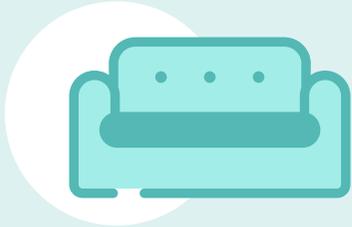


# WORKING FROM HOME: TOP TIPS

Working from home is not a new concept, but due to recent developments many organisations may have had to react and implement working from home procedures.

Due to the urgent nature of this change of working location, not everybody is prepared with the correct equipment that would normally be available when working from the office. Therefore, the following top tips will help ensure you remain comfortable and safe whilst working from home.

## WORKING OFF THE SOFA



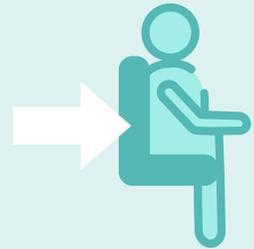
Avoid spending all day on the sofa, it might be suitable for short periods, but having your laptop on your knees or a coffee table could lead to discomfort in your back, neck and wrists.

## SIT AT THE CORRECT HEIGHT



Try to sit at a normal table. If you don't have an adjustable chair, use cushions to adjust your height so your forearms are approximately horizontal.

## SUPPORT YOUR BACK



If you feel that your back is not well supported, be sure to place a cushion behind you. This will help you to relax when sitting.

## SUPPORT YOUR FEET



If you are sat at the correct height and your feet can't touch the floor, place some books underneath your feet to support them.

## COMFORTABLE REACH



Place your keyboard and mouse at a comfortable distance away from you and ensure you are not stretching to reach them.

## RAISE YOUR LAPTOP



If you use a separate keyboard and mouse, you should raise your laptop so the top of the screen is at eye level, you could use books to do this.

## TAKE A BREAK



Ensure you take frequent short breaks away from your workstation and at least once an hour perform some simple stretches of your back, shoulders, arms and wrists.

## OTHER TOP TIPS:

- Write up a plan and follow that each day
- Include exercise in your plan
- Try to get some fresh air every day
- Eat healthily and drink plenty of water
- Find time each day to relax
- Keep in touch with your colleagues so you don't feel isolated
- Speak to your manager if you need any additional support

