**INFORMATION SHEET**

**Homeworking and Display Screen Equipment**

As per the recent Government advice, the University is now encouraging people to work at home. Whilst many University staff will be familiar with home and agile working, there are a number of wellbeing issues that can arise as a result of working at home. This briefing addresses the issue of workstation set up and identifies some helpful advice and guidance in achieving good workstation set up at home during these exceptional circumstances.

In your office/ workspace at the University you will have access to a workstation and all necessary equipment to support you in achieving a good ergonomic posture.  It is important that you try to achieve a good workstation setup and posture when working at home.

* **Setting up your workstation**. The University have produced information and guidance on correctly setting up your workstation and completing a Display Screen Equipment (DSE) self-assessment. All University information regarding DSE and workstation set up can be found on the H&S webpage: <https://staff.swansea.ac.uk/healthsafety/policies-and-procedures/general-health-and-safety/>
* **DSE equipment**. If you have specific DSE aids such as a specialist mouse, keyboard, wrist rests etc. that are transportable, you should, with agreement from your line manager, take them home to use during this temporary period.  If you use a laptop for home working, discuss with your line manager whether you can borrow a keyboard and mouse to take home with you, if you do not already have them.

During this temporary working arrangement, it is not possible for the University to supply specialist equipment (like desks) for homeworking. The following Posturite webinar provides some useful tips on setting up your workstation at home, together with some innovative solutions to achieving a good setup, taking breaks and regular exercise:

[https://www.posturite.co.uk/webinars/2020-webinars/working-from-home-quick-fixes](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.posturite.co.uk%2Fwebinars%2F2020-webinars%2Fworking-from-home-quick-fixes&data=02%7C01%7CN.Dicataldo%40Swansea.ac.uk%7Ca77d01e420fd4d6397fe08d7cc1e3ac4%7Cbbcab52e9fbe43d6a2f39f66c43df268%7C0%7C0%7C637202302509393546&sdata=pTBbou5c%2FdP1aZ5ssVrn7QS6IfCykRIdhKMQ1aY7ff4%3D&reserved=0)

* **Take regular breaks from your workstation**. The University encourages you to take breaks more frequently whilst working at home. Please take a look at the attached infographic on the benefit of taking microbreaks during your working day:

[https://www.posturite.co.uk/media/pdf-downloads/Microbreaks-Infographic\_A4.pdf](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.posturite.co.uk%2Fmedia%2Fpdf-downloads%2FMicrobreaks-Infographic_A4.pdf&data=02%7C01%7CR.L.Nowell%40Swansea.ac.uk%7C44cbb3e0c2fe4b8b318808d7c9d6f3c7%7Cbbcab52e9fbe43d6a2f39f66c43df268%7C0%7C0%7C637199797363692177&sdata=wISHMhLY8ZiiN9ETlzKCG14ZsRcTG8wJObJPgGmMLhU%3D&reserved=0)

* **Exercise and Stretch**. Take a look at some workstation exercises and stretches you can do during your microbreak to keep moving:

[https://www.posturite.co.uk/media/pdf-downloads/Workstation-Exercises.pdf](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.posturite.co.uk%2Fmedia%2Fpdf-downloads%2FWorkstation-Exercises.pdf&data=02%7C01%7CR.L.Nowell%40Swansea.ac.uk%7C44cbb3e0c2fe4b8b318808d7c9d6f3c7%7Cbbcab52e9fbe43d6a2f39f66c43df268%7C0%7C0%7C637199797363692177&sdata=Dagz1O%2B%2BmrSyvk6NiYD2fuYqieEv%2Fy%2BDgYPImIwAqbw%3D&reserved=0)

* **Work Equipment**. Ensure that work equipment is in good working order and that all electrical equipment is safe to use. Do not overload sockets or daisy chain extension leads.
* **Stay connected**. Share contact details and keep regular contact with your line manager and team members to keep them informed you are safe and well. This could be via Skype for Business, Microsoft Teams, Zoom, etc.
* **Work related accidents and ill health** must be reported via the University established methods i.e. the University adverse event REPORT IT system: <https://staff.swansea.ac.uk/healthsafety/>

Specific advice and guidance can be sought from the University health and safety team. Contact details for the team can be found at: <https://staff.swansea.ac.uk/healthsafety/>