

Physical Wellbeing For Office Workers





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If you spend a lot of time in one position, for example working at a computer, you may be more susceptible to various joint related aches and pains.

It is important that your workstation is set up to suit your needs and on the next page there is some information about factors to consider, however in addition to this, one of the most important factors is to break up prolonged sitting with other tasks or movement.

It is important to do regular exercises to avoid stiffness and discomfort. Aim to get up and walk around at least every half an hour, and move your wrists, hands, fingers, thumbs and head regularly during the day. You may find it useful to set a reminder on your computer/device to do this.

Working in partnership Great Western Hospitals NHS Foundation Trust Royal United Hospitals Bath NHS Foundation Trust Salisbury NHS Foundation Trust	Follow Wiltshire Health and Care on social media:   @WiltsHC_NHS Wiltshire Health and Care www.wiltshirehealthandcare.nhs.uk
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How to set up your workspace

- Sit with your bottom right back in your seat. Rest your back against the back of your seat for support.
- Rest your forearms on your desk with your elbows at a 90° angle, resting on arm supports if available. Adjust your chair as required.
- Keep your shoulders relaxed. Try not to lift them up or let them round.
- Keep your feet flat on the floor and your knees level with, or very slightly below, your hips. Use a foot rest if necessary. Don't cross your legs.
- Make sure your computer screen is directly in front of you, approximately arms-length away and that the top of the screen is level with your eyes. Use a monitor stand if needed or a laptop stand with separate mouse and keyboard.
- Try to sit up tall. This will help you to maintain a good sitting posture and not allow your shoulders to slump.
- Keep your desk free from clutter. The things you use most often should be within easy reach, for example your mouse and phone.



- If you work at a computer daily, for an hour or more at a time, your employer will likely undertake a DSE (Display Screen Equipment) assessment to ensure your workstation is optimal. This also applies if you work from home for your employer, if you're 'hot-desking' or are a mobile worker, and work with any type of DSE (PC, laptop, tablet, smartphone).

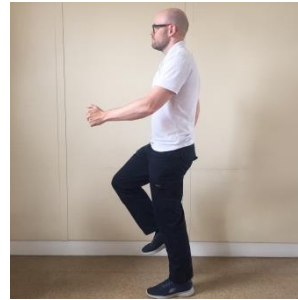
Exercises

You can try these exercises every 2 hours throughout the day or whenever you feel stiff in order to get your joints moving and to increase blood flow. Start gently and build up as you feel able and as you get used to the exercises. Don't do any exercises which cause pain or increased discomfort.



Sit-To-Stand

Sit towards the front of your chair and make sure you are sitting on a chair that will not move when you stand up. Slowly stand up in a controlled way and then sit back down in a controlled way. Do as many as you feel comfortable doing.



Marching

Stand up and then march on the spot, moving your arms at the same time. You can also do this during the day in a sitting position also. Do this for 30-60 seconds.



Wall Press

Stand up tall and place your hands on a flat wall, level with your shoulders. Let your elbows bend so that you do a press-up on the wall. Keep your body straight; don't let your pelvis drop inwards etc. Do as many as you feel comfortable with. To make this harder, take your feet further away from the wall.



Shoulder Shrugs

Shrug your shoulders up towards your ears and then let them drop down. Do this up to 10-15 times and then roll your shoulders forwards and backwards up to 10-15 times each way.

Whilst these exercises are useful during the day when you're working, it is also important to keep up regular physical activity. Current UK exercise guidelines recommend adults (age 19-64) and older adults (age 65+) engage in at least 150 minutes of moderate intensity physical activity each week, or 75 minutes of vigorous intensity activity a week, or a mixture of both.

Other things you can do to help yourself:

- Make sure you are staying hydrated, and drink water regularly.
- If possible, park a little bit further away from the office so you walk further or take a bicycle in the car and cycle part of the way to work.
- Take the stairs instead of the lift.
- Sit up tall and take some deep breaths every now and again.
- At lunch time, get away from your desk and aim to get outside if you can to stretch your legs.
- Don't cradle a phone between your shoulder and your ear.
- If you're having problems with aches and pains, consult your GP or a physiotherapist earlier rather than leaving it until problems get worse.

For more information visit:

<https://www.nhs.uk/live-well/healthy-body/how-to-sit-correctly/>

<https://www.nhs.uk/live-well/healthy-body/back-pain-at-work/>

<https://www.hse.gov.uk/msd/dse/>

Safeguarding

Wiltshire Health and Care has a strong commitment to care that is safe, of a high quality and that upholds our patients' rights. All our patients have the right to live lives free from abuse or neglect and, where they are able, to make or be supported to make informed decisions and choices about their treatment, care and support. Where patients are not able to make their own decisions, Wiltshire Health and Care staff are committed to ensuring that treatment, care and support is undertaken in accordance with the person's best interests. In order to fulfil these commitments, Wiltshire Health and Care follow the Safeguarding principles and responsibilities laid out in Sections 42-46 of the Care Act (2014) and are informed by, and apply, the guiding principles and provisions of the Mental Capacity Act (2005).

If you or your carer have any concerns about abuse, neglect or your rights in relation to care provided by Wiltshire Health and Care or any other agency or individual, please raise this directly with any Wiltshire Health and Care staff or contact the Safeguarding Adults Team by telephone on: 0300 4560111.

Regarding children, WHC is responsible for providing services in accordance with Section 11 of the Children's Act (1989) and works under the principles of Working Together to Safeguard Children (2018).

Patient Advice and Liaison Service (PALS)

If you have any questions, or concerns, suggestions or compliments about our service, please speak to a member of staff.

This information sheet is available in other languages and formats. If you would like a copy, please contact us on 0300 1237797 and PALS.wiltshirehealthandcare@nhs.net

Patient and Public Involvement

We value your opinions which will help us to further develop our services.

If you wish to provide feedback or get involved in our patient participation groups, please email the Patient and Public Involvement Officer at ask.wiltshirehealthandcare@nhs.net or telephone 01249 454386.