



HAPPY HEALTHY HOME WORKING

This e-learning course aims to optimise your home office environment, improve your productivity and overall well-being while working from home. The course covers:

- Choosing your space
- Identifying hazards and creating a safe space
- Display Screen Equipment
- Staying connected - engaging effectively with colleagues working remotely

Click to Continue





Choose your space

it's not all about looks



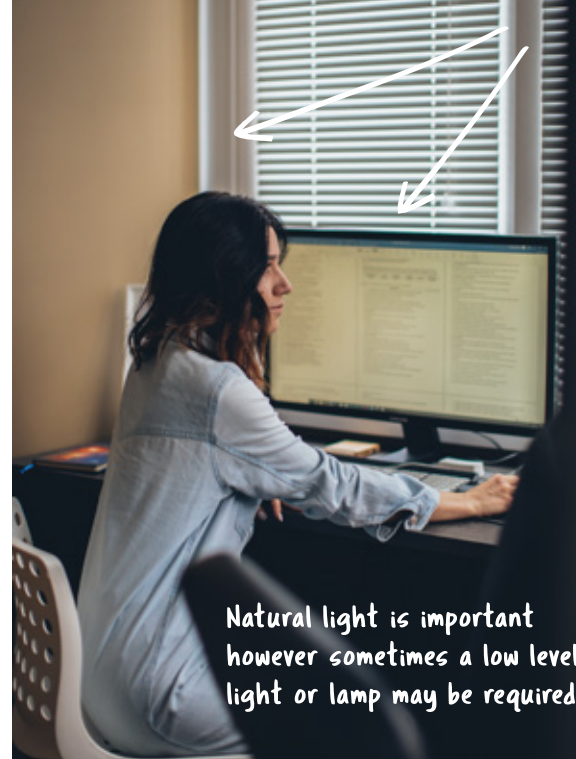
Choosing a space to work is key to a good working environment. This could be a spare room converted to an office, or simply clearing a space at the dining table. Any space can be converted into a designated workspace by following these key steps:



Clear and tidy, try to keep your space clear and free of unnecessary items and obstruction-free.

Make sure you have a comfortable chair with adequate back support, height and recline adjustability, and arm rests. Your hips should be above your knee they may require a footrest.

Check that your desk or table is the correct height, there are free online resources available to calculate an appropriate height, for example, [Ergotron workspace planner](#).



Natural light is important however sometimes a low level light or lamp may be required.



Watch out for hazards

Avoid routing cables where they can become trip hazards



Do not overload electrical sockets and take care using bus adapters



Do not use damaged equipment



Avoid excessive clutter in your workspace

Creating a safe space



Make sure you can adjust the temperature



Make sure you can adjust the lighting



Make sure the room is well ventilated



Check you have enough space for stationery and office supplies, keep desk items within reach to avoid overreaching.



Working with DSE

HSE and all those fun bits

DSE - Display Screen Equipment

HSE - Health and Safety Executive

The HSE is a UK government agency responsible for enforcing workplace healthy and safety regulations to protect the welfare of workers.

Let's start with the Health and Safety aspect of home working. The rules for home working and office working are similar, with the exception that the environment you are working within is controlled by you and not your employer. In other words, at home it is your responsibility to create a safe office space. A course such as this one can help guide you to a happy healthy home office.



Display Screen Equipment (DSE) refers to screens in devices such as televisions, monitors, laptops, smart phones, and any other equipment used for working. The following key steps can help improve your experience using DSE:

- The top of your monitor or laptop screen should be placed at eye-level to help reduce stress on your neck and head.
- You should be able to stretch your arms out in front of you and reach your monitor, if you sit closer or further away, you can strain your eyes.
- It is a good idea to take breaks from looking at your screen, ideally every 20 minutes.
- Alternatively, a minimum of 5 minutes per hour where you focus on something that is not your monitor. It is important to blink and refocus to reduce the risk of eye fatigue/eye strain.

A yearly eye test is recommended to check the health of your eyes and ensure they are fit and healthy for work.

