
Health and Safety in IT for staff and pupils



IT offers a range of benefits for teaching and learning, but all computers and devices need to be used with care.

Staff and pupils should be aware of rules when using IT and why the rules are necessary. Computers, peripherals, mobile devices and storage units that hold iPads and laptops are electrical equipment:

This is how we stay safe at Nelson Mandela School:

- Ensure that all electrical installations are carried out by a qualified electrician.
- All equipment must be of a reliable standard and is checked annually by qualified electricians
- Ensure that no cabling is trailing on the floor.
- Equipment is shut down properly
- Children do not have the responsibility of plugging in and switching machines on and off from the mains without a member of staff present.
- Staff are supporting children putting laptops and iPads away
- Ensure that seating is suitable for the size of pupils in the classroom.
- All Projectors in school are ceiling mounted.
- We must ensure pupils and staff never look directly into the beam of the projector.
- When working with programmable toys such as floor turtles and Bee-bots - create a clearly defined working area; use markers or seating to define the workspace to ensure that pupils do not accidentally fall over equipment.
- Fire exits must be kept clear at all times; do not allow them to be blocked by equipment.
- Children should not be responsible for moving heavy equipment around the school.
- Food and drink should not be consumed near electrical equipment.
- If pupils are going to be sat for extended periods, ensure that good quality seating is provided.
- IT lessons at Nelson Mandela do not exceed more 45 minutes.
- Staff should ensure that the children are seated at the computers comfortably and be aware of the dangers of continuous use (e.g. eye/wrist strain etc.)
- Monitors and keyboards are correctly positioned and pupils do not have to look up or down at the monitor for prolonged periods.
- Check to see if there is not too much reflected light on screens, making it difficult for pupils to see. Windows in the IT suite have a tint put on and have roller blinds stopping the sunlight coming onto the monitors.
- Make sure that pupils have space to make notes or use textbooks alongside their device.
- Ensure that the room temperature does not get too warm because computers are kept switched on for prolonged periods.
- Ensure that there is enough fresh air circulating.
- Children are always supported by an adult when using electrical equipment.
- Ensure that all electrical equipment is located away from water supplies, and that children have clear knowledge of electrical safety.
- Ensure that the laptops are located on firm tables.
- Ensure that additional equipment is situated where it will not cause a hazard such as laptop and iPad trolleys and trailing cables. Therefore it is best to make sure those laptops and iPads are charged fully for that lesson.
- It is the responsibility of staff to ensure that classroom IT equipment is stored securely, cleaned regularly and they leave the IT Suite clean and tidy after use.
- REMEMBER TO BE SAFE AT ALL TIMES