



## A Guide to Working Well & Safely in your Home Office Space

The ISCP/CPOHE have prepared this guidance to assist you with working well and safely at home, and setting up your home office space.

Moving regularly and continuing to be physically active is the most important factor to working well at home. The benefits of regular physical activity and movement are numerous and include:

- good overall health
- promotion of circulation
- improved memory and concentration
- elevated mood and reduced stress
- healthier joints and muscles

### Tips to Move Regularly to Work Well from Home

- Stand up and move around at regular intervals (minimum once an hour, and more often if possible)
- If possible, take a walk at lunchtime (in line with Government recommendations)
- During virtual meetings, you may wish to turn off the video and stand up and move around
- If possible, stand up and move around when you're on calls
- Climb the stairs often if you have one
- Continue to engage in regular daily physical activity
- Additional general stretches to help you to keep moving while in the home office will be available soon on the ISCP website.

Features of a Suitable Workspace	Benefits
Quiet, low-traffic area with adequate heat and ventilation.	To minimise distractions
Well-lit with minimal glare (adjust blinds/ curtains and use a table lamp where required)	For eye comfort
Clutter free	Provides space to move freely
Visually check that sockets, plugs and cords are in good condition	To ensure there is no damage, fraying or overloading
Chose a Suitable Work Surface	Benefits

Ideally work at a desk or table of adequate size	To accommodate your essential work items
Space underneath to allow access for your legs	Legs are free to move and stretch under the desk/table
<b>Monitor and Screen Use</b>	<b>Benefits</b>
If available, use a desktop monitor or link your laptop to a desktop monitor if working for longer periods (photo 1)	Desktop monitor is often larger than a laptop screen and may allow for more comfortable viewing
Position screen directly in front of you, at approximately arm's length away, with the top of the top 1/3 of the screen at approximately eye level (photo 2)	Allows you to face forward while you work and promotes comfortable viewing.
If working on a laptop, use a laptop riser or stable temporary stand, and use an external keyboard and mouse if you do so.	Raises the screen for comfortable viewing
<b>Keyboard and Mouse</b>	<b>Benefits</b>
Place the keyboard directly in front of you within comfortable reach, and place the mouse close to the keyboard. Aim to have your wrists in a relaxed neutral position while typing (photo 3)	Upper arms are relaxed and by your side, and wrists are comfortable when typing.
<b>Adjust your Chair</b>	<b>Benefits</b>
If possible, adjust the chair height so that your upper arms are relaxed by your side, your wrists are in line with your forearms when your hands are on the keyboard.	Arms are relaxed by your side, and hands can move easily across the keyboard

Position your chair as close as comfortable to your work surface. Lower or remove the armrests if they prevent you getting close to the desk	Allows you to keep your back in contact with the backrest of the chair while you work.
If possible, adjust the backrest height and tilt for your comfort, and try to sit against the backrest	Back is supported by the backrest of the chair while you work
If using a standard non-adjustable chair, chose one that provides good thigh and back support. You may need to use cushions behind and underneath you (photo 4)	To raise yourself up and provide additional back support for comfortable working
If your feet are no longer on the floor, a low stable stool, step or box may provide support (photo 5)	Feet are supported

Additional Tips	Benefits
Structure your work routine, and don't forget to build in time for regular breaks	To help you keep your focus, and work productively and comfortably
Work with your manager / set your own realistic daily goals	To support your mental wellbeing and help keep your focus
If available, use a headset for video call meetings or phone calls	Allows upper limbs to relax and move during calls
Stay connected with colleagues, family and friends	To reduce any sense of isolation
Drink plenty of fluids throughout the day	To keep hydrated, reduce fatigue, and promote concentration
Increase your font size if necessary, or use a larger screen if available	To reduce eye strain
Aim to look 20 metres into the distance every 20 minutes for 20 seconds	To give your eyes a break from screen use

Limit screen time in the evening/ leisure time	To promote restful sleep
<b>Key Features if Purchasing a Desk Chair</b>	<b>Benefits</b>
A five-star base (photo 5)	To provide stability
A height adjustable seat	To adjust the seat height for your comfort
A height adjustable backrest or lumbar support	To adjust the backrest height to support your back
Tilt adjustable backrest	Allows you to move, change position, and keep your back supported, while seated
Height adjustable armrests or no armrests	So that you can bring the chair close to the work surface

## Working Well & Safely at Home Checklist

### Suitability of Workspace

Quiet, low-traffic area

Well-lit with minimal glare

Clutter free with adequate space to move about

No trip hazards or electrical safety issues

### Suitability of Work Surface

Suitable desk or table of sufficient size to accommodate work items

Space underneath to allow access for your legs

### Monitor and Screen

Desktop monitor or laptop riser/stand in use

Screen positioned in front

Screen positioned at approximately arm's length from you

Top 1/3 of the display screen positioned at approximately eye level

### Keyboard and Mouse

External keyboard and mouse in use

Keyboard positioned centrally and within comfortable reach

Mouse within comfortable reach of keyboard

Working position allows relaxed shoulders, with upper arms close to your side

### Adjusting your Chair

Chair height adjusted so your hands move easily across the keyboard

Feet in contact with the floor or a suitable support

Chair as close as comfortable to the work surface, armrests not restricting access

Cushion in use to support your low back if required for comfort