

COVID-19: HOME WORKING AT SHORT NOTICE

The recent pandemic has forced organisations into Home Worker programmes without time for proper preparation or consultation. As a result, most new Home Workers are learning as they go. Physical and mental health are the two critical challenges to ensure your wellbeing. Overleaf are suggestions to improve your physical comfort. In addition, an extensive list of useful tips to address both challenges can be found [here](#).

For all day use, sourcing a good chair is an important consideration but follow the recommended tips and take plenty of breaks to move about. Also, shipping chairs around the country at short notice in a pandemic presents unique challenges!* This page therefore concentrates on how you interact with your computer, the next most important posture issue. You can find animated guidance to show the optimum laptop setup [here](#).

To view the same animation on your smartphone, simply scan the QR code.



A typical 'laptop kit' consists of a laptop stand, a keyboard and a mouse.

- We have a variety of stands from several manufacturers. Some fold flat, others have a built-in document holder. Some are designed for portability, others are value engineered for constrained budgets.
- We generally recommend mini keyboards without the numeric keypad. Most people do not use the keypad so removing it ensures portability and reduces shoulder load from mouse use. For accounting functions, the **Ultraboard 960** includes the numeric keypad in a compact form factor.
- For the mouse, we have simple, compact models or a choice of more sculpted designs offering much-improved ergonomics.

We have illustrated three popular product combinations on this page but our portfolio provides up to 2,000 combinations!

You can choose from our best-selling kits on our Laptop Kit Configurator page [here](#) or [contact us](#) to find the best ergonomics available for your budget.



£58.57 + VAT



£146.08 + VAT



£184.93 + VAT

WE LOVE A CHALLENGE!*
Contact us if you need help with chairs.

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APPROVED ORGANISATION STATUS
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AGILE WORKING POSTURE GUIDANCE

Depending on your thinking, Portable Electronic Devices (PEDs) are the blight of our lives or a technological godsend. Love them or loathe them, their presence permeates our existence and we need to be mindful of the risks that prolonged use can bring. Whether answering emails, working on an important spreadsheet, watching a video, updating social media or playing a game, it is very easy to adopt and maintain unsuitable postures for too long. These devices are not suited to sustained use and even a good posture held for too long is unhealthy. The tips on this page and solutions overleaf help to raise your awareness of the key issues and minimise the health impact of going about your tech-enabled mobile lives.

Unfortunately, much of this advice is about what not to do. The simplest positive guidance is to change your posture as often as possible and stretch in between.

HEALTHY PEOPLE



Prolonged use of PEDs in one posture, especially when using only one hand, can cause constant muscle tension in shoulders and elbows. Follow the Neck guidelines.

Shoulders & Elbows

HEALTHY THINKING

HEALTHY WORKPLACE

HEALTHY PLANET

Eyes

Look where you are going! YouTube is full of WWT (walking whilst texting) incidents. Don't become a statistic. This is common sense so why do so many of us do it?

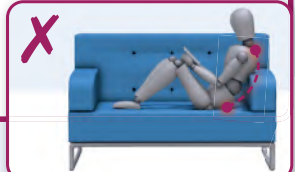


Neck

In use, we tend to keep PEDs low down and close to our body. This flexes the neck unnecessarily. To reduce the load on the neck, raise the device up:

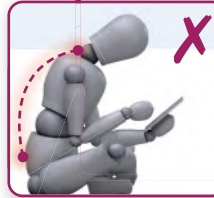
- Onto the table in cafes
- In front of you on trains and planes
- On cushions on your lap at home
- On a stand in the office

If you use a device when lying down, think about neck flexion and extension. Your supported body may lead you to think you have a good posture but, if your neck is bent too far back (lying on your stomach) or forward (lying on your back), you will soon start to feel the pain.



Back

We may slouch at a work desk but, on soft furnishings at home and when we are out, it is even easier to form an unhealthy 'C' shape with the spine. Guidance about office postures often applies just as well elsewhere. Aim for your spine to be a healthy 'S' shape.



Fingers & Thumbs

Typing on PEDs creates unhealthy postures and forces for your fingers and thumbs. Avoid this by:

- Keeping email replies and texts short
- Typing with as many fingers as possible using both hands
- Using voice recognition
- Making a phone call instead
- Using a Bluetooth keyboard where practical
- Taking plenty of breaks and changing posture frequently when prolonged typing is unavoidable.



Hands & Forearms

PEDs vary in size and some are getting bigger. This can make a comfortable grip difficult for single-handed use, especially if you have small hands. Try to choose a device that suits your hand size but also change your grip often and always put the phone down or change hands if it starts to hurt.



Exercise



Movement is important and there are plenty of simple stretching exercises that can be done when sitting or standing. Remember that no posture is good when sustained for too long. For exercises go to: <https://bit.ly/seat-ex>

At Bed Time

Research indicates that the blue light from screens inhibits melatonin production, impacting sleep quality and with other potentially far-reaching negative effects. Check your device settings or install a suitable filter app to reduce the impact. Better still, avoid using it in bed!