Consider a standing workstation

Some people find sitting at a desk all day uncomfortable, a standing workstation can be an effective alternative.

Please click the **workstation checklist**, this is a tick box exercise to make sure your home office complies with HSE guidelines.



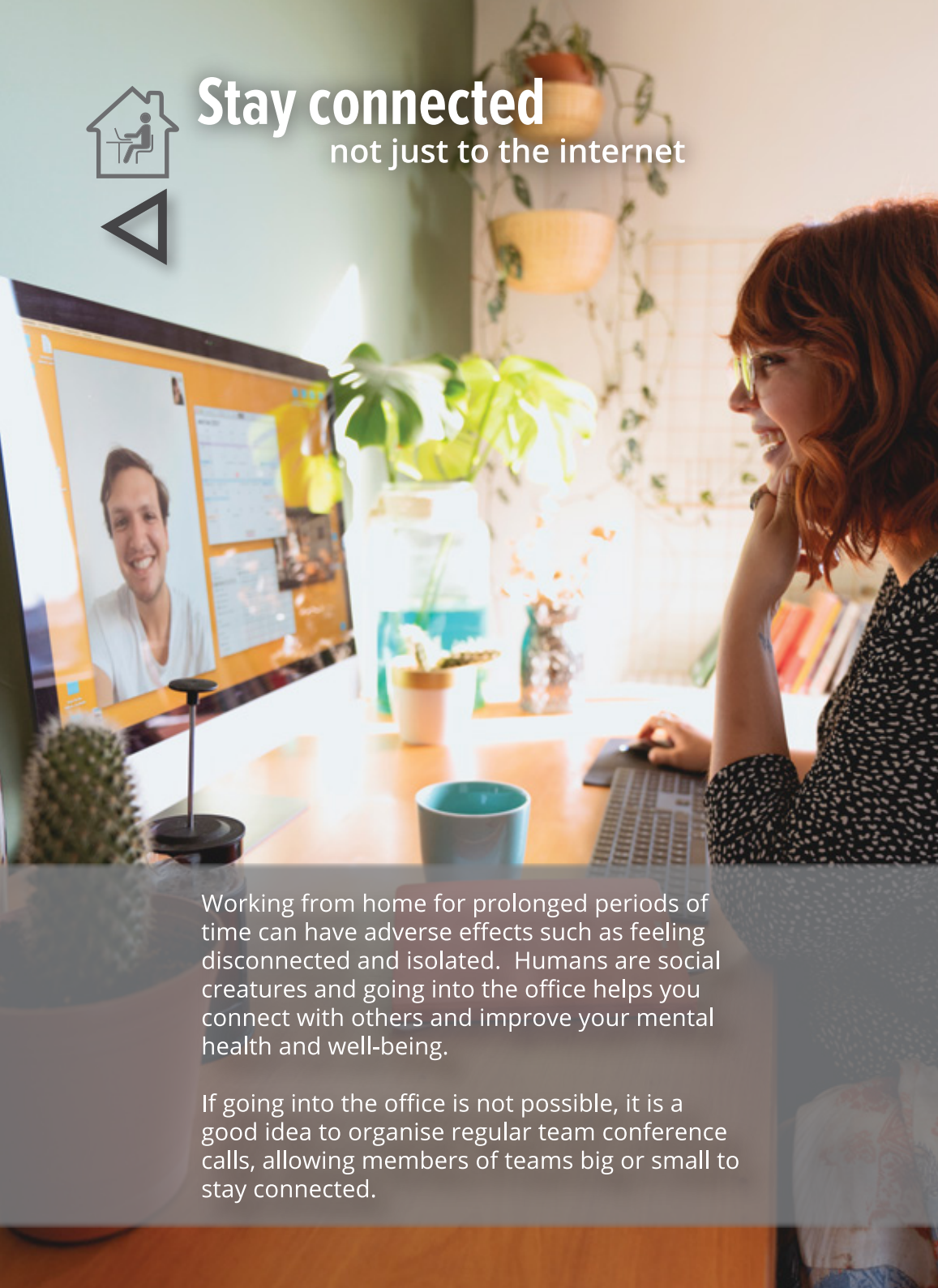
A copy will be sent to your line manager once completed. This document should help ensure you are compliant with current legislation.





