common causes of injuries to workers despite being one of the most preventable. They are commonly caused by poor housekeeping or poor risk perception.
- 6.2. Wet floor signs should be used in bad weather to warn anyone of hazards such as mud, leaves, or water on the floor inside the GBS HQ.
- 6.3. Cleaning of floors should be conducted outside of working hours to avoid any areas of the floor being left wet from cleaning. Wet floor signs should also be used.
- 6.4. Any loose areas of carpet or loose door mats should be secured to the floor or built in to the flooring instead.
- 6.5. Everyone should clean up spillages for things such as tea, coffee, or cleaning chemicals straight away.
- 6.6. Cables should be kept out of walkways and not laid across open areas. Cable ties should be used if there are many cables being used at one location (this also serves organisational purposes).

- 6.7. Corridors and walkways should be free from obstructions and GBS Staff and GBS Volunteers should ensure they tidy up after themselves.
- 6.8. If any flooring within the GBS HQ becomes uneven (especially steps and ramps), the edges of the uneven area should be highlighted with tape to warn others of the hazard.
- 6.9. Lighting should always be at a good standard within the GBS HQ. Dim or faulty lighting may make slips and trips more likely.

Fire Safety

- 6.10. Due to the destructive potential of fires, it is important to ensure correct fire and safety procedures are followed to minimise any risk if a fire ever broke out within the GBS HQ.
- 6.11. Electrical equipment should be turned off and removed from power if it gets too hot or begins to emit a burning smell.
- 6.12. Open flames should be kept far away from flammable materials.
- 6.13. Materials that can be used as sources of fuel (such as cardboard, paper, packaging, textiles, and hazardous substances) should be stored/discarded away from any sources of fire or ignition.
- 6.14. As mentioned in Clause 6.7, corridors and walkways should be kept clear and unobstructed to ensure escape during a possible GBS HQ fire is more efficient and orderly.
- 6.15. Fire safety equipment located within the GBS HQ (such as fire extinguishers, blankets, etc) should be readily available and in-date.
- 6.16. Tests of the fire alarm system are planned to occur every Wednesday morning at 10:00am to aid in providing familiarity with the alarm.

Electrical Safety

- 6.17. Even if you are not directly working with electricity in the GBS HQ, it's very likely that you are using equipment that is powered by it. Because of this, hazards involving electricity are the most common form of workplace accidents.
- 6.18. Check wiring such as DVI, HDMI, composite, component, S-video, or other cables such as laptop/phone chargers for any damage or fraying and take the equipment out of use if any damage is spotted.
- 6.19. Any loose or badly wired plugs/sockets should be reported to the BOA IT team for repair.

- 6.20. Never daisy chain extension cables, as the electricity supply may overload and cause a fire.
- 6.21. As stated in Clause 6.11, Any equipment that overheats or emits a burning smell should be switched off and removed from use.
- 6.22. Avoid using any turned on equipment near the sinks in the GBS HQ kitchen as water will conduct electricity (the exception to this being equipment intended for kitchen use, such as kettles).
- 6.23. Equipment that does not have a PAT label should not be used until they have been checked for safety. If you spot any equipment within the GBS HQ that does not have a PAT label, you should report it to your Line Manager so a check can be performed.
- 6.24. Equipment within the GBS HQ should always be used for the job it was intended for.
- 6.25. Please pay particular attention when using the GBS HQ kitchen. Please follow any instructions provided and use equipment such as kettles, hot taps etc, as you would at home, i.e. for their normal purpose. If you identify any risks or hazards, please notify your Line Manager as soon as possible.

Falls from Height

- 6.26. Although GBS Staff do not often work from heights within the GBS HQ, guidelines should still be put in place for whenever GBS Staff need to access higher places that cannot be reached without access equipment. The most appropriate type of access equipment that will be available in the GBS HQ will be a ladder (step or full).
- 6.27. When using a ladder, the ladder should face the direction of the work being carried out to prevent overreaching.
- 6.28. Ladders should be placed on a firm, level surface and on a floor free from spillages.
- 6.29. Chairs, tables, and other similar furniture should not be used to reach higher places in place of appropriate access equipment.
- 6.30. You should not carry more items up a ladder than you can safely manage. Hands free ladder use is dangerous, so one hand should always be free to grip the ladder for security.
- 6.31. Ladders should be fully open and have their locking mechanism engaged when in use.

