

# Temporary working from home advisory note

Temporary working from home has been agreed for you due to the requirements to self-isolate as far as practicable due to the COVID-19 virus spread.

The HSE have confirmed that because this is a temporary situation there is no increased risk from display screen equipment working, which means there is no requirement to do home workstation assessments. However, we want to provide you with advice to help make sure you continue to consider your own safety and help you to feel in control despite the disruption whilst working from home.

## Working on a PC or laptop remotely.

You are encouraged to take home the following ancillary equipment (keyboard, mouse, riser) and use these to help you work safely. This will help you to adhere to the following advice:

### **Do's:**

- Use your laptop on a solid surface i.e. table.
- Make sure your screen is raised so that the top of the screen is at eye level. This can be done using a box or some books if necessary.
- Try to use a separate keyboard and mouse. This enables the laptop screen to be positioned correctly.
- Sit on supportive seating such as a chair with solid support if available.
- Make sure your lower back is well supported as this will help encourage good posture. You can use a folded towel to give you more support or consider a back-support cushion if needed. Try to sit in a position which will allow you to keep the natural 'S' curve in the spine.
- Take regular, frequent short breaks. Move around for five to ten minutes every hour; stretch, change activity by making a phone call, do some reading or get a drink to avoid prolonged static postures. It is a good idea to move around or do some stretches regularly throughout the day.
- Avoid eye fatigue by changing focus (looking further away) and or blinking from time to time.
- Avoid awkward, static postures by regularly changing position.
- If you feel any pain or discomfort, stop and review your arrangements. Try other ways of creating a comfortable working environment (e.g. supporting cushions) and review the advice provided.
- If the pain continues report it to your line manager.

## Don'ts:

- Use your device on your lap.
  - Use phones or tablets for an extended/ long time.
  - Sit on unsupportive seating such as a sofa – your sofa is the worst place for you to work for a prolonged period of time. Not only will your posture immediately worsen, the perception of comfort can stop you from moving around as much. If you have no alternative but to work on a sofa, set a timer so that you remind yourself to get up and walk around regularly.
  - Start where you finished off. Whilst it may seem easier to simply open the laptop and start working without making any adjustments, this can lead to poor posture, which can cause pain and discomfort over time. It is well worth taking a couple of minutes to set up your workstation correctly each time you sit down to work.
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