

University of Chichester

Laptop Guidance

Any employee using a laptop for continuous spells of an hour or more may be regarded as a 'user' under the Display Screen Equipment Regulations. This means that users should be trained in their correct set up as applies to all forms of Display Screen Equipment and wherever possible, measures taken to control risks from their work.

Wherever possible, a separate keyboard, mouse and laptop stand should be used to improve the ergonomic arrangement in line with the general guidance on good ergonomics.

Laptop use, a summary:

Use an external mouse and keyboard wherever possible.

Use a proper desk rather than a bench or lap.

Keep the mouse and keyboard at the edge of your desk.

Adjust your chair so your desk allows your arms to work comfortably at the keyboard.

Raise the laptop so the top of the screen is just at your eye level. Use a laptop stand, stack of books, or similar.

Sit comfortably well back but straight in your chair to keep your head directly over your shoulders.

Don't lean on your desk while typing and keep your elbows in line with your shoulders, hanging loosely at your sides.

When using the laptop keyboard, try not to drop your wrists onto the wrist rest. Instead, move your hands freely across the keyboard and keep your hands in line with your elbows.

Avoid prolonged carrying of laptops. If the laptop must be carried regularly over distance e.g. to another building on a weekly basis, use a backpack carrier rather than a briefcase design.

Security of individuals and the data held on laptop computers is also an issue of concern. If possible, tasks should be avoided that involve lone users carrying or storing portable equipment in any area where theft is a possibility.

Any health problems related to laptop use for University work should be reported to your DSE assessor or the Occupational Health Service promptly.