



**Essential Reference Paper "B"**

# **East Herts Council**

## **Home Working Policy**

**Policy Statement No 9 (Issue No 2)  
November 2013**

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## **1.0 Aims of the Policy**

- 1.1 This home working policy and guidance should be read in conjunction with the Council's Flexible Working Policy and confirms the Council's commitment to facilitating wherever possible flexible working practices for employees while maintaining the delivery of high standards of care and service to the local community.
- 1.2 There are benefits to both the Council and the employee which include:
- Improved efficiency and productivity
  - Improved recruitment and retention of employees
  - More effective use of office space and reduced costs
  - Reduction in sickness absence
  - Greater flexibility in hours of working and managing workloads
  - Supports work life balance and welfare of staff
  - Increased goodwill, morale and motivation
  - Greater job satisfaction and personal responsibility
  - Reduction in travel time/commuting
  - Reduction in stress and sickness levels
  - Support Council's Climate Change Strategy
  - Supports the Council's Equality and Diversity policy
- 1.3 This home working policy provides guidance on assessing the job, employee and home working environment to establish the business need and suitability to work from home and the implementation of home working arrangements. This is necessary to ensure consistency across the authority.

## **2.0 Policy Statement**

- 2.1 This policy and guidance applies to all employees who have a contract of employment with the Council. It does not apply to agency workers or contractors.
- 2.2 The Council will consider the introduction of a home working arrangement where it is based on the needs of the business and is considered to be of benefit to both the service and the individual member of staff concerned.
- 2.3 Home working is not a means of combining work with caring responsibilities. Employees with caring responsibilities need to have proper care arrangements in place during their contracted working hours.

- 2.4 Employees who are disabled or become disabled in the course of their employment should inform the Council if they require any reasonable adjustments which are considered necessary for the performance of their duties. Home working may be considered when making reasonable adjustments where appropriate and relevant to the provisions of the Equality Act 2010.

### **3.0 Key Principles of Home Working**

- Home working is not an employee right. Any employee requesting to work from home will be assessed for its impact on the service, the employee and the team.
- Not all jobs are suitable for home working. Suitability will be determined by the Head of Service following discussion between the employee and line manager.
- The Council's generic health and safety risk assessment on home working must be considered by the employee and line manager, control measures addressed, and the assessment agreed and signed off by the Head of Service.
- A Display Screen Equipment (DSE) / Work Station Assessment must be completed for home by the employee in accordance with the Health and Safety policy before work starts and agreed and signed off by the line manager and Head of Service.
- An employee will enter into any home working arrangement on a voluntary basis, unless appointed to a vacant post already established as a home working role.
- The Council's terms and conditions of employment continue to apply to home workers unless otherwise stated.
- An application for regular home working will be made in accordance with this policy and based on business need.
- Employees will be given a trial period of three months to ensure that the arrangement is working satisfactorily for both the employee and the Council.
- Regular home workers and field based workers who will work a regular number of days from home will be issued with a home working agreement and this will be contractual. Regular home working is a permanent arrangement unless otherwise agreed.
- The Council's code of conduct and all Council policies continue to apply to home-workers; including, data protection requirements as well as email and internet usage.

- Clear objectives and measurable outputs will be agreed with the home worker in accordance with the Performance Development Review Scheme (PDRS).
- Employees working from home must provide their line manager with a phone number they can be contacted on whilst working remotely.
- The line manager will undertake annual reviews of whether the home working arrangement is working including health and safety reviews.

## **4.0 Definitions**

- 4.1 For the purpose of this policy and guidance a home worker is defined as either:

### **Home Worker (Regular)**

This applies to employees who work a regular number of days at home (a regular pattern of home working is established - a minimum of 2 days per week). They do not have a designated workspace or desk in the office, although they have access to shared facilities, such as team desking.

### **Field Based Worker**

This applies to employees, also known as mobile workers such as Revenue Inspectors, Benefits Visiting Officers, Environmental Health Officers or Building Control Officers who spend more than 20% of the normal working week on Council business away from an office or a home base. Their base could be the home or the office. They have access to shared facilities, as with the regular home workers.

