

Earlscliffe (Sussex Summer Schools Ltd)

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 stations assessed. The school will arrange for the provision of:

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. The school will meet the cost of an annual eye test, and this should be arranged with the School Manager. The school will meet the cost of a NHS pair of spectacles if a member of staff requires spectacles solely and exclusively for VDU use.

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, in PSHE and ICT lessons, are provided with guidance on posture, simple exercises to help circulation and fatigue, and on the need to take regular, short breaks from the screen.

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

Trailing cables

Trailing cables are an obvious trip hazard. Work stations, interactive screens and projectors are to be installed safely. Rubber cable covers are to be 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 (PAT).