

Duddon Saint Peter's School



ICT safety

HAZARDS

The main hazards associated with work on computers include, musculoskeletal disorders, (for example, upper limb aches and pains caused by poor posture), eyestrain and fatigue and stress. There are also tripping hazards from cables and manual handling from transporting equipment around the school. (Any sight problems should be referred to parents for visual checks.)

CONTROL MEASURES

GENERAL

The Head teacher and IT subject team have a responsibility to make sure that IT equipment for pupils is used correctly and safely.

- Make sure that all equipment is electrically tested and that the correct rated fuse is used.
- Place IT equipment in close proximity to the power supply. Re-route or secure leads or use a cable cover that alleviates the dangers of tripping and wear on the cable.
- Where workstations are accessible from the rear, such as in the case of computer trolleys, ensure that the trailing loops of cable are tidied in such a way as to allow easy access to equipment for maintenance but to prevent equipment being dragged.
- Use a specially designed trolley to house and transport portable computer systems wherever possible.
- Lay out the bench/trolley as neatly as possible ensuring there is sufficient space in front of keyboard.
- When computer equipment is left unattended, it must be switched off unless it is being used for a specifically designed task.
- Provide adequate space around workstations for unhindered staff and pupil movement.
- Encourage pupils to adopt postures etc., which do not impose a strain or require awkward movements.
- Where possible, computers in classrooms should be positioned at right angles to

windows to prevent glare on screens and to prevent pupils/students from facing bright light sources coming from behind the monitor screen. In computer rooms, blinds should be used to reduce glare on computer screens from windows and lights.

- **Heat** - Almost all IT equipment gives off heat and the build up during the day can become quite oppressive for users, nor is this build-up of heat good for the equipment. Ensure adequate ventilation in the classroom situation.
- **Sounds from software** can be distracting in the classroom, particularly in areas of concentrations of IT equipment such as computer rooms. Ensure that earphones are used wherever possible. It may be necessary to provide a splitter device to allow a group of pupils/students to work with sound simultaneously.
- **Headphones and speakers** - need to be adjusted so that the volume is not too loud. A child's ears are more sensitive than an adult's. It is advisable to ensure that volume controls are always turned down before use by pupils. In-ear headphones are not recommended for hygiene reasons.
- **Desk height** - ensure that the working desk height is appropriate to the height/size of the user.
- **Positioning** - users should be comfortably positioned with easy access to all equipment.
- **Screens** - angle and height should be adjustable to suit. The top of the screen should be at eye level. Users should be able to control the brightness and contrast. Adjusting screen colours may also enhance user comfort.
- **Peripherals** - should not be put in hard-to-reach positions, especially if users need access to drives, switches etc.

Laptop trolleys

All laptop trolleys should meet all relevant standards. They should only be connected or disconnected from a mains supply and transported from one location to another, by an adult.

Sockets must be switched off before inserting or removing the mains plug from the laptop trolley. All trailing leads must be secured prior to moving the trolley. Laptop charging trolleys should have their PAT certificate renewed regularly.

Please also see the E-safety policy.

Signed:

Governor responsible

Signed:

Head teacher

Date: *April 2018*

Date of review *Spring 2019*

