

Workstation guide to homeworking

Homeworking guide

All employees are required to complete a workstation assessment to ensure their safety and health while at work. Employees must also retake the assessment whenever there is a significant change to their workstation, tasks, or environment.

The following guidance will help you identify health and safety risks and take the proper steps to help manage such risks.

Workstation setup guide

Ensure your work surface is flat and stable, stands approximately 70-74cm high, 60-80cm deep, and provides you ample space.

Remove any obstructions or hazards from your work area.

Change your position regularly by taking calls standing up or standing at your workstation.



Legs

When sitting, make sure your hips are slightly higher than your knees with your feet resting comfortably on the floor and proper support for the inward curve of your back.

Position yourself so there is no pressure on the backs of your legs.



Eyes

Keep your work surfaces and screens free of glare and reflections.

Have adequate lighting for all performed tasks.



Arms and neck

Use a separate keyboard and mouse when working on a laptop for long periods of time.

Keep the top of your screen at eye level to avoid neck pain or headaches.

Use a headset, earphones, or speakerphone during long phone calls.

Ensure you don't have a constant twist in your neck or body.

Adjust your main screen to be directly in front of you when sitting or standing to work.

Move the keyboard to elbow height.



Fire and electricity

Check leads, equipment, and sockets every week for any signs of damage.

Report any damage or submit requests for replacing equipment immediately to service.desk@markel.com.

Avoid overloading electrical sockets when using adaptors or extension leads.

Have clear access and exit routes for fires and other emergencies.

Test regularly smoke alarms and any fire equipment.

Make sure any company-owned equipment undergoes portable appliance testing (PAT) by a qualified person every five years. You can arrange the PAT test with a local trades-person and expense it, approval pending.



GDPR

Ensure all company information is safely secured when you are not present, in line with GDPR regulations.



Breaks

Take regular breaks from the screen—approximately five minutes every hour—to stretch and move.

Use your breaks to do a few workstation exercises.

Set an alarm to remind you to move.

Vary your tasks.

Balance long periods of sitting by doing any regular physical activity.

Take a walk during your lunch break, run an errand, or use Headspace.

Manage your breaks and plan exercise activities through free apps on your smartphone or tablet.



Safety

Report any accidents or near misses to your local office manager or Caroline Sawyer.

Tell your colleagues, friends, and/or family where you are when working alone outside of your home or office to ensure your location is known.

Contact your local office manager or Caroline Sawyer for additional guidance if you drive for work or perform tasks alone outside of your home or office.

Speak to your Human resources business partner or Caroline Sawyer if you have any safety concerns.



Expenses

Buy any additional equipment necessary for a safe working environment at home, and Markel will reimburse up to £250 per person via expenses. For example, if your current working arrangements create practical or ergonomic challenges, you could purchase a desk or chair. Equipment like a laptop riser, separate keyboard or mouse should be requested from service.desk@markel.com.



Chair buying guide

When buying a chair for your workstation, make sure you consider the following features:

- Castors/wheels and swivel
- Support for the inward curve of your back
- Backrest that is adjustable in both height and angle
- Seat depth that is adjustable
- Comfort for your hips to be slightly higher than knees
- Height and dimensions that are adjustable and appropriate for you
- Comfort for your feet to be flat on the floor or supported by a foot rest
- Convenience for you to sit close to your desk without any obstructions to your legs



Recommended chairs

Facilities can order a Kirby task chair for you and arrange delivery to your home address if you provide your RU code.

A Kirby task chair has the following features:

- High-back task chair
- Jumbo seat and back
- Optional height-adjustable arms
- Ratchet back height adjustment
- Lumbar pump support
- Seat slide

If you wish to arrange delivery yourself, feel free to buy one of these items:

- Orangebox Joy-Oha task chair
- Orangebox Ara task chair
- Orangebox Senator Dash or Ousby task chair
- Laptop riser

Useful tips for home office set up: <https://www.npr.org/2020/09/15/913085233/lift-your-head-and-lower-your-arms-you-might-just-feel-better>

https://c57edc82-853b-459f-abcc-e5cd3d8e19c4.filesusr.com/ugd/d221e9_75d148092c004719b7b6a7007276f8db.pdf