Manual Handling

- 6.32. Manual handling can involve any time in which you are exerting physical effort to move or hold an object. Physical injuries are very likely if manual handling is not carried out using the correct form or too much weight is carried at once.
- 6.33. If furniture needs to be moved around the GBS HQ, always get help from another to minimise the risk of injury or damage to the furniture.
- 6.34. If you are transporting heavy books, paperwork, or folders either within GBS HQ or somewhere external, the load should be broken down into smaller, lighter loads to avoid straining your arms and back.
- 6.35. When accessing the GBS HQ cabinets, heavier items should be stored at waist height to avoid the need for reaching up or bending down.

Stress

- 6.36. Workplace accidents and hazards may not always be physical. Stress and poor mental health could regrettably develop in the workplace at any time.
- 6.37. If you have gained stress from having an unclear job role/responsibility, talk to your Line Manager to find out exactly what you should or should not be doing to help you gain understanding and focus.
- 6.38. If you find yourself with too many or too few work demands and responsibilities, you can delegate responsibilities, ask for deadlines, or ask for more/fewer tasks to do if you have gotten bored or frustrated.
- 6.39. Take regular breaks to help rest your mind as well as breaking up tasks into smaller blocks, so you are not doing the same thing for long amounts of time. This may help if you feel you finding your tasks boring or uninspired.
- 6.40. If you are experiencing difficulties with negative work relationships, speak to your Line Manager for mediation to easily resolve the issue. The GBS Grievance Policy also outlines procedures for such things.
- 6.41. If you are unhappy or uncomfortable with your work environment. Analyse the GBS HQ lighting, heating, and ventilation to see if they are suitable, ensure you have enough space at your desk to work comfortably, and consider using additions such as plants to aid in the ambience of the work environment. Take advantage of the GBS HQ hot desk system, allowing you to avoid sitting in the same location every day.
- 6.42. To avoid long work hours/many days of the week spent within GBS HQ, consider arranging days which you can work from home with your Line Manager.
- 6.43. For more information on GBS' stance regarding mental health, see the GBS Mental Health Policy.

7. Display Screen Equipment

- 7.1. GBS has a duty to protect all GBS Staff and GBS Volunteers from the health risks of working with DSE.
- 7.2. The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002) apply to DSE Users.

Prevention of Fatigue

- 7.3. Whenever possible, tasks at display screens will be designed to consist of a mix of screen-based and non-screen based work to prevent fatigue and to vary visual and mental demands.
- 7.4. Where spells of intensive display screen work are undertaken without being integrated with non-screen work, such as data or text entry tasks, GBS Staff will ensure that this work is occasionally broken with non-screen work before the onset of fatigue. Short frequent breaks prove more beneficial than longer less frequent ones.
- 7.5. The Health & Safety Executive recommends the following:
 - 7.5.1. a 5–10 minute break / change of activity every hour; or
 - 7.5.2. a 15-20 minute break / change of activity every 2 hours.
- 7.6. More frequent (every 30 minutes) breaks need to be taken by laptop / notebook users.

Eyesight

- 7.7. GBS Staff are entitled to ask GBS to provide an eye test if they use DSE for 2 or more hours of their normal day to day work. This is a full eye and eyesight test by an optometrist (or a doctor).
- 7.8. GBS will only have to pay for spectacles if the test shows the member of GBS Staff need special corrective appliances (normally spectacles) that are prescribed for the distance the screen is viewed at. If an ordinary prescription is suitable for the member of GBS Staff's DSE work, GBS is not obliged to pay for the spectacles.

