

VOLUNTARY ACCESS TO GLOW FROM OUTWITH SCHOOL BUILDINGS:

USER ADVICE ON WORKSTATION AND VDU HEALTH & SAFETY

When choosing to access Glow from outwith school buildings, users are advised that they are responsible for ensuring that their work-station arrangements are adequate as these are outwith the Council's control.

In general terms, the following standards are recommended:

1. Adequate lighting;
2. Adequate contrast with no glare or distracting reflections. A window covering, e.g. venetian blinds, can be used to minimise glare or reflections;
3. Any distracting noise should be minimised;
4. There should be sufficient legroom and clearances under the desk to allow for postural changes;
5. The screen should have a stable image, be adjustable e.g. tilt and turn, be readable, and glare/reflection free;
6. The keyboard should be usable, adjustable in height, detachable and legible;
7. The work surface should have enough space for the flexible arrangement of equipment and documents and should be glare free;
8. The chair should be stable, capable of adjustment in height of seat and back, the back capable of moving forward and back, provide good lumbar support;
9. A footrest should be used if required, usually when the user is under 5ft. 4ins. or 159cms. approx.
10. When undertaking prolonged use break of 10-15 minutes per hour should be built in to the work;

