



## Health & Safety

We want you to enjoy your lessons online

### Using a Computer

Make sure you take note of the following tips to look after your health:

- ⦿ Electricity and water do not mix – keep drinks and plants well away from computers.
- ⦿ Make sure the computer is sited in a position where you have plenty of room to move and to get out of the room in an emergency.
- ⦿ Put your computer near an electric socket to avoid trailing wires across the floor – if you use an extension cable, make sure it doesn't overheat and nobody can trip over it.
- ⦿ Don't sit at your computer for hours on end! Make sure you get up regularly and stretch your legs.
- ⦿ Your screen, keyboard and mouse should be directly in front of you. Look at the pictures below to help you decide the best position to sit at your computer.
- ⦿ If you need to, angle the screen to avoid glare from lights or windows. You may need to change your seating position to avoid glare.
- ⦿ Make sure the space underneath your desk is free from clutter and your legs have room to move.
- ⦿ Use your mouse as close to the keyboard as possible.
- ⦿ Know how to adjust your chair to the most comfortable position.
- ⦿ Look after your eyes – it's important to rest your eyes. Regularly look at more distant objects, like looking out of the window. Visit the optician for regular eye check-ups and make sure you tell them you are a frequent computer user.

