

FALKNER HOUSE DISPLAY SCREEN EQUIPMENT POLICY

WORKING WITH VDUs

Members of Staff

Members of staff who work regularly for most of the working day with VDUs are entitled to have their work station assessed. The school will arrange for them to be provided with:

- Suitable chairs
- Foot rests
- Anti-glare screens
- Wrist rests
- Window blinds

Guidance is provided on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen.

In cases where a member of staff feels that long-term use of a computer is having, or has had a detrimental affect on his/her vision, the school will meet the cost of an eye test at an NHS registered Optometrist.

Pupils

Although pupils do not spend most of the school day working with VDUs, they spend increasing amounts of their private study and leisure time with screens. They too, are provided with guidance on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen as part of PSHE.

Blinds are fitted to all classrooms, and the school provides pupils with chairs that provide proper support for the lower back.

TRAILING CABLES

Trailing cables are an obvious trip hazard. Wherever possible work stations, interactive screens and projectors are installed to avoid trailing cables. Rubber cable covers are used where there is no alternative.

Portable Appliance Testing

The arrangements for the regular testing of portable appliances in the school are described in the policy on Electrical Testing.