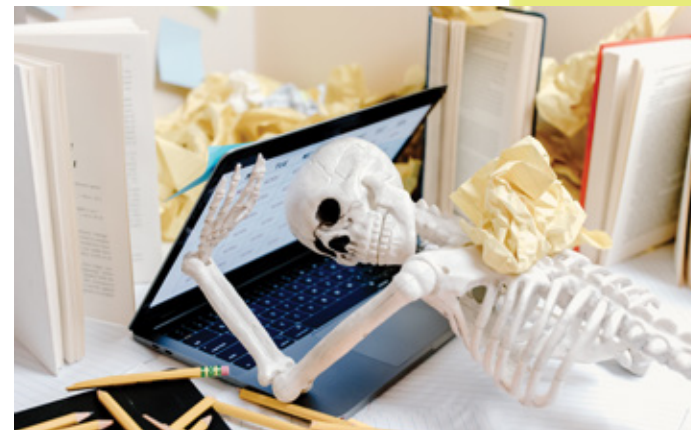
Stay connected

not just to the internet



Working from home for prolonged periods of time can have adverse effects such as feeling disconnected and isolated. Humans are social creatures and going into the office helps you connect with others and improve your mental health and well-being.

If going into the office is not possible, it is a good idea to organise regular team conference calls, allowing members of teams big or small to stay connected.

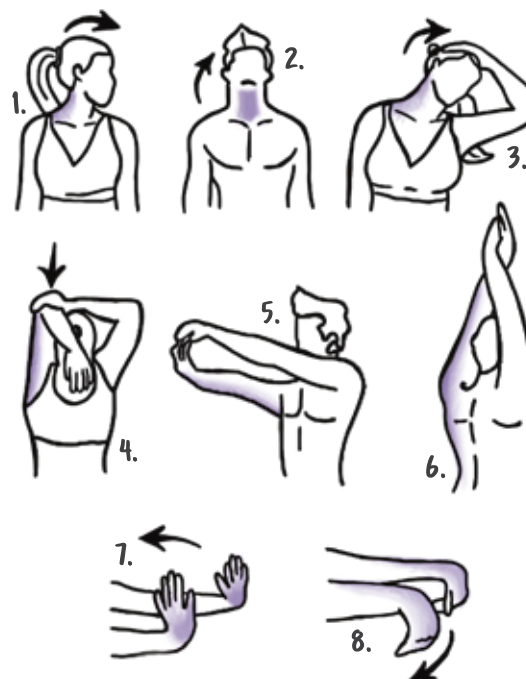


It's important to take breaks !

Taking a break helps to reset your body and mind, helping you focus and be more productive.

Stay connected to yourself

It is also important to stay connected with your body by taking breaks to stretch. Below is a set of stretches designed to help get the blood flowing. Stretching can help improve energy and relieve stress.



Neck, arm and wrist stretches

1. Turn your head left, looking over your shoulder and hold for 15 second. Repeat for the right.
2. Look up toward the ceiling and hold for 15 seconds.
3. Put your left hand on your right ear and pull head slightly over to the left. Repeat for the right side.
4. Bend your left arm behind your neck stay straight, use your right hand to push it, hold for 15 second then swap arms.
5. Left palm facing out, right hand on top pulling back, holding for 15 seconds and swap hands.
6. Hold hand straight up and cross hands right over left, hold for 15 seconds then swap hands around.
7. Point palm up and hold for 15 seconds.
8. Point hands down and hold for 15 seconds.





Useful links / Sources

www.hse.gov.uk/toolbox/workers/home.htm

www.hse.gov.uk/pubns/ck1.pdf

www.ergotron.com/tools/workspace-planner

www.healthline.com/health/deskercise#arms

Competitors/Research:

www.absorblms.com

www.dayonetech.com

www.walkgrove.co.uk