

## HEALTH & SAFETY POLICY

The health of our team is of utmost importance to us and although most team members work from home, it is still very important to look at your surroundings and take regular risk assessments to ensure you are doing the best for your health and well-being.

**McGowan Transcriptions** would like to draw your attention some guidelines that may help you ensure you are doing everything you can to have a comfortable working environment.

It is your responsibility to take reasonable care to look after your own health and safety whilst working at home. The links provided below will give you guidance on how you may improve your environment and mitigate any risk.

- As a transcriber, you will spend several hours a day working at a computer screen. It is important that you read the Health & Safety Executive guidelines for DSE (Display Screen Equipment) users:

<http://www.hse.gov.uk/pubns/indg36.pdf>

- Please also read the government guidelines on fire safety

<https://www.gov.uk/workplace-fire-safety-your-responsibilities>

You may also find this link useful as sitting for long periods of time can be harmful, there is some good advice here and also helpful products such as back supports and seat wedges

- <https://www.backinaction.co.uk/advice-sitting>