

## LAPTOP/TABLET PROCEDURES

### Hutton Rudby Primary School



September 2021

### General Statement

As a responsible employer, we recognise our duties under the **Health and Safety (Display Screen Equipment) Regulations 1992** (as amended). Therefore, we have introduced a procedure that applies to all users of laptop computers and tablet devices within the organisation. It should be read in conjunction with the Display Screen Equipment Procedure.

### General Health and Safety

The smaller size and design of laptop computers/tablet devices mean that, if used wrongly, users can experience discomfort. This is because the smaller screen and keyboard encourages users to bend over, causing shoulder and neck problems. As a result, it is the organisation's procedure that laptops and tablets will be used according to the following guidelines:

- Laptops and tablets are only to be used where no desktop computer or docking station is available;
- Wherever possible, keep the use of laptops and tablets in stationary cars to a minimum. This is to prevent the additional stress on the spine and the increased likelihood of injury that could arise from unsuitable seating and limited space;
- Don't overload your laptop bag. Distribute weight as evenly as possible;
- Wherever possible the laptop/tablet should be positioned on a firm surface, which is the right height for its use;
- You are advised to angle the laptop/tablet screen to minimise reflections;
- Ensure that you have enough space in front of the laptop/tablet device to rest your wrists and forearms whilst working;

- Take regular breaks, at least ten minutes in every hour;
- If any discomfort is experienced whilst using a laptop or tablet device, it must be reported immediately;
- Ensure that the laptop/tablet device is stored out of public gaze at all times.

<b>Signed:</b>	<i>M.Kelly</i>
<b>Date:</b>	September 2021
<b>Review Date:</b>	September 2022