

Display Screen Policy

At St Bernards Day Nursery, we take the health, safety and welfare of our employees seriously. We recognise that some members of staff may use computers, laptops, tablets or other display screen equipment as part of their duties, including administration, planning, observations, assessments, record keeping and communication with families.

We will take reasonable steps to reduce risks associated with display screen equipment and provide appropriate equipment and working arrangements for staff carrying out these duties.

Risk assessment

Where appropriate, the nursery will assess health and safety risks associated with office duties and the use of display screen equipment. Any concerns identified will be considered and reasonable action taken to reduce the risk.

Safe use of computers, laptops and tablets

Staff should help prevent discomfort or health problems by:

- sitting comfortably at an appropriate height, with forearms approximately parallel to the work surface
- positioning the screen so that the head and neck can remain comfortable
- maintaining good posture and avoiding prolonged awkward positions
- changing position regularly
- avoiding repetitive or awkward movements and keeping frequently used items within easy reach
- using a suitable keyboard and mouse where appropriate and keeping wrists in a comfortable position
- positioning screens to minimise reflections and glare from windows or lighting
- adjusting screen brightness, text size and other settings where necessary to reduce eye strain
- keeping screens and equipment clean and in good working order
- reporting problems with equipment or discomfort associated with its use to the Nursery Manager; and
- planning work so that there are regular opportunities to change activity and spend time away from the screen.

Workstation, seating and posture

Where staff are carrying out office-based screen work, consideration should be given to:

- suitable lumbar support from the chair
- appropriate seat height and back support
- avoiding excessive pressure on the underside of the thighs or backs of the knees
- providing foot support where required
- having sufficient space to change position comfortably
- keeping the area underneath the desk free from unnecessary obstacles
- keeping forearms approximately horizontal when using a keyboard
- avoiding excessive extension, flexing or straining of the wrists
- positioning the screen at a comfortable height and angle; and
- providing sufficient space in front of the keyboard to support the hands and wrists during pauses in typing.

Use of tablets and portable devices in the nursery

Staff may use tablets or other portable devices for early years documentation and nursery duties. Where possible, staff should avoid holding or using a device in the same position for prolonged periods. Devices should be positioned and used safely and must not create a trip hazard, obstruct supervision or distract staff from the care and supervision of children.

Breaks and changes of activity

Display screen work should be organised so that staff have opportunities to change activity and move away from the workstation or screen. In an early years environment this may naturally occur through the range of duties undertaken during the working day.

Reporting discomfort or concerns

Staff should tell the Nursery Manager as soon as possible if they experience discomfort, pain, eye strain or other concerns that they believe may be associated with display screen equipment or their workstation. The nursery will consider whether adjustments, additional equipment or further assessment are required.

Staff responsibilities

Staff are expected to:

- use nursery equipment appropriately and safely
- follow the safe working practices set out in this policy
- make reasonable adjustments to their working position where possible
- take opportunities to change position and activity
- report damaged or unsuitable equipment; and
- raise any health, safety or workstation concerns promptly with management.

Management responsibilities

The Nursery Manager will:

- consider display screen equipment risks as part of the nursery's health and safety arrangements
- provide appropriate equipment for staff duties where reasonably required
- respond to concerns raised by staff
- consider reasonable adjustments or additional support where necessary; and
- review working arrangements where a concern or risk has been identified.

Policy monitoring and review

This policy will be reviewed regularly and following any significant change to equipment, working arrangements or relevant health and safety requirements.