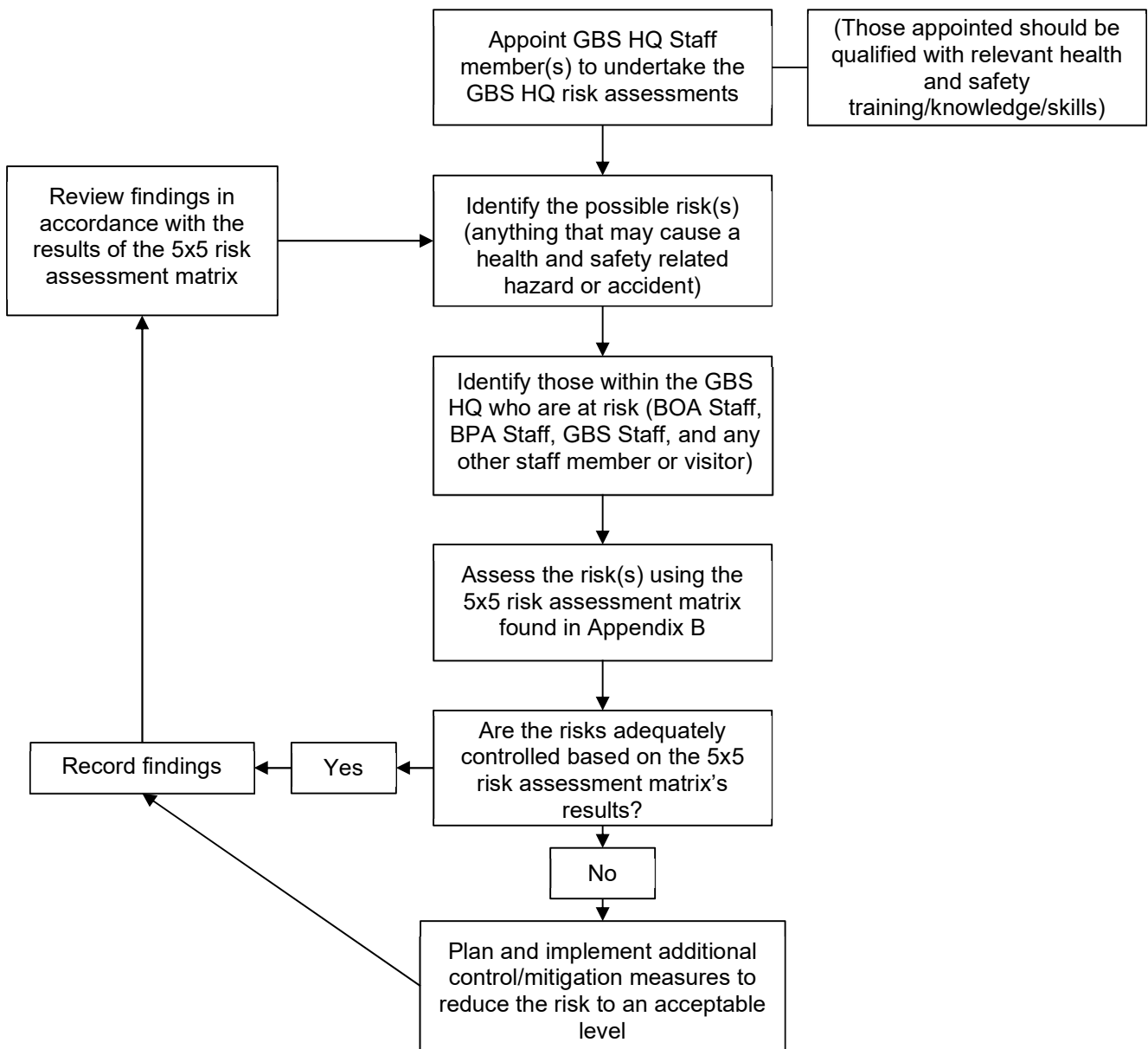
Training

- 7.9. GBS will provide training and information to DSE Users, explaining the risks of DSE use and how to arrange the workstation safely. Training will also cover what to do if the DSE User develops any work-related health problems.

