

ICT and Health and Safety Policy

General Guidance

- Eyestrain – avoid long periods on the computer
- Advise children to take short breaks during a task.

- Give yourself room – avoid a cluttered work area. Spread out keyboard, mouse and printer etc.
- Make sure that the top of the monitor is at eye level. The screen should be between 50-70 cms from the user.

- It is the responsibility of staff to ensure that they leave the ICT Suite clean and tidy after use.

- Food and drink should not be consumed near ICT equipment.

- An adult should always supervise children when they are accessing information via the Internet.
- The service provider does filter information but staff are ultimately responsible for information accessed by pupils.

Sitting

- Appropriate seating should be allocated for use with the school computers that gives proper back support

- Screen positioned to avoid glare
- Feet flat on the floor
- Shoulders and neck relaxed
- Forearms level with desk