

DISPLAY SCREEN EQUIPMENT PROCEDURE

The Health and Safety Leader will undertake an assessment of the user status of all staff in relation to Display Screen Equipment. All staff who have been identified as being 'users' will complete the DSE users self-assessment form, from SAN(G)13 on an annual basis. The results are collated by the Health and Safety Leader who makes recommendations to the head and governors.

INTERACTIVE WHITE BOARDS

The use of projectors by staff and pupils in school is increasing. The specific safety issue focused on here is the damage to the eye that the very bright light emitted by the projector can cause.

When using any form of data projector, the following guidelines should be adhered to:

- Never stare directly into the projector beam.
- Keep your back to the beam as much as possible, and avoid standing facing into the beam for more than a few seconds at a time (the use of a stick or laser pointer is helpful in this regard).
- Always step *outside* the projector beam when turning to face the class for more than a few seconds.
- Teachers should ensure that pupils are always adequately supervised whilst the projector is operating, and have been trained to follow safe routines of projector use.

Projectors should ideally be located out of the sight line from the screen to the audience; this ensures that, when presenters look at the audience, they do not also have to stare at the projector lamp. The best way to achieve this is by ceiling-mounting rather than floor or table-mounting the projector.

In order to minimise the lamp power needed to project a visible presentation, use window blinds to reduce ambient light levels.