Get up and move!
• Use simple stretching exercises throughout the day from our training materials.
• Do video calls standing up and move around, turn the camera off if preferred.
• Place drinks, snacks and phones beyond reach.

Take regular breaks
• Follow your normal office daily routine, and take meals away from the workstation.
• Take 10 mins per hour away from the workstation, including microbreaks of 2–3 mins per 20 mins – make hot drinks, walk around the home, visit the garden.
• Use wall hangings for very brief visual fatigue breaks every 5 mins.

Set up and training
• Use the model diagram to set up your workstation.
• Use regular household items to adjust your home workstation.
• Complete your ergonomics training, if you haven’t do so already.
• Ensure there are no trailing cables and visually check electrical equipment/cables before use – report issues to your line manager.
• Request access to any additional DSE items from your office and log items taken.

Help and information
• Keep regular contact with your manager – report any concerns, pain or feelings of anxiety or stress.
• Contact your local DSE assessor from this list for advice, or for additional support from H&S Services or Occupational Health, safety@reading.ac.uk occupationalhealth@reading.ac.uk
• The University Wellbeing resources are available here for ongoing support.