



HOME WORKING POLICY

DOCUMENT VERSION CONTROL

Date	Author	Version	Status	Reason for Change
	SEStran	1.0	FINAL	Policy Adopted
Oct 2017	SEStran	1.1	FINAL	Adoption of version control
Aug 2021	SEStran	1.2	FINAL	Reviewed for COVID arrangements

HOME WORKING POLICY

1. POLICY STATEMENT

SEStran recognises that there are circumstances when it would be beneficial, or mandatory for staff to work from home.

The purpose of this Policy is to ensure that all home working is properly assessed, monitored and reviewed to ensure the safety of employees and efficiency of business. SEStran will take all practical steps to identify any additional risks associated with home working to mitigate the risks to an acceptable level.

(The Covid-19 outbreak necessitated a rapid switch to a full-time homeworking arrangement and during any pandemic situation, SEStran will, where applicable, follow Government issued guidelines in respect of homeworking, to ensure the health and safety of all staff.)

2. INTRODUCTION

Agreement to work from home is dependant on certain criteria being fulfilled, these being that the employee:

- has been instructed by the Partnership Director to work from home or has received the consent of SEStran's management
- is equipped with the necessary IT facilities to enable full effective working
- has notified relevant managers/colleagues of hours of work and location
- has left a contact telephone number and is available to be contacted by telephone or Microsoft Teams during the nominated hours

3. WORK ARRANGEMENTS

3.1. SESTRAN EQUIPMENT

3.1.1. Any equipment provided by SEStran for the purposes of working from home will be maintained by SEStran.

3.1.2. The employee is required to take reasonable care of all equipment, to keep it secure and to use in accordance with operating instructions.

3.1.3. The employee must ensure that all equipment is returned to SEStran after use.

3.2. INSURANCE COVER

- 3.2.1.** Employees are advised that working from home may affect the provisions of any home contents insurance and are advised to inform their insurers prior to commencing working from home. SEStran equipment is insured by SEStran and the home should not be used for meetings, therefore there should be no impact on your premiums

3.3. TAX RELIEF

- 3.3.1** Any employee working from home can claim tax relief. This needs to be claimed by the individual and is not processed by SEStran. To find out more information and whether you are eligible please visit the Government website:

<https://www.gov.uk/tax-relief-for-employees/working-at-home>

3.4. PERSONAL DETAILS AND SAFETY

- 3.4.1.** Employees are advised not to release their home address and telephone number to non SEStran employees.
- 3.4.2.** Employees must not conduct meetings with non SEStran employees at home. Where a meeting is required MS Teams or other approved application should be used.

4. MANAGING THE RISKS

The Partnership Director, along with the employee, will ensure Homeworking Risk Assessments (Appendix 1) are undertaken on all home working activities. These will include identification of the actions to be taken which will minimise any identified risks.

Where, as a result of the Risk Assessment, it is identified that an employee is at serious risk as a result of home working, the manager will identify remedial actions and/or alternative ways of delivering the service, which reduces the risk to the employee to an acceptable level.

5. RESPONSIBILITIES

5.1. PARTNERSHIP DIRECTOR

- 5.1.1** The Partnership Director of SEStran is responsible for the effective operation of the Policy across SEStran as a whole and for ensuring development of effective procedures to implement the policy. They are also responsible for ensuring that adequate resources are available to

implement appropriate protective measures, where the risk assessments have indicated they are required.

5.1.2 Ensure so far as is possible that employees are provided with appropriate, safe and fit for purpose equipment and technology, to enable them to work productively from home e.g. a laptop with Microsoft Office365

5.2. MANAGERS

5.2.1 Managers are responsible for ensuring that appropriate risk assessments (Appendix 1) are undertaken and for ensuring implementation of any remedial actions/measures identified by the Risk Assessment process. They, along with the employee, are also responsible for ensuring that appropriate procedures are in place to monitor the safety of home workers and for providing support to home workers as required.

