



Hybrid Working – Your IT workstation

An IT equipment package is available for staff whose role involves hybrid working. The hybrid working kit is the default package through the [University PC Scheme](#).

As well as considerations around the IT equipment required, staff must ensure that they have a suitable environment and furniture to ensure their working area is safe and comfortable.

IT equipment

The image below is for illustrative purposes only



The following equipment is included in the hybrid working kit; the specification of the standard laptop is such that it will be suitable for the majority of members of staff.

Laptop	HP laptop running MWS Windows 10
Monitor	HP height adjustable monitor
Dock	Port replicator dock to help connect all your devices
Keyboard	Standard USB keyboard
Mouse	Standard USB Mouse
Webcam	Optional – separate webcam; or built-in webcam can be used
Headset	Optional – headsets provide an improved audio experience
Laptop Lift Stand	Optional – can be used to raise your laptop to eye level so that laptop screen and monitor can be used side by side.

It is assumed that you will be using your home broadband service to provide internet connectivity. Telephony will be provided via your laptop, using Microsoft Teams and/or Mitel softphone.

- For details of the laptop models, specifications and prices, visit shop.dtpgroup.co.uk/liverpool/
- If you believe your current computing equipment should be changed to the hybrid working kit, please speak with your line manager in the first instance.
- To get started using the IT services, visit our web pages liverpool.ac.uk/csd/working-from-home/

Your working environment

As well as considerations around the IT equipment, staff must have a suitable environment and appropriate furniture to ensure their working area is safe and comfortable.

Key considerations are highlighted below. Please be sure to view the full details are available from the University Safety Office at: www.liverpool.ac.uk/intranet/safety/guidance/home-working/

- Screens – the top of the screen should be eye level, at right angles to the window, and adjusted using the tilt/swivel options.
- Keyboard and mouse – the keyboard should be slightly lower than elbow height, include the option to tilt slightly, and should be aligned centrally to the user.
- Headsets – should be adjusted to fit and kept clean to prevent ear irritation.
- Chair – your chair should meet University safety requirements as details by the Safety Office. It should be stable, adjustable in height, and the seating position should be such that the forearms and thighs are parallel to the floor.
- Heat, lighting, noise – where possible, your work area should be positioned to minimise glare, minimise noise and general distractions; and be at a comfortable temperature for working.

To view full details or for further advice on your home working environment, contact the University Safety Office at www.liverpool.ac.uk/intranet/safety/