



**St Joseph's
Primary School
Lisburn**

ICT and Health and Safety Policy

June 2011



ICT and Health and Safety Policy

The following guidelines are in place to promote high standards in health and safety when using ICT equipment:

- 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.
- Reduce reflection by swivelling and tilting the monitor from direct sunlight. Regularly clean your screen. Adjust contrast and brightness.
- **Sitting**
 - Top of the screen close to eye level
 - Screen positioned to avoid glare
 - Feet flat on the floor
 - Shoulders and neck relaxed
 - Forearms level with desk
 - Lower back supported
 - Upper leg horizontal
- **Eyestrain** – avoid long periods on the computer (1 hour maximum). Advise children to take short breaks during a task. Allow children to rest for at least 30 minutes before beginning another computer activity.
- Children should not put plugs into sockets or switch the sockets on.
- Trailing leads should be made safe behind the equipment and should not hang over the workstation area.
- All hardware will undergo an annual safety check.



- **Interactive Whiteboards and Projectors**

It is important that all users are aware of health and safety implications of using projection equipment in the classroom. All projectors have the potential to cause eye injury; so some simple guidelines should be followed:

- No one should stare directly into the beam of the projector.
- When entering the beam, users should not look towards the audience for more than a few seconds.
- Users should keep their backs to the projector beam when standing in it.
- Children should be supervised at all times when a projector is being used and in particular when they are asked to point out something on the screen.
- Control the light in the room by using blinds which diffuse rather than remove ambient lighting thus reducing the need to increase the beam intensity.
- Projectors should be installed as far forward as possible to avoid the projector beam entering the user's field of vision. This is best achieved by ceiling-mounting, rather than floor or table mounting the projector.

It is the responsibility of all staff to:

- Ensure that all children are supervised when they are accessing information via the Internet. The service provider does filter information but staff are ultimately responsible for information accessed by pupils.
- Ensure that classroom ICT equipment is stored securely and cleaned regularly.
- Ensure that their class or themselves leave the ICT Suite clean and tidy after use.
- Ensure that food and drink should not be consumed near ICT equipment.

All teachers are responsible for ensuring that ICT equipment is used correctly, safely and in accordance with Health and Safety requirements. If they have a concern regarding the health and safety of pupils or staff they should contact Mrs Gould (ICT Co-ordinator) or the caretaker immediately.