

A Guide to Working @ Home



Many of us will not have a desk at home like the one you would have in the office, If an office type chair is not available a sturdy, upright chair should be used. Proper posture is required throughout your work positioning. A cushion or pillow can be used to improve back support or height. Try to prevent 'slouching'!!! If you do not have desk at home the next best place to work is the kitchen or dining room table.

You should set your laptop or desktop up like you would in the office.

Ensure there are good standards of housekeeping, including adequate lighting, removing trailing leads and not using the floor or high shelves for storage.

As part of your new work regime please ensure you identify and reduce any risks posed to other people in your household (e.g. young children).



Your keyboards and mouse are best placed as close as possible in order to prevent arm overreaching;

Don't rest your hand on the mouse device when it is not being used;

A relaxed arm and straight wrist reduces the stress on your arm and shoulder.

Social distancing and self isolation are key control measures in the fight to manage and prevent the spread of Covid-19 throughout our workplace and local community.

Refer to the Company and Government advice on avoiding infection with Covid-19 and adhere to these control measures.



Your mental health is also important, Some of you may find it difficult to adapt to working in an environment with limited social contact, while others may find it harder to manage their time or to separate work from home life.

It's important to maintain good communication systems to minimise feelings of isolation.

Regular one-to-one meetings between you and your line manager, and other team members either using the telephone or video conferencing can help keep you engaged with your team.

If you are feeling the strain reach out to your line manager .