

LAPTOP/TABLET PROCEDURES

Hutton Rudby Primary School



September 2022

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.

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