

Homeworking Helpful Tips

*“Applying science to the art
of management.”*



A few helpful tips for things to think about for home working and reduced staff numbers within the work place.

Homeworking

For most businesses this time is the first opportunity for many people to work at home, there are a few things to consider to ensure everyone stays happy and healthy.

1. **Workstation set up (Display Screen Equipment (DSE))** – many people will not have the ability to mimic their office at home so there will be the use of dining tables, footstalls, settees, breakfast bars, essentially any available flat surface. Whilst this is commendable and can be used for a short period, extended home working under these conditions can lead to health issues linked with poor posture. Where possible staff should undertake a dynamic assessment and try and mimic as best they can a suitable working environment (chair height, screen height, distance)
2. **Rest breaks** – unlike working in an office working from home offers the added benefit of less interruption (assuming the children/pets are not under your feet), the problem with this is without the hustle and bustle of the work environment many workers may find themselves becoming engrossed in the work activity and working through any breaks normally taken be these formal tea breaks or informal office banter breaks. It is important to ensure they take time out of a task to move around, have a drink and clear their head.
3. **Lone working/social isolation** – although working from home has the benefit of not having to undertake the commute and mingle with the general public, many of whom have been sent to try your patience, the very act of getting to work and greeting your eager colleagues each day forms an important social bond that may be missing when you work from home. It is important for any business to try and normalise the situation as far as possible. Maybe set up a 9am Skype wakeup meeting, how about a 11am WhatsApp plank challenge, tea and biscuits at 2 Hangout, or an end of day de-brief over Zoom. These important interactions support mental wellbeing but also allow a business to ensure that each person is still healthy and happy.
4. **Stress** – each individual and each business will be under increased pressure at this time. It's natural to feel anxious, it's natural to worry about finances and business impact. Everyone should be aware of increased levels of stress and take this into account when communicating, what is said in anger cannot be taken back. Remember, it's important to effectively communicate and if you are under pressure ask for help, that goes for those business owners too, you are also human! If you feel you are under too much stress talk to someone, close your computer and go for a walk, pet a dog, pet a cat (not sure why anyone would want to do that), buy some flowers, enjoy the day as many can't!
5. **Reduced workforce in higher risk environments** – it is important to ensure you have sufficient practical cover for workers operating in higher risk environments such as factories, warehouses, and machine shops. Consideration should be given to first aid cover, and forklift truck drivers. Staff shouldn't undertake activities they are not trained to do so as much as they are trying to help out!

Note: We hope the above helps but the above list is not exhaustive