INTERACTIVE WHITEBOARDS POLICY

Thirsk Community Primary School

1. Health and Safety Advice

Interactive whiteboards are a tool which can assist teachers in delivering exciting and engaging lessons to learners of all ages and abilities.

They enable teachers to deliver lessons interactively using a variety of methods, including video clips, use of the internet, interactive presentations, colour visuals and traditional blackboard skills.

Additionally, they allow for manipulation of text, objects, and calculations by pupils/students as well as teachers.

Safety issues relating to the use of interactive whiteboards are clearly highlighted on both the Becta and DCSF websites, based upon HSE guidance. The sites outline simple measures to take to ensure that the equipment is being used appropriately. In addition, guidance material has been distributed to all LEAs.

The following guidance on how to use Interactive Whiteboards is available on Becta's web site:
http://www.becta.org.uk/leaders/leaders.cfm?section=3_1&id=3173.

2. Safety Note on Using Interactive Whiteboards

All suppliers of interactive whiteboards are required to provide health and safety advice regarding the safe use of projectors which complies with requirements under section 6 of the Health and Safety at Work Act.

It is important to be aware of the health and safety implications of using projection equipment, such as interactive whiteboards, in the classroom, particularly if children and teachers might be standing in front of the beam to present to the rest of the class. All projectors, if misused, have the potential to cause eye injury, and hence some simple guidelines should be followed:

- It must be made clear to all users that 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 be encouraged to keep their backs to the projector beam when stood in the beam.
- Children should be supervised at all times during the operation of the projector.

It is generally accepted that a maximum of 1500 ANSI lumens is adequate for projection equipment in most classroom environments, except in the most extreme ambient lighting conditions, where it is advised that window blinds are used rather than increasing the brightness of the projector.

When purchasing or using projectors for purposes where there is likely to be a person standing in front of the beam, consideration should be given to the use of a method of brightness reduction, such as a neutral density filter or brightness adjustment facility. These modifications can be removed or adjusted for other purposes such as cinema projections, where there is not an intention that someone will be stood in front of the beam, so allowing the projector to be used to its full image quality potential.

It is recommended that health and safety notices are posted adjacent to interactive whiteboards. Although the content or posting of such notices is not a requirement under law, it should be considered as best practice.

3. Computer Projector Advice from HSE

The Health and Safety Executive (HSE) is responsible for regulating the risks to people's health and safety in the workplace. This information is also available on the DCSF website.

The HSE offers the following guidelines for the safe use of computer projectors in the classroom:

”Computer projectors, which are used to show presentations or to illuminate interactive whiteboards, can expose the eye to levels above one of the exposure limits by which the HSE takes its guidance. Therefore, although such exposure limits are not statutory, the HSE considers the following advice to be good practice in respect of the use of these projectors by employers in the education sector.

Employers should establish work procedures for teachers/lecturers and pupils/students and give instruction on their adoption so that:

- Staring directly into the projector beam is avoided at all times.
- Standing facing into the beam is minimised. Users, especially pupils and students, should try to keep their backs to the beam as much as possible. *In this regard, the use of a stick or laser pointer to avoid the need for the user to enter the beam is recommended*.
- Pupils and students are adequately supervised when they are asked to point out something on the screen.
- Employers should also try to ensure that projectors are located out of the sight line from the screen to the audience; this ensures that, when presenters look at the audience, they do not also have to stare at the

projector lamp. The best way to achieve this is by ceiling-mounting rather than floor— or table-mounting the projector.

- In order to minimise the lamp power needed to project a visible presentation, employers should use room blinds to reduce ambient light levels."

Signed……Date 17/11/16

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