DISPLAY SCREEN EQUIPMENT & THE IMPORTANCE OF BREAKS

Taking breaks is as important as setting up your workstation correctly. You should take them wherever you work, remotely or on campus, ideally 5 to 10 minutes every hour.

When we say taking a break, we mean still working but not sat at your computer in a static posture (try some of the examples below).

Things to try:

Take a 5 to 10 minute movement/micro break every hour (in addition to a lunch break). You could:

- Stretch (see the links below for suggestions)
- Stand up for a few minutes or walk around the office
- Take a phone call standing up
- Collect some printing
- Spend a few minutes outdoors
- Go and get a drink
- Speak to a colleague in person (instead of by email or video call)

Other ideas:

- Use voice recognition software to allow you to stand or move around whilst dictating (this is available in Microsoft Office and University issued smartphones).
- Learn keyboard shortcuts to reduce mouse use
- Hold a walking meeting
- Take the stairs instead of the lift
- Use a visual prompt to remind you to stretch and move
  » Place a sticky note somewhere visible
  » Use a work break app on your phone
  » Set a reminder in your phone or calendar
  » Eat lunch away from your desk
  » Look at something far away for a few seconds every 20 minutes to avoid eye strain

Benefits include:

- Increased productivity
- Improved physical and mental health
- Preventing pain and discomfort

USEFUL RESOURCES

- **Workstations and DSE** (bristol.ac.uk/safety/staff/workstations-dse)
- **Wellbeing resources** (https://uob.sharepoint.com/sites/wellbeing)
- **Occupational health** (bristol.ac.uk/safety/occupational-health)
- **Sport, Exercise and Health** (bristol.ac.uk/sport)

EXTERNAL RESOURCES

- **Bupa desk based stretches** (bupa.co.uk/newsroom/ourviews/stretches-for-aches-pains)
- **Desk-based exercises** (csp.org.uk)
- **Health and Safety Executive** (hse.gov.uk/msd/dse/good-posture.htm)
- **NHS advice** (www.nhs.uk/live-well/exercise/why-sitting-too-much-is-bad-for-us)

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Safety and Health Services

bristol.ac.uk/safety/ staff/workstations-dse