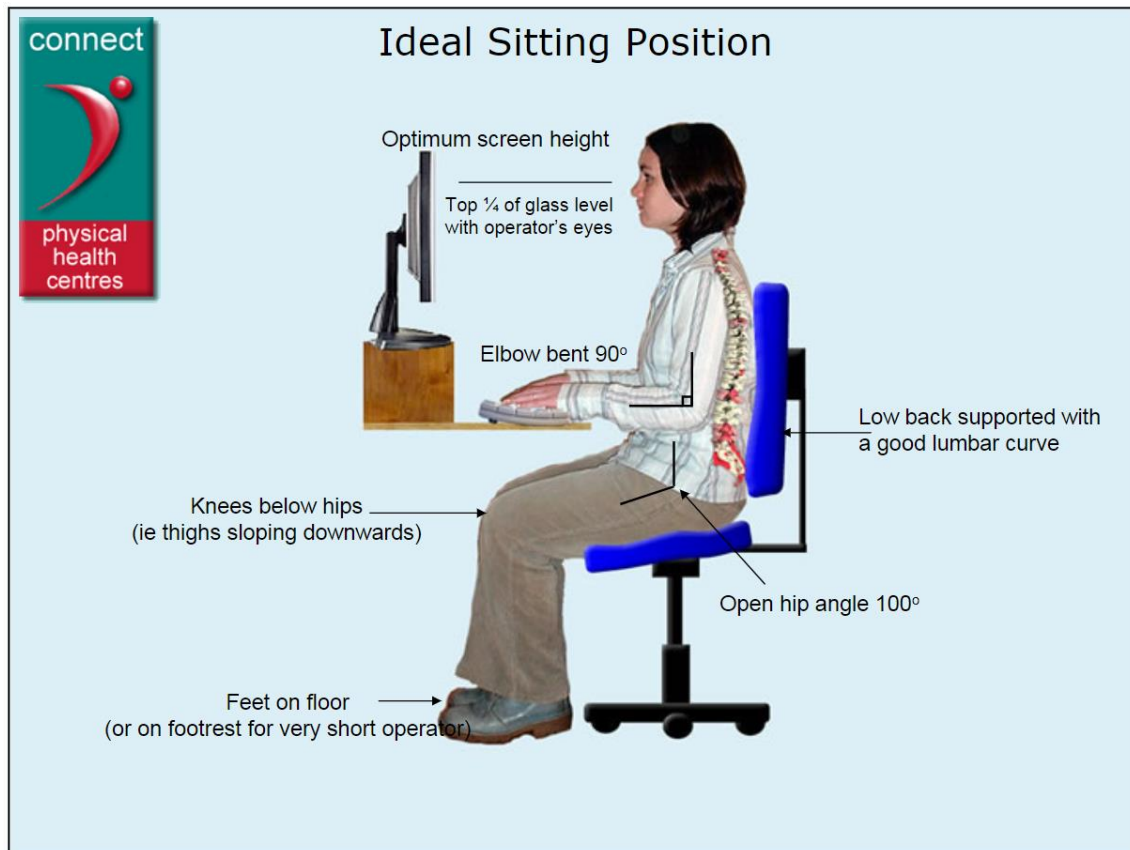


Health & Safety tips for setting up your workstation at home

During these unprecedented times, staff may need to work from home. As a temporary measure, here are some practical and helpful reminders for working at home.

If you have not already done so, complete the on-line [Working Safely with Computers](#) training.

If you have a home office with a desk, chair and computer please, try and follow the [DSE checklist](#) as far as you possibly can and try to achieve the ideal sitting position (see image below).



If you are working from another area in your home:

- Find an area with adequate space to set up a suitable working station. Ensure there is sufficient light, ventilation and no trailing cords.
- Use a table and chair rather than your sofa or bed. Have a look at the ideal sitting position image above. Try to mimic this as far as you can.
- Check your electrical equipment is still safe to use. Do not overload sockets or daisy chain extension leads.
- If you are using laptops, don't put them on soft furnishings, beds and duvets as this increases the chance of them overheating and catching fire
- Keep regular contact with your line manager and team to keep them informed you are safe and well. Use Skype for Business, Microsoft Teams and Instant Messaging to keep in touch.
- Make a conscious effort to spend time away from your screen at least 5 to 10 minutes per hour or 15 minutes every two hours.
- Contact your line manager if you have a special ergonomic chair or equipment to help support you working from home.