

Health & Safety tips for **working from home**

During these unprecedented times, staff are being asked to work from home in line with UK Government guidance. This document provides some simple advice to help protect your health, safety and wellbeing while working from home.

Workstation set up

Your workstation at home should, where possible, be as similar to your desk at work. As a minimum, you will need;

- **A table / desk**
(an ironing board is a good alternative!)
- **Chair**
- **Tablet, laptop or PC**

The following document has some great hints and tips on adapting your workspace at home.

[Home Working DSE Guidance.docx](#)

Find an area with adequate space to set up a suitable working area. Ensure there is sufficient light, ventilation and no trailing cords.

Check your electrical equipment is still safe to use. Do not overload sockets or daisy chain extension leads. Become familiar with all escape routes in case of a fire and ensure they are clear.

If you have any concerns about your health, safety or wellbeing while working at home, please contact your line manager or the health and safety adviser (mkennedy1@qmu.ac.uk) to discuss.

Training and other resources

The following links provide additional information to help you work from home

- [QMU Working from Home Guidelines](#)
- [Workstation-Exercises.pdf](#)
- [Guide to Healthy Laptop Use](#)

Wellbeing

It is important to take regular breaks and maintain positive wellbeing when working.

- **Take a micro-break (2-3 minutes) every 20 minutes**
- **Take a break (5 minutes) every hour e.g. make a hot drink or walk around the room.**
- **Do simple workstation exercises**
- **Keep hydrated and drink water**
- **Enjoy healthy snacks and avoid sugary or fatty foods**
- **Stay connected and maintain social connections with your team, family, friends and community**

Keep regular contact with your line manager and team to let them know you are safe and well. Microsoft Teams is being used by many colleagues at QMU and WhatsApp is also a useful tool for groups to stay in touch.

It is quite normal to feel anxious or stressed during this difficult time. QMU have a fantastic [Employee Assistance Program](#) for free and confidential help.

Reporting

Incidents, near misses and ill health should still be reported in the usual way. It is important you inform your line manager and HR team if you are self-isolating (with or without symptoms).

Further Information

For further information or assistance, please contact the Health & Safety Adviser at mkennedy1@qmu.ac.uk