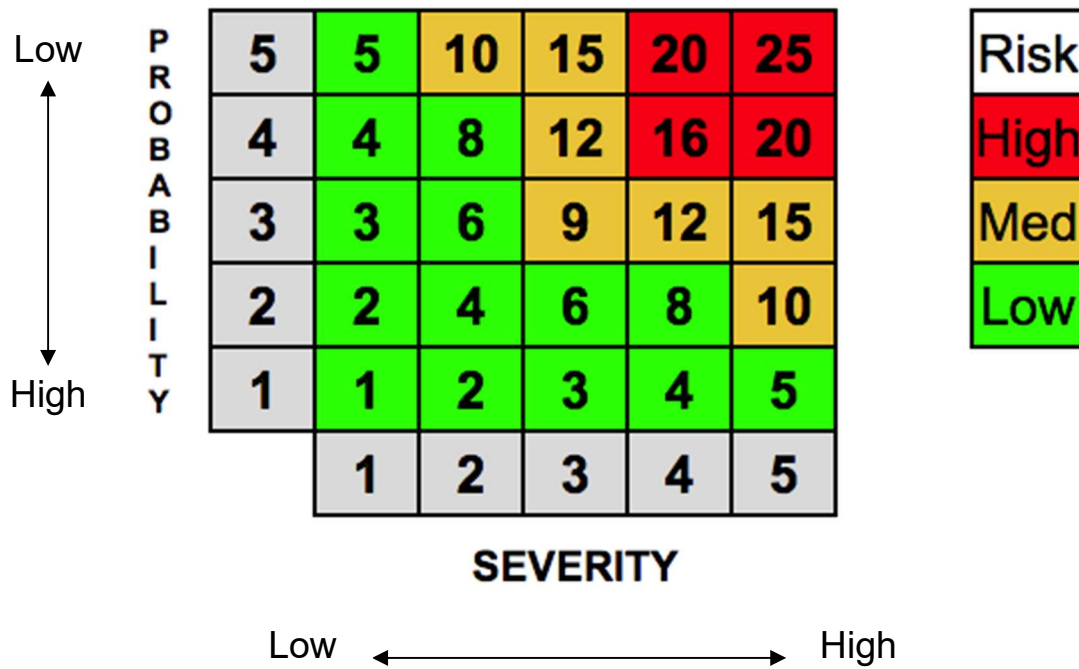
8. Violation of the Policy

- 8.1. Failure to comply with the Policy will result in the application of the GBS Disciplinary Policy.
- 8.2. Any GBS Staff, GBS Athlete, or GBS Volunteer who has reasonable grounds to suspect that other GBS Staff, GBS Athlete, or GBS Volunteer may be in breach of any of the Clauses within the Policy are required to inform the GBS CEO. No Individual will be victimised for informing the GBS CEO about confirmed or suspected policy breaches.

Appendix A: Risk Assessment Procedure



Appendix B: 5x5 Risk Assessment Matrix



Matrix Key

B 1.1. "Probability" (the likelihood of the risk causing a health and safety related accident or hazard).

B 1.1.1. 1 = Rare.

B 1.1.2. 2 = Possible under unfortunate/unlucky circumstances.

B 1.1.3. 3 = Possible.

B 1.1.4. 4 = Probable.

B 1.1.5. 5 = Almost Certain.

B 1.2. “Severity” (the impact and consequences of the risk).

B 1.2.1. 1 = Minor injury where first aid is not required.

B 1.2.2. 2 = Minor injury where first aid is required.

B 1.2.3. 3 = Injury that requires a doctor or a hospital visit.

B 1.2.4. 4 = Major injury that results in disability.

B 1.2.5. 5 = Fatality.

Matrix Rankings

B 1.3. The matrix rankings of each risk are calculated by multiplying the score of the Y axis (“probability”) against the X axis (“severity”).

B 1.4. An example of this calculation would be a risk that is “possible” (“probability” ranking 3) that would cause “injury that requires a doctor or hospital visit” (“severity” ranking 3), multiplied with each other, this would give a Matrix Ranking total of 9. Under the Matrix Rankings below, this would be classified as “medium risk”.

Matrix Rankings Boundaries

B 1.5. “Low risk” (Scores of 1-8).

B 1.5.1. Risks that are classified as “low risk” are mostly acceptable. Despite being “low risk”, they should still be subject to periodic reviews, especially if there is a significant change within the GBS HQ.

B 1.6. “Medium risk” (Scores of 9-15).

B 1.6.1. Risks that are classified as “medium risk” should only be tolerated on a short-term basis and only while further risk mitigation/control measures are being planned and put in place within a defined time period at GBS HQ.

B 1.7. “High risk” (Scores of 16-25).

B 1.7.1. Risks that are classified as “high risk” should not be allowed to continue after assessment and must be ceased immediately until further risk mitigation/control measures have been introduced.

Appendix C: Display Screen Equipment Guidelines

Seat

- C 1.1. Adjust the seat height so that your elbows are just above the desk (relaxed shoulders, upper arms vertical, elbows bent at right angles).
- C 1.2. Ensure armrests do not prevent you getting close enough to the desk or obstruct your elbows whilst typing. If necessary, lower or raise the armrests.
- C 1.3. Your wrists should be in a relaxed, neutral position over the keyboard.
- C 1.4. Adjust the seat's backrest angle for comfort and support; this should be upright when typing.
- C 1.5. The small of your back should be supported by the chair. Adjust the seat's backrest height to give ample support to your back.
- C 1.6. The user should be able to carry out their work sitting comfortably. The chair may need repairing or replacing if the user is uncomfortable or cannot use the adjustment mechanisms.

