

## Working from home, your personal plan

Welcome to working from home. You may be a seasoned home-worker or this may be your first time. Either way there are some simple but effective things you can do to keep yourself comfortable, healthy and productive.

Over the past few days you have received a number of emails with suggestions to keep you safe, well and productive. Here is a brief reminder of the key points:

### Comfort

Remember to listen to your body. If you feel uncomfortable, get up, move and stretch. If you experience pain, please report it to your manager.

### Communication

Don't forget to stay in touch with your colleagues. If you are feeling isolated, the chances are they are too. Pick up the phone, check in regularly and if you feel like you need support, tell someone. Make sure you are clear about what your manager expects from you.

### Emergencies

Make sure you have a plan in case you fall ill, have an accident or experience a fire. Check your fire alarms, don't overload plug sockets and carry your phone with you at all times.

### Equipment

Make sure your cabling for your laptop or other work device does not create a tripping hazard. It may sound patronising but we are generally more complacent at home as the environment is familiar to us. This complacency can cause risks we might not foresee.

### Report it

Most important, if you have an issue or anything concerns you, whether it relates to comfort, workload, potential or actual risks, you must report it to your manager or health and safety colleague immediately.

**Remember, your health and wellbeing is the most important thing to us. This homeworking period is temporary and difficult for all of us, we are here to support you through this challenging period.**

