

The Avenue Pre-Preparatory School and Nursery

Display Screen Equipment

Date of policy: January 2024

Date of policy review: September 2025

Authorised by: Mary Fysh, Principal, Sarah Tapp, Head and
Martin Ayres, Chair of Advisory Body

Contents

- Working with VDUs
 - Members of Staff
 - Pupils
- Trailing Cables
- Portable Appliance Testing
- Working with VDUs

Working with VDU's

Members of Staff

Members of staff who work regularly for most of the working day with VDUs are entitled to have their workstation assessed. The school will arrange for them to be provided with:

- Suitable chairs
- Footrests
- Anti-glare screens and window blinds
- Wrist rests

Guidance is provided on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen.

In cases where a member of staff feels that long-term use of a computer is having or has had a detrimental effect on his/her vision, the school will meet the cost of an eye test at an NHS registered Optometrist.

Pupils

Although pupils at the Avenue spend very little of the school day working with VDUs, they spend increasing amounts of leisure time with screens. We provide guidance on posture, simple exercises to help circulation and the need to take regular, short breaks from the screen as part of PSHE. Blinds are fitted to all classrooms, and the school provides pupils with ergonomic stools that aid correct body position at the computer keyboard.

Trailing Cables

Trailing cables are an obvious trip hazard. All IT equipment, interactive screens and projectors will be installed safely, and rubber cable covers are used where there is no alternative. All members of staff are responsible for ensuring that laptop cables etc. do not present a trip hazard.

Portable Appliance Testing

All portable electrical appliances are tested on an annual basis by registered contractors.