All Furniture: University-Broadstock Special Agreement

The University has an agreement with its regular supplier, Broadstock, which makes all their stock available to staff at a reduction of 52%.

Please see their Home-Working catalogue on the HWS webpages. Prices in this include the reduction.

Here is the process for ordering:

- Send an email with your order to Kieron Bryne kieron.byrne@southernsbroadstock.co.uk from your University email address (this will confirm to Kieron that you are a member of staff at the University).
- In the email also include your contact details and your delivery address.
- Kieron will then pass this onto customer services and they will contact you for payment.

The University and Broadstock have a shorter list of ‘Best Buy’ equipment, some of which may not be in the Home-Working catalogue. A selection of these can be seen below. To make a choice from the ‘Best Buys’ items, follow this link to access the webpage in Estates and click on the ‘Best Buys’ button. Order in the same way as above.

Chair

Your chair needs to be comfortable for you. A fully adjustable computer chair is recommended but this may not be appropriate for you because of cost or space.

There are a couple of things to keep uppermost in the mind when choosing a chair to work at home.

You must be able to get the chair close enough to your desk or table to be able to work safely. In order to do this your forearms must be able to rest on the surface of the table without you leaning forward or the back of your chair. The length of your back needs to be supported while you are working. Be very careful of chairs with arms which prevent you from being able to do this. If you cannot get your body close enough to your table you are at high risk of developing pains along the length of your back, or in your shoulders or arms.

Examples of chairs which might work for you:

The Broadstock Calculus at £113 + VAT. This chair cannot be beaten for adjustability and build quality. This can be purchased direct from Broadstock.

<table>
<thead>
<tr>
<th>TASK CHAIR - Ergonomic + Arms</th>
<th>High back, lever for seat tilt, lever for gas lift adjustment, sculptured back and seat, black nylon 5 star wheeled base, ratchet back height adjustment, lever for seat depth slide, lever for back tilt, inflatable lumbar support, height adjustable, folding arms. Only available in Xtreme Havana (Black).</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT430FPS</td>
<td>£113.00</td>
</tr>
</tbody>
</table>
If you need a chair for a smaller space then consider something like [this chair sold by Brovo](#). It is not fully adjustable like the Broadstock Calculus but you will struggle to find one with that level of adjustability in a smaller size.

**Table/Desk**

The work surface you use should be level with your forearms when you are working, with your arms bent at the elbow at roughly 90 degrees. You might need a chair which has a height adjustable seat and use a footrest with it to be able to work comfortably with a desk that is too high. A desk that is too low should not be considered at all. Be aware that tables with a bar underneath are likely to prevent you getting your legs under the surface comfortably and will potentially force you to work too far away from the table surface and end up bending forward. This will also put pressure on your back and arms.

Any table/desk needs to be stable and sturdy enough to take the weight of the equipment you use. Be careful to choose one with enough depth on the work surface so that you can position computer equipment, keyboard, mouse etc and have space that your forearms are in a natural position when working, not scrunched up or fully extended.

There is a very diverse selection of desks/tables available now in different materials, from cardboard, metal through to MDF and wood. These are some examples you may wish to consider:

[The Work Alley](#) has a variety of computer desks in different sizes and arrangements

There are cardboard desks available at very reasonable prices from various suppliers. [This link](#) takes you to a selection on Paperhive. They are available in seated or standing versions. Colleagues who have purchased these have commented on their sturdiness. Here is what they look like in action:
These are examples of desks available from in the Broadstock ‘Best Buys’ selection:

<table>
<thead>
<tr>
<th>Desk Type</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rectangular Desk MCR25168</td>
<td>1600wide x 800deep x 720high, 25mm MFC top + 2mm edging (3mm option also required) to all edges, 18mm MFC modesty panel + 2mm edging to all edges, modesty panel with cable access to rear, steel tube welded cantilever frame, metal to metal fixings throughout, 2 x cable ports to 1600mm edge, levelling feet.</td>
<td>£76.00</td>
</tr>
<tr>
<td>Sit Stand Desk Electrical</td>
<td>Rectangular w1600 x d800 x h610-1270</td>
<td>£461.00</td>
</tr>
</tbody>
</table>

Ancillary Computer Equipment

Laptop Stand

You don’t need to have a fancy stand to place a laptop on for comfortable working with a separate keyboard. As long as what you are using can take the weight of the laptop safely and is sturdy enough not to fall over, that’s all you need. This is an example of an acceptable home improvisation using a couple of boxes:

There are various stands available from suppliers should you prefer to purchase something:

- Posturite
- Osmond
- Office Depot

All other desktop equipment like short keyboards, mice, footrests etc can be purchased via the same suppliers. Of course, there’s always Amazon or eBay, as well.
Footrests

A footrest can be fashioned from boxes at home in much the same way as a laptop stand. You only need a footrest if your feet are not supported flat on the floor when your forearms are positioned level with your desk/keyboard when you are working.

If you are purchasing a footrest, it is a good idea to get one that is adjustable so you can make it the correct height to support your feet underneath your desk. Use the links above to access the choices available.

Good Ergonomics

To refresh your memory on what constitutes a healthy and ergonomic way of working with your computer, try these resources:

- Display Screen Equipment on OH Website
- Display Screen Equipment on Safety Unit website
- Display Screen Equipment on Health & Safety Executive website
- Advice Sheets and Infographic Resources on Posturite