

Haven High Technology College

**Department of ICT
Health & Safety Policy
relating to
The Use of ICT Equipment**

POLICY

June 2009

**This policy is intended to supplement and be used in conjunction
with the College Health & Safety Policy**

Working safely with ICT

ICT offers a range of benefits for teaching and learning, but all computers and devices need to be used with care. This policy looks at the health and safety issues involved in using computers in general, in the classroom and in the ICT suite.

Use of ICT equipment: General guidelines

Computers and peripherals such as printers are electrical equipment.

The college will:

- Ensure that all electrical installations are carried out by a qualified electrician in line with the main college Health & Safety Policy.
- Ensure that all equipment will be of a reliable standard and will be checked annually by qualified electricians in line with the main college Health & Safety Policy.

The IT support staff in conjunction with the teaching staff responsible for the delivery of ICT will:

- Ensure that no cabling is trailing on the floor.
- Ensure that seating is suitable for the size of pupils using it.
- Ensure that benching is sturdy enough to withstand the weight of the hardware and additional equipment stored on it.
- Follow health and safety guidance regarding the height, position and distance of monitors and keyboards from pupils when working.
- When using a data projector, make sure that all leads are safely located, and that pupils do not walk around the back of working areas, which have cables.
- When a student is asked to participate in the use of an interactive whiteboard, ensure that all students can reach it without standing on anything.
- When using data projectors or interactive whiteboards, ensure that students never look directly into the beam of the projector. When presenting to the class and entering the beam, students will be reminded to not look towards the audience for more than a few seconds, and ideally should keep their backs to the beam at all times.
- Students will be supervised at all times during the operation of data projectors or interactive whiteboards. Staff will ensure that pupils never look directly into the beam of the projector, and if presenting to the class and entering the beam, students will not look towards the audience for more than a few seconds. Ideally students will keep their backs to the beam at all times.
- When working with programmable toys such as floor turtles, create a clearly defined working area; use markers or seating to define the work space to ensure that pupils do not accidentally fall over equipment.

Working safely in the ICT suite

Students will be aware of rules for using the ICT suite. Part of the student induction process will involve raising student awareness of acceptable use and expectations when using ICT.

General usage:

- Fire exits will be kept clear at all times; Staff will ensure that they are not blocked by equipment or pupils' bags.
- When students are going to be seated for extended periods, the college will provide good-quality seating, which supports the back.
- Where deemed appropriate, seating will be height-adjustable so that monitors and keyboards are correctly positioned and students do not have to look up or down at the monitor for prolonged periods.
- Technical support staff will ensure that there is not too much reflected light on monitor screens, making it difficult for students to see.
- Displays adequately will be placed in easily accessible locations in terms of height and visibility.
- Equipment will be placed such that students will have room to make notes or use textbooks alongside the computer.
- Room temperature will be regulated in all main ICT suites by the use of air-conditioning equipment in order to prevent over-heating because computers are kept switched on for prolonged periods.

Working safely in the classroom

This section relates to the use of computers in the classroom situation:

- Static computers will be situated in areas where pupils can sit and work without distracting or disrupting others in the class.
- The standard procedure for the connection peripherals (scanners, digital cameras, webcams, control technology equipment and monitoring equipment) will be that students will only do so under supervision of a teacher or member of the technical support staff.
- Additional equipment will be situated where it will not cause a hazard such as trailing cables.
- All electrical equipment will be located away from water supplies in teaching areas that have access to water.
- Student will not be allowed to take drinks to tables if they are working with electrical equipment such as cameras, videos, laptops, computers or datalogging equipment.

Use of Laptops

- When using laptops, they are located on firm desks or tables. In all instances they will be given out and collected in by the teacher. Students should not be allowed access to the mains-powered charging unit under any circumstances.
- When distributing laptops to students, teachers will hand the laptop to the student with the laptop open so that it clear that the laptop is not damaged. When returning the laptop to the teacher, the student will likewise return it open, so that it can be checked for signs of damage.
- Any accidental damage must be reported immediately to the teacher.
- Only teaching staff or technical support staff will move laptop trolleys from one location to another around the college.

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