



Top tips for working from home



Thousands of Accord members are working from home and will be for the foreseeable. To help you adjust to this style of working and to make the change a little easier for you to manage, here are some top tips.

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A safe set-up



First things first, read your employer's home working guidance.

If you're working at home you need to have access to safe working conditions. Try to create an appropriate workplace where you can have a degree of privacy (as hard as that might be with kids off school or housemates working from home too).

If you're working on a computer think about your desk set up and posture. Try and set up somewhere quiet with plenty of natural light.



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The right equipment

Not everyone will have the right equipment to work from home. But your employer should try to meet your needs where possible. You'll need to have access to all the relevant equipment and IT software you'd usually use in your day-to-day working life.



If you need access to a programme you don't have available at home, or you need equipment such as a laptop raise, mouse or keyboard, contact your line manager.



If you don't have internet access at home and need it to do your job, your employer should pay your Wi-Fi costs during your period of homeworking.



If you need to place an order for equipment through the business, ask that the items are delivered to your home.



If you have an existing and formally agreed workplace adjustment, make sure you check your employer's advice for disabled colleagues and colleagues with long term health conditions.



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Display screen equipment (DSE)

For those working at home on a long-term basis, the risks associated with using display screen equipment (DSE) must be controlled. This includes doing home workstation assessments.

To reduce any risks associated with using DSE, you should complete your own basic assessment at home. This [practical workstation checklist](#) may help.

Below are some simple steps you can take to reduce the risks from display screen work:



breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity



avoiding awkward, static postures by regularly changing position



getting up and moving or doing stretching exercises



avoiding eye fatigue by changing focus or blinking from time to time



Get dressed



It's important you still get dressed for the day ahead to get your head in the right space for work.

Of course, it can be less casual than a face-to-face work meeting, just make sure you get changed out of your pyjamas.



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Stay focussed



If you're working remotely, it's important you have a clear understanding of what work you're expected to carry out, especially if this differs from your usual kind of duties.

If you're sharing a house with other homeworkers, try to reasonably agree who is working where to try and avoid as much distraction as possible.



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Work regular hours



It can be hard to stick to set hours when working from home. And while we don't know how long these new working arrangements will continue, it's key to set good habits at the outset.

Try and start your working day at your normal working time to maintain a routine. But don't work excessive hours. It's important not to burnout and to maintain a positive work-life balance.

Remember to take regular breaks and get up and move around when you can.



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Stay connected



Working at home for long periods of time can become lonely. And being away from managers and colleagues can make it difficult to get proper support. That's why it's important you stay connected and keep in touch with co-workers as much as possible.

There are lots of different ways you can do this. You may want to think about setting up regular Skype video calls with colleagues. Or you can use email, phone and chat groups like WhatsApp, for example.

It's worth checking in with your line manager each morning and afternoon.



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Health & Wellbeing



Home working can cause work-related stress and affect people's mental health. Keeping yourself and your family safe during this time is a priority.

If you're working on a screen, make sure you rest your eyes. Get up every 50 minutes and have a walk around (don't replace the work screen with Twitter!)

Remember to take regular breaks and eat lunch away from your desk.

Don't work excessive hours, finish at the end of the day and remember your right to disconnect. It's really important you maintain a healthy work/life balance.

If you're sick, call in sick and don't work from home. Just because you're home working doesn't mean you should if you're not feeling well.



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Support



Make sure you check out the support services available through your employer.

And remember, you can access the services provided by the Bank Workers Charity too:

www.bwcharity.org.uk

Keep following all the advice from Government and public health authority on COVID-19.

If we stick together and act as a collective – we can and will overcome this.



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