

Guidance on the use of Laptop devices

These guidelines are based upon the Cardiff and Vale University Health Board Display Screen Equipment Procedure 2007, amended in 2015 and the Health and Safety Executive Display Screen Equipment Work Regulations 1992, amended in 2002.

This guidance is designed to minimise the risk to the laptop user, of developing musculoskeletal disorders.

Laptop devices should not be used for more than one hour continuously or total use exceeding two hours, in one day.

If staff use the device for more than one hour continuously or in total exceeding two hours, then they should use a desktop computer or a laptop stand with the appropriate ergonomic set up, as described by the UHB DSE procedure 2007, amended in 2015.

When using laptop devices, the following advice should be considered;

- Take regular breaks every 15 minutes to change position, stretch or change activity
- Where possible, avoid using equipment in non-ideal locations, e.g. on knees, in cars or on low level tables, etc as this encourages a flexed or twisted posture.
- Where possible, try to work on surfaces similar in height to normal office workstations.
- Where possible, choose a chair that provides sufficient support to the back and encourage an upright posture.
- Where possible, choose a suitable flat surface to work on. For example, if the device has to be used in a car, slide the seat back to create space to work, rest the device on a brief case or file on your lap. Do not put it on the passenger seat and lean across.
- Where possible, ensure there is adequate lighting for the task and minimise glare from the screen by careful positioning.

If problems arise from the use of laptop devices, line-managers should be made aware. If musculoskeletal disorders exist, staff can contact the Occupational Health Department to consider self-referring to physiotherapy.