



NHS Wales Video Consulting Service

Home Working Guide: Protecting Mental & Physical Health



The Welsh Government & Home Working Aims 2021

Following changes in working patterns during the COVID-19 pandemic, the Government is aiming to support the long-term shift to home working for its workforce. The NHS Video Consulting Service has demonstrated that more than 30% of the workforce are now working from home.



Benefits & Challenges of Home Working

- ✓ Improved work/life balance
- ✓ Less cost, travel, parking & carbon footprint
- ✓ Easier childcare arrangements
- ✓ Improved flexibility
- ✓ Sometimes less stress & anxiety
- ✗ Limited socialisation
- ✗ Difficulties separating work & life
- ✗ Difficulties in home working set up and obtaining devices

Tax Relief for Home Working

You may be able to claim tax relief for additional household costs if you have to work at home on a regular basis, either for all or part of the week. This includes if you have to work from home because of coronavirus (COVID-19).

www.gov.uk/tax-relief-for-employees/working-at-home

Mental Health & Well-being

Important steps to get the best out of home working & protect your health and well-being.

Maintain a positive work/life balance

- Stick to similar work patterns as you would at the workplace. Work similar hours, and take similar breaks.
- Look after your own well-being so you can continue to support your team and do your job to your best ability.

“Make sure to take regular breaks, get some fresh air and communicate with friends and colleagues throughout your day”

Consultant Psychiatrist
Prof. Alka Ahuja
Aneurin Bevan UHB

Check in with colleagues regularly

- Have regular virtual or telephone check-ins with colleagues and chat about everyday matters as you would do in person.

Establish new ways of working with your team

- Learn new ways to communicate and collaborate.
- Learn new ways how to support each other as a colleagues.

BUT if you feel isolated or lonely, always reach out to your colleagues, friends or family and get the support you need.

Protect the Back, Neck & Shoulders

Since the COVID-19 pandemic, and an increase in home working patterns, spinal surgeons are reporting an increase in younger patients presenting with more back, neck and shoulder problems.

“Maintaining good posture with sufficient support for your spine is essential”

Spinal Surgeon
Sashin Ahuja
Cardiff & Vale UHB

Preparing a Home Working Space



Home Set up:

- Position devices appropriately so that neck, upper back and shoulders are not over strained.
- Avoid sitting in one place for too long to stop joints getting stiff.
- Keep a good posture whilst sitting.
- Invest in a good chair that supports your neck, back, shoulders and legs.
- Keep equipment at arm's length.
- Keep your feet firmly on the floor.
- Take regular breaks to move about and stretch.

Recommendations:

- The use of 'sit and stand' desks can be used and have been found to be beneficial.



“A good posture should be combined with an efficient work set up”

Spinal Surgeon
Sashin Ahuja
Cardiff & Vale UHB

Top Hints & Tips

- 1 On work days, maintain a good routine
 - Get out of bed ✓
 - Get dressed up ✓
 - Enjoy a healthy breakfast ✓
- 2 Make a list of tasks to be do each day 
- 3 Get regular exercise e.g. take a daily walk 
- 4 Stay connected with colleagues, friends & family 
- 5 Take a break from social media & mute news updates if feeling bombarded 
- 6 Follow a healthy & balanced diet & avoid over drinking (alcohol) 



Gwasanaeth Ymgynghori Fideo GIG Cymru



Canllaw ar Weithio Gartref: Diogelu Iechyd Meddwl a Chorfforol

Nodau Gweithio Gartref Llywodraeth Cymru 2021

Yn dilyn newidiadau mewn patrymau gwaith yn ystod y pandemig COVID-19, mae'r Llywodraeth yn anelu at gefnogi'r newid tymor hir i weithio gartref i'w gweithlu. Mae Gwasanaeth Ymgynghori Fideo'r GIG wedi dangos bod mwy na 30% o'r gweithlu bellach yn gweithio gartref.



