

Safety Matters Bulletin



Working from home during Covid-19 Coronavirus pandemic

Working from home, where possible, is key in the fight against coronavirus. Staying at home is the single most important action we can all take to protect the NHS and save lives.

While you may be well and not having any symptoms, working at home can be a new experience for many people. It can be challenging and isolating. This Toolbox Talk aims to provide some tips to help you keep healthy and well.

Where you will be working:

- Where possible, designate a place to work that is as free (as possible) of distractions as you can make it.
- Use a desk or a suitable table for your laptop. Balancing the laptop on your lap is extremely bad for posture. And the equipment can get hot.
- Although you may be looking slightly down towards the screen, try to sit as upright as possible to help support your back.
- Keep your feet flat on the floor or footrest. Do NOT sit on crossed legs, or a leg tucked under your backside.
- Give yourself enough arm/wrist room on the work surface.

Set a routine for working at home - it's important to get up and get started, to take regular breaks including a lunch break. Try to have a healthy lunch where possible.

Drink plenty of fluid (not alcohol) - keep hydrated.

If you can, it is recommended to have a quick break every twenty minutes or so. Avert your eyes from the screen, have a little walk about and do some gentle stretching - you will probably be sitting for longer periods than in your office, and it is better not to remain too sedentary.

It is important that structured and unstructured connections with work and colleagues carry on whilst people are working remotely - simply put, keep in touch with your colleagues, and check they are ok.

Open windows where you can, it is important to have good air circulation.

If you have not used Skype or Teams before, ask for support from your manager or a colleague.

Please refer to our [Staff FAQs](#) for additional guidance.