

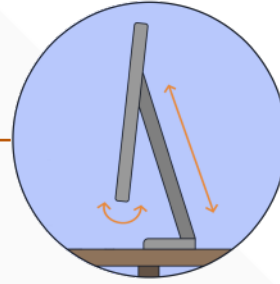


Display screen

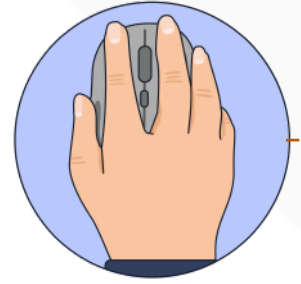
Raise the screen so that your eyes are level with the top of it



Position the screen an arm's length away

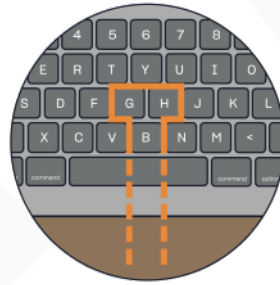


Adjust the screen by tilting, raising or lowering it



Mouse

The mouse must fit comfortably in your hand with your fingers relaxed



Keyboard

The G, H and B keys must be in line with the centre of your body

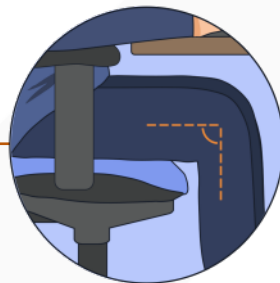


Your elbows should be bent at or near 90°



Chair

Your feet must be placed flat on the floor



Bend your knees at roughly 90°. There should be a gap of an inch between your thighs at the end of the chair

Taking breaks

- Get up from your desk at least once every hour to take a short break. Walk around to stretch your legs while also resting your eyes and preventing fatigue.
- Do some stretching exercises. These can be done at your desk or away from it, depending on what part of the body you are targeting.
- Where possible, break up your work activities so that you aren't sat at your DSE for long periods.

