

LAPTOP POLICY

Thirsk Community Primary School

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 policy that applies to all users of laptop computers within the company. It should be read in conjunction with the Display Screen Equipment Policy.

1. General Health and Safety

The smaller size and design of laptop computers 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 company policy that laptops will be used according to the following guidelines:

- Laptops are only to be used outside the office (delete if not applicable) and where no desktop computer or docking station is available
- Wherever possible, keep the use of laptops 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 should be positioned on a firm surface, which is the right height for its use
- You are advised to angle the computer screen to minimise reflections
- ensure that you have enough space in front of the laptop 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, it must be reported immediately.

I have read and understood this policy and guidelines

Signed.....Date 17/11/16

Review Date 17/11/17