

**Are there suggestions about the proper way to use a keyboard?**

- Users should have the option to have the keyboard flat or tilted, and move the keyboard to a more comfortable position on the desk to suit them.
- Adjust the keyboard to keep forearms, wrists and hands in a straight line while using the keyboard.

**Stretching for Health**

Performing simple stretches throughout the workday increases circulation and flexibility, improves posture, and reduces tension and the chance of injury.

## Other Safety Tips

- ◆ Keep your bags tucked safely under your desk. Straps can easily be tripped over.
- ◆ Computers and drinks don't mix - spills over electrical equipment can be dangerous. Please do not consume any refreshments by the computers. A separate seating area is provided for you.
- ◆ If cables and wiring from your PC are obstructing the floor area, inform a member of staff.
- ◆ Never use a PC with wet hands.
- ◆ Do not touch any exposed wires or remove covers of appliances.
- ◆ If you suspect any piece of equipment to be faulty or hazardous in any way please report this immediately to a member of staff.
- ◆ If you suffer from epilepsy it is important that you get clearance from your doctor before taking up any kind of computer training.
- ◆ If you have any medical conditions, eg diabetes, always make Centre staff aware so that they can take appropriate action should a situation arise.
- ◆ Don't forget to blink! Blinking moistens the eyes to prevent burning.
- ◆ Do not open printers, if the printer is not working please notify a member of staff.
- ◆ Take regular breaks!
- ◆ Be aware of Fire Procedures - check for exits and fire gathering points.

All students should comply with safe working practices, which require them to act in a manner that does not place them or other persons at risk. Students should not misuse or interfere with the equipment provided.

All Centre staff have a duty to observe health and safety requirements relevant to their activities and conduct themselves with due regard for their own, and other staff, students and visitors health and safety. The Manager is responsible for health and safety within the Centre. This will cover the activities of staff and students, ensuring that the appropriate safety standards are understood and applied.

# Information 7



**Health and Safety...**  
**when working with Computers**

## Learning4Life

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### Office Opening Times

Monday - Friday 09.00 - 13.00  
(except bank holidays)

(updated 13/07/09)

## ***Student Health & Safety Guide***