Footrest

- C 1.7. Your thighs should be approximately horizontal.
- C 1.8. Ensure that there is no undue pressure on the underside of your thighs.
- C 1.9. If thighs are not horizontal or your feet are not flat on the floor, use a footrest.

Keyboard

- C 1.10. The keyboard should be directly in front of you and at a distance to allow you to maintain relaxed shoulders, upper arms vertical, elbows at right angles and a level (neutral) wrist posture (8-10 cm from desk edge).
- C 1.11. The keyboard must be separate from the screen unless the task makes it impractical (e.g., where there is a need to use a portable).
- C 1.12. Keyboards should be kept clean. If characters on the keyboard cannot be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.

Mouse

- C 1.13. Position your mouse close to the side of the keyboard within easy reach.
- C 1.14. Support for your wrist and arm can be gained from the desk surface or arm of a chair. If not, a separate supporting device may help.
- C 1.15. The mouse should work smoothly at a speed that suits the DSE User. Cleaning of the mouse may be required.
- C 1.16. Take your hand away from the mouse when not in use.
- C 1.17. Use keyboard shortcuts as an alternative to the mouse.

Screens

- C 1.18. The screen viewing distance should be at approximately arm's length.
- C 1.19. Screen height should prevent excessive movement of the head and neck. Top of casing at or just below eye level. This will depend on the typing style, software used, glasses worn, and tasks performed.
- C 1.20. The characters on the screen should be defined and clear, of a reading size that is not too big or too small and has good spacing between letters. The contrast between background colour and text colour should not clash.
- C 1.21. The brightness and the contrast between the characters and the background should be easily adjustable by the person using the computer and also be easy to change to be suitable for the time of day or darkness of the room.
- C 1.22. The screen image should have no flickering light or other graphical errors that can cause eye strain.
- C 1.23. The screen's specifications must be fit for its intended use. For example, work requiring fine attention to small details may require large display screens.
- C 1.24. The screen must swivel and tilt easily and freely to suit the needs of the computer user. Swivel and tilt do not need to be built in, as these mechanisms may be added in.
- C 1.25. Glare and reflections should be avoided by adjusting lights and closing window blinds and moving the screen away from the light source. If these measures do not work, consider using anti-glare screen filters.

Work Environment

- C 1.26. Your body position should be 'squared up' to your desk.
- C 1.27. There should be enough room to change position and vary movements as space is needed to move, stretch, and fidget. Consider reorganising the GBS HQ layout and check for obstructions.
- C 1.28. Cables should be tidy and not a trip or snag hazard.
- C 1.29. The lighting of the GBS HQ should be suitable. It should not be too bright or too dim to work comfortably. DSE Users should be able to control light levels, for example, by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting such as desk lamps.
- C 1.30. The air should feel comfortable. As DSE and other equipment may dry the air, fresh air should be circulated so far as possible (plants can help). A humidifier may be considered if discomfort is severe.
- C 1.31. Levels of heat should be comfortable. More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room.
- C 1.32. Levels of noise should be comfortable. If noise levels are uncomfortable, sources of the noise should be moved. For example, moving printers away from the user.
- C 1.33. Your work surface should be large enough for all necessary equipment. More room can be created by moving things such as printers or reference materials.
- C 1.34. Avoid sitting with a twisted body. Your shoulders should be in line with our hips.
- C 1.35. Anything placed under your desk (such as bags), should not obstruct your legs.
- C 1.36. Surfaces should be free from glare or reflections. Mats or blotters can reduce reflections and glare.

Equipment Position

- C 1.37. You should be able to comfortably and easily reach all the equipment you need to use.
- C 1.38. Do not cradle the phone between your shoulder and chin. Use your other hand to hold it or consider a headset if you use the phone and a computer together often.

Software

- C 1.39. Software should help the user carry out the task, be DSE User friendly, and respond quickly and clearly to user input, with adequate feedback, such as clear help messages.

Work Routine

- C 1.40. Organise your work so that you have a reason to get out of your chair and away from your workstation (e.g., collecting documents or making drinks) at least once an hour.
- C 1.41. Adopt a variety of postures throughout the day.

Vision

- C 1.42. Ensure you are aware of your entitlement to eye and eyesight testing, as already mentioned in Clause 7.7.
- C 1.43. Have regular eye tests. Follow your optician's guidance on repeat eye testing, usually every 2 years.

Reporting Issues

- C 1.44. If you experience any problems whilst using your workstation or have any health and safety related concerns, you should inform your Line Manager in the first instance. Always seek medical advice about health concerns.

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