

TOP TIPS FOR HOMEWORNING

The COVID-19 outbreak has more people than ever working from home in the UK.

For employees and employers alike, this might be your first-ever time working at home. So here's a few tips on how to remain productive and safe in your home office.

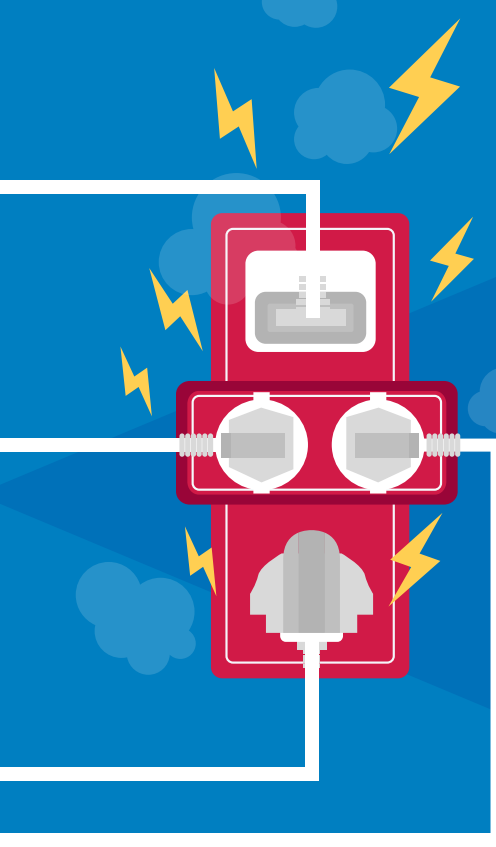


01 Choose a workspace

Choose a suitable space for working. Areas such as sofas, beds or areas with a lot of distractions are not suitable. Choose a comfortable ergonomic position. Select a location with suitable lighting - natural light is best but a lamp is the next best thing.

02 Make it work friendly

Remove distractions. Only items needed for your work should be within arms reach. Ensure the floor areas are clear of any slip or trip hazards.



03 Check electrical safety

Do not overload electrical sockets. Perform basic checks on electrical equipment to ensure they are in a good condition and suitable for work.

04 Keep a routine

Keeping a normal routine is key to maintaining productivity. Wake up at the same time each morning. Get ready for your day at work even if you aren't leaving the house. Take normal breaks and your lunch just like you would in the office. Don't work over your contractual hours unless discussed and agreed with your line manager.



05 Use video calls

Use video calling applications to remain in contact with your colleagues. Have regular one to one meetings with your line manager or team members to check on their workload and wellbeing.

If you're an employer struggling to implement homeworking effectively, give Croner a call for expert advice:

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