

Health and Safety Department

Desk Set-Up When Home Working

Introduction

During the COVID-19 pandemic more of us will be working at home. This document provides

Chair

Try and keep your knees below your hips and an open 100 degree hip angle (see image above). As it is unlikely that you will have an adjustable chair you can try to get into an ideal sitting position using a cushion or pillow (folded in half) to sit on and a rolled up towel against your lower back for lumbar support. These measures will help to take the strain and load off your spine but only use them if they feel comfortable. If you are unsure, contact a Health and

footrest. If you have a footrest at work and can take it home please do so.

Screen height

If you have a laptop or tablet stand, use this to raise your screen. If you do not have one of these, raise your laptop/tablet up using books, biscuit tins etc. as best you can. You may not achieve the ideal position but aim to raise your laptop/tablet by a minimum of 15 cm. Your eyes should naturally hit the top third of your screen when you are looking straight ahead. Even a small height adjustment should help. The goal is to avoid dropping your head as much as possible to try and avoid neck and shoulder strain.

Mouse and Keyboard

If you are raising up your laptop/tablet use an external keyboard and mouse so that you are not working with your arms too high. See if you can take your keyboard and mouse home with you, particularly if you already have ergonomic ones. Make sure that you have enough USB ports to connect these. Your elbows should be at about shoulder height when typing. Your wrists should be straight and not bent up or down. Your feet should be flat on the floor or on a footrest. Your feet should be at about shoulder height when typing. Your wrists should be straight and not bent up or down. Your feet should be flat on the floor or on a footrest.