5.2.2 In line with the Accident/Incident Reporting procedures, Managers are responsible for ensuring that any accident/incident relating to home working is reported and investigated and that appropriate action is taken to prevent similar situations arising in the future.

5.3. EMPLOYEES

5.3.1 Employees should complete the Home Working Employee Risk Assessment (Appendix 1) and review with their line manager

5.3.2 Employees are responsible for alerting their manager to any concerns they may have regarding home working and for reporting any accident/incident relating to home working to their manager as soon as possible following the accident/incident. Employees will give a full and accurate account of details leading to the accident/incident including details of the accident/incident itself.

6. MONITORING & REVIEW

The Partnership Director, in conjunction with the HR Adviser, will monitor and review this policy on a biennial basis. Any amendments will be presented to the Performance and Audit Committee

7. FURTHER GUIDANCE

Further guidance can be found in the Flexible Working Policy
S:\HR\Staff\Policies\PDF docs



Home Working Risk Assessment Template

Use the following simple risk assessment to find out how safe your home working space really is. Take a look at the risks in the first column, answer 'yes' or 'no' as applicable and then with your line manager make a note of what needs to be done to reduce or remove the risk if necessary.

DATE:

NAME:

LOCATION:

Risk	Yes/No	Action Required
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Desk Area		
Do you have adequate space to work comfortably?		
Is there enough space underneath your desk to stretch your legs?		
Are there trailing electrical cables around your working area that need to be tied up?		
Is your working area warm, well-lit and well-ventilated?		
Do you need a desk lamp to improve lighting?		
Is your working area clutter free so that you can focus easily on the task?		

Display Screens Set-Up		
Is your desk chair set up correctly? Is your lower back supported, are there armrests and are your feet flat on the floor?		
Do you have enough surface space on your desk to work comfortably?		
Are your keyboard and mouse clean and within easy reach, without having to stretch?		
Is your display screen clean and positioned so there is no glare from a window or light?		
Is your display screen level with your eyes so it doesn't cause discomfort to your neck or head?		
Can you easily reach everything that you need without twisting and straining your upper body?		

Fire and Electrical Safety

Are smoke detectors working and checked regularly, e.g. every month?		
Do you regularly dispose of waste, including papers, to prevent a build-up of fire 'fuel'?		
Does any electrical equipment spark or show signs of burns and so needs removing from use?		
Do any wires look damaged or frayed and so need removing from use?		
Do you regularly inspect your electrical equipment to check for signs of wear and tear?		
Do you switch off equipment when not in use?		
Do you have emergency arrangements in place in case of fire?		

Stress and Welfare

Do you take regular breaks away from your workstation?		
Do you carry out regularly stretches at your desk to avoid stiff or sore muscles?		
Do you sit with a good posture or are you hunched over the desk?		
Do you have easy access to first aid equipment if required?		
If you regularly use a computer, do you have your eyes tested every year?		
Can you easily reach everything that you need without twisting and straining your upper body?		

Manual Handling

Are all items that you need for work within easy reach?		
Are heavy items stored on lower shelves to avoid the need for lowering them?		
Do you know how to correctly pick up, carry and lower heavy items?		

Slips, Trip and Falls		
Are floor coverings, such as carpets and rugs, secure?		
Do you frequently carry hot drinks and food upstairs/downstairs and risk tripping?		
Are stairways and corridors clear of trip hazards?		
Is the floor area around your desk clear of boxes, papers and wires?		

Lone Working		
Are you familiar with your employer's lone working health and safety policy?		
Do you know the name and number of a manager or supervisor who you can get in touch with easily?		
Do you have a system for regularly 'checking in' with your employer if you are not visibly online each day?		
Is your home kept secure whilst you're working there?		
Are important files and laptops kept locked away securely when not in use?		

Number of Actions Required	
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Date Actions Completed	
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Line Manager's Signature	
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