

Agile Working DSE Guidance

Many people increasingly find themselves working from home or “**Agile Working**”. Whilst there are many benefits, it’s unlikely that your setup will completely mirror your office. A poor working environment and layout may contribute to musculoskeletal discomfort. Essential Ergonomics encompasses 3 factors to consider: Optimum Environment, Workplace Behaviours and Physical & Mental Wellbeing. Optimum Environment

Optimum Environment

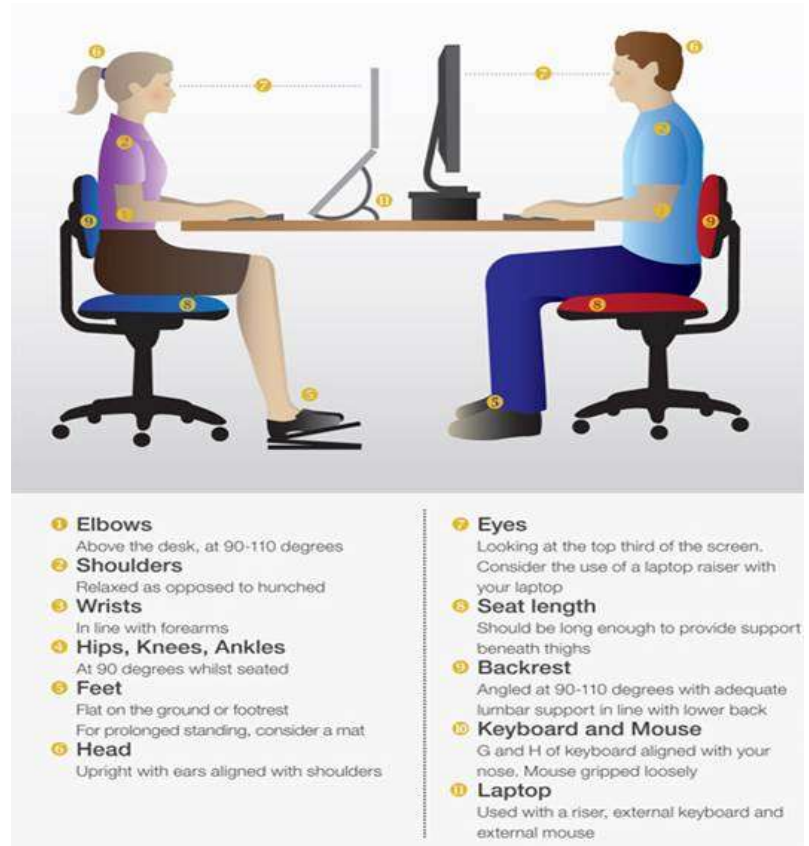
Laptops are designed for short term or mobile use. The screen and keyboard are attached and therefore you may have to adopt a compromised working position which can lead to discomfort over time.

- ✔ Plug-in an external keyboard and mouse
- ✔ Raise your laptop screen to eye level by using some books
- ✔ Avoid working from the sofa or bed
- ✔ Select a chair with a back and use a cushion for comfort as required

Workplace Behaviours

Plan your day to allow for regular changes in task and position to avoid cumulative strain from prolonged sitting and laptop use. If using a laptop alone, aim for more regular “microbreaks”.

- ✔ Stand when taking a call
- ✔ Take 1-2 mins every 45mins to stretch and change position
- ✔ Set an alert to remind you to move



Physical & Mental Wellbeing

Good lighting, reduced noise and limiting unwanted distractions can have a positive effect on physical and mental wellbeing. Try to stick to a routine and build in some daily exercise – this can increase mental alertness, energy and positive mood.

- ✔ Stick to a loose routine and plan breaks/meals
- ✔ Dress for the day to help stay focused
- ✔ Stay hydrated (not just tea and coffee!)
- ✔ Use your lunch break to take a walk outside
- ✔ Try video calls with your colleagues to limit a sense of isolation
- ✔ Host a Walking Meeting to get the creative juices flowing

