

# Display Screen Policy



FEBRUARY 2017

---

Gravenhurst Academy has computer suites in all three classrooms and a computer in the school office and library area, each teaching member of staff also has personal use of a laptop.

As part of the governors commitment to Health and Safety and in accordance with the Health & Safety (Display Screen Equipment) regulations 1992 governors review policy and practice on an annual basis, following a report of ill health or on receipt of a complaint, carrying out a risk assessment using the LEA Assessor's Guide (minimum requirement checklist).

An assessment must be carried out for each workstation in the first instance and for any new workstation put into service for the first time. Thereafter, where there has been some significant change to a workstation, the assessment for that workstation must be reviewed. The change could take the form of a major change to the software, hardware, workstation furniture, task requirements (eg: an increase in speed and/or accuracy) a substantial increase in the amount of time spent using display screen equipment, if the workstation is relocated or if the lighting is significantly modified.

All equipment is checked to ensure it is safe and in good working order, workstations are clear and comfortable and that screen, keyboards etc are placed in compliance with the regulations also ensuring that any new furniture purchased is adequate for the role intended and complies with the necessary regulations.

Any problems highlighted during this annual review are recorded in the Action Plan and the appropriate action taken to rectify the problem.

The Head teacher is responsible for monitoring and controlling exposure and ensures that staff and facilities continue to comply with the HSE regulations.

Staff who have concerns raise these with the Head Teacher and the concern and any action taken is recorded on the Assessment Action Plan.

Staff are advised of the policy and practice through a copy of the Policy and Bedfordshire County Council Health and Safety Display Screen Equipment Regulations "In your own interest – A Staff Guide" which is reviewed annually through the Staff Handbook.

Monitoring is recorded and a copy of the Assessment filed in the File of Health and Safety checks.

## Implementation and Review

This policy will be made known to all staff, parents/carers and governors, and published on the academy's website. Copies are also available upon request from the academy office. This policy will be reviewed every [three- change as applicable. Curriculum Policies should be every three] years or as required.

Written by:

Agreed by Principal:

Ratified by Governors:

Staff read and agreed

Date:

Date:

Date

Date: