Workstation (DSE) guidance for staff temporarily working from home

Staff should assess their workstation as far as is reasonably practicable. However, the Health and Safety Executive (HSE) are advising that there is no increased risk from DSE work for those working at home temporarily during this period. You are therefore not required to complete a new DSE assessment at this time.

Below are some top tips for using a laptop or tablet when working from home:

In order to achieve a good working posture you should:

- Sit at a table rather than on the sofa or in bed
- Raise the laptop screen to eye level, using a laptop raiser if you have one
- Attach a separate keyboard and mouse where possible
- Adopt a good sitting position in order to avoid straining wrists, arms, neck or back
- Sit directly in front of your screen (i.e. avoid twisting positions)
- Avoid glare and reflected light

Some further information on the correct workstation setup can be seen here. If you would like to you can complete your own basic assessment at home using this practical checklist and suggested solutions.

Where you have been using specialist ergonomic equipment in your office on campus and feel you are unable to work safely without this at home, you should discuss this with your line manager. However, for larger specialist equipment (e.g. ergonomic chairs, height adjustable desks), you are encouraged to find other comfortable ways of working for example try using:

- Supporting cushions for lumbar support
- A small box as a foot rest
- An ironing board or kitchen counter as a standing desk
- Books as a monitor raiser

Most importantly you should ensure you are taking regular breaks to stretch, stand up and change positions (at least 5 minutes every hour).

If further advice is still required after following the H&S guidance then it is recommended you consult Occupational Health.