Manteision a Heriau Gweithio Gartref

- ✓ Cydbwysedd bywyd gwaith gwell
- ✓ Llai o gost, teithio, parcio ac ôl troed carbon
- ✓ Trefniadau gofal plant haws
- ✓ Gwell hyblygrwydd
- ✓ Weithiau llai o straen a gorbryder
- ✗ Llai o gymdeithasu
- ✗ Anawsterau gwahanu gwaith a bywyd
- ✗ Anawsterau o ran y gallu i weithio gartref a chael dyfeisiau

Rhyddhad Treth ar gyfer Gweithio Cartref

Efallai y gallwch hawlio rhyddhad treth ar gyfer costau cartref ychwanegol os oes rhaid i chi weithio gartref yn rheolaidd, naill ai am yr wythnos gyfan neu ran ohoni. Mae hyn yn cynnwys os oes rhaid i chi weithio gartref oherwydd coronafeirws (COVID-19).

www.gov.uk/tax-relief-for-employees/working-at-home

Iechyd Meddwl a Lles

Camau pwysig i wneud y gorau o weithio gartref a diogelu eich iechyd a'ch lles.

Cynnal cydbwysedd bywyd a gwaith cadarnhaol

- Ceisiwch gadw at y patrymau gwaith y byddech yn eu gwneud yn y gweithle. Gweithiwch oriau tebyg, a chymryd seibiannau tebyg.
- Gofalwch am eich lles eich hun fel y gallwch barhau i gefnogi eich tîm a gwneud eich gwaith hyd eithaf eich gallu.

“Gwnewch yn siŵr eich bod yn cymryd seibiannau rheolaidd, yn cael awyr iach ac yn cyfathrebu â ffrindiau a chydweithwyr drwy gydol eich diwrnod”

Y Seiciatrydd Ymgynghorol, Yr Athro Alka Ahuja, Bwrdd Iechyd Prifysgol Aneurin Bevan

Siaradwch â'ch cydweithwyr yn rheolaidd

- Siaradwch mewn modd rhithwir neu dros y ffôn yn rheolaidd gyda'ch cydweithwyr am bethau pob dydd felly byddech yn ei wneud yn y swyddfa.

Dewch o hyd i ffyrdd newydd o weithio gyda'ch tîm

- Dysgwch ffyrdd newydd o gyfathrebu a chydweithio.
- Dysgwch ffyrdd newydd o gefnogi eich gilydd fel cydweithwyr.

OND os ydych chi'n teimlo'n ynysig neu'n unig, siaradwch â'ch cydweithwyr, eich ffrindiau neu'ch teulu i gael y cymorth sydd ei angen arnoch.

Diogelwch y Cefn, y Gwddf a'r Ysgwyddau

Ers pandemig COVID-19, a gyda mwy o bobl yn gweithio gartref, mae llawfeddygon yr asgwrn cefn yn adrodd cynnydd yn nifer y cleifion iau sydd â mwy o broblemau gyda'u cefn, eu gwddf a'u hysgwyddau.

“Mae cynnal ystum da gyda digon o gefnogaeth i'ch asgwrn cefn yn hanfodol”

Llawfeddyg yr Asgwrn Cefn, Sashin Ahuja, Bwrdd Iechyd Caerdydd a'r Fro

Paratoi Man Gweithio Gartref



Trefnu'r Man Gweithio:

- Gosodwch ddyfeisiau'n briodol fel na fydd y gwddf, pen y cefn na'r ysgwyddau dan bwysau.
- Dylech osgoi eistedd mewn un lle am gyfnod hir i atal y cymalau rhag mynd yn stiff.
- Cadwch ystum da wrth eistedd.
- Buddsoddwch mewn cadair dda sy'n cefnogi eich gwddf, eich cefn, eich ysgwyddau a'ch coesau.
- Cadwch yr offer o hyd braich.
- Cadwch eich traed yn gadarn ar y llawr.
- Cymerwch seibiannau rheolaidd i symud o gwmpas ac ymestyn.

Argymhellion:

- Gellir defnyddio desgiau 'eistedd a sefyll' sy'n gallu bod yn fuddiol.



“Dylid cyfuno ystum da â man gweithio effeithlon”

Llawfeddyg yr Asgwrn Cefn, Sashin Ahuja, Bwrdd Iechyd Caerdydd a'r Fro