

Creating a safe and practical workstation at home

This clear and easy-to-use guide will help Library staff understand the health and safety implications of working remotely for a sustained period of time. Working remotely for almost all staff at the moment means working from home. Safety Services have created a good guide on [tips for working from home](#) and the following will help you set up your workstation.

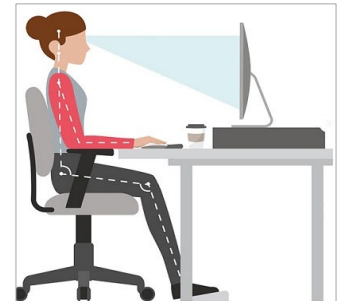
1. Setting up your workstation at home

You should try and set up your home working environment in a similar way to your office working environment. Follow the same principles found in the University's [guide to setting up your workstation](#).



2. Ergonomics

You might not have the perfect equipment, but get a supportive chair or consider working standing up e.g. at a breakfast bar. Ensure your body is supported as best as possible so that you're set up is as ergonomic as possible. This easy to follow [youtube video](#) gives simple advice on working off a laptop at home.



3. Physical health

Make sure you get up regularly to stretch and rest your eyes. Follow these [posturite's workstation exercises](#) to relieve any tension and protect your body from strain. Make time for more breaks than you may normally take in the office, for example you might choose to work at your workstation for 30 minutes at a time, breaking up these periods by taking calls, stretching or dealing with other areas of your home life.



4. Specialist workstation equipment

For staff who presently don't have specialist items (e.g. ergonomic chairs, height-adjustable desks) you may want to try other ways of creating a comfortable working environment (e.g. supporting cushions and raising your working surface).



5. DSE workstation self-assessment

If you need further advice on setting up your DSE workstation at home, complete the [Library DSE workstation self-assessment](#) and a trained DSE assessor from the Library will get in touch with you to offer further guidance.

6. Electrical safety

Keep in mind that you might have more electrical items plugged in and being used at home. Check your wires and ensure there are not frayed or exposed. Do not daisy-chain extension leads and turn off equipment when you have finished using it. Make sure your work area is clutter free and be careful when having food and drink near electrical items – preferably eat and drink away from your workstation, which will also encourage you to take regular breaks.

