



Lots of people are now working from home because we can't travel to work.



This guide will give you some tips on how to work well from home and look after your health.



Find a space at home to work from and set up a desk, chair and some storage.



You can use your kitchen table, breakfast bar or dining room tables for a short time but if you are using them over a long time it will be sore on your back.



Desks should:

- be the right height for you
- have space for your computer
- have space to write
- have somewhere to put papers and a desk tidy for things like pens and paperclips.



Sitting on your kitchen or dining room chair or breakfast bar stool can be OK but will be very uncomfortable after a long time.



A good office chair is more comfortable and better for your back, shoulders neck and wrists.

Good chairs should be adjustable and offer armrests



Working from a laptop, tablet or phone is OK for short periods of time but longer term you are better with a monitor and keyboard.

It is important to get a keyboard that is right for you and have the monitor at the right height.



Put your screen in a place where it doesn't get reflection and glare. This will stop your eyes hurting.

If you think you need your eyes tested speak to your manager to see if your organisation can help.



You don't need to have headphones or a microphone but you might find they help if you have online meetings.

Headphones can block out background noises.

This is good if you share your home with noisy people or live in a noisy area.

A portable microphone can help with sound.



You don't have to have a printer but you may need to print documents from time to time.

Some people use their local print shop for printing or ask colleagues or friends to print documents for them when needed.



Keeping your paperwork and laptop, tablet or work phone in a safe place is very important.

Your organisation will have guidance about data protection.



Some people have a set of drawers on wheels, so they can lock away their work information and wheel the drawers into a cupboard when work is finished for the day.



You will also need a desk tidy to store things like envelopes, papers clips, pens and paper.



Good lighting is good for your mental health.

If you are doing webinars or posting videos online, good lighting will make your recording better.



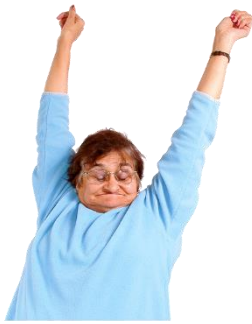
Think about the space you work in, if it works well for you and what you need to change.

Don't have things around that distract you – tidy up, do the dishes and put the laundry away.



Take regular breaks, get up stretch, walk around and drink lots of water.

You should have a 10 minute break once an hour or a 20 minute break every 2 hours.



Make sure you do some exercise and stretching in your daily routine to look after your body and your mind.



Ask your manager about what money or equipment your organisation may provide for your home workstation.



For guidance and checklists visit the Health and Safety Executive for the UK website:

<https://www.hse.gov.uk/msd/dse/index.htm>

Other resources:

<https://www.fastcompany.com/3023303/10-quick-tips-to-bring-your-home-office-to-another-level>