### **Flexible Worker (Occasional Home Worker)**

This applies to employees, also known as ad hoc home workers who are based in the office but who have a flexible arrangement that would allow them to work occasionally from home, at the discretion and authorisation of their manager, as and when appropriate. They do not have a regular pattern of working from home or their regular pattern of working from home is only one day or less per week and they do have a designated workspace and desk.

## **5.0 Occasional Home Working**

- 5.1 Employees can request occasional home working. This would be on a voluntary basis and would benefit both the service and the individual. Agreement will be at the discretion and authorisation of their line manager as and when appropriate.

- 5.2 On occasions line managers may request an employee to work from home to complete a piece of work, for example write a report.
- 5.3 A DSE / Work Station Assessment at home must be completed by the employee in accordance with the Health and Safety policy before occasional work starts and agreed by the line manager. The generic health and safety risk assessment must be reviewed, and any necessary controls identified introduced.
- 5.4 The Council will not normally provide equipment to anyone who works from home on an occasional basis. In some instances a departmental pool laptop computer may be available to borrow to use to work occasionally from home. Should other equipment be required the line manager should request this from ICT on sign off by their Head of Service.
- 5.5 The Council will however provide a technical flexible home working solution using security access tokens. This solution enables secure web access remotely to emails and some Council systems.
- 5.6 The solution provides an additional level of security by providing a token which displays an 8 digit number which must be input when logging in, in conjunction with the usual login name and password. The solution can be used with an employees' own equipment as the login is via a web page.

## **6.0 Regular Home Working**

### **6.1 Request**

- 6.1.1 To make an application to become a regular home worker an employee is required to write to their line manager requesting to work from home stating how they believe their role will be suitable.

The line manager will undertake a joint discussion with the employee including a review of business needs and complete:

1. Regular Home Working Suitability Checklist (see Appendix A).
2. Safe Working Checklist for Home Workers (Appendix B)
3. DSE / Work Station Assessment (completed by employee)
4. Review the generic health and safety risk assessment and introduce any necessary controls identified.

These documents will be assessed as part of the application process, be taken into consideration when reaching a decision and signed off by the Head of Service.

- 6.1.2 The impact on the employee, service and team will be taken into consideration as part of the application process. There should be no increase or decrease in workload for colleagues as a result of an employee working at or from home.
- 6.1.3 Where a request for home working has been declined an employee has access to the Council's grievance procedure.
- 6.1.4 If the request is agreed details of a trial period need to be drawn up. A home working agreement will be issued by HR. The line manager should inform ICT, giving as much notice as possible to ensure the equipment needed is available.

## **6.2 Trial period**

- 6.2.1 The home working arrangement will be subject to a trial period of 3 months. A letter of confirmation will be sent after the trial period confirming whether the arrangement has been made permanent. Please also read Termination and Variation of a regular home working arrangement.

## **6.3 Suitability of Home Working**

- 6.3.1 In assessing the suitability of a post for regular home working, the following factors will be taken into account when assessing the duties and responsibilities of the post:
  - It will fulfil a business need and be of benefit to the council.
  - Be capable of being done from home without having an adverse effect on the level and quality of service or on other employees .
  - Be capable of being done without day to day face to face contact with other staff or direct supervision.
  - Be self-sufficient in terms of administrative support or capable of being remotely serviced.
  - Have clear objectives and measurable outputs.
- 6.3.2 In assessing the suitability of the employee, some of the individual competencies/ behaviours are considered important for home working include:

- Self-motivation, self-reliance and discipline to work without direct supervision.
- The ability to complete work to scheduled deadlines.
- Initiative, flexibility and time management skills.
- The ability to communicate well by telephone and in writing.
- The ability to cope with reduced social contact and isolation.
- The ability to cope with the additional pressures of working in the home where the demands of family life are difficult to ignore (childcare arrangements must be in place before home working commences).

6.3.3 It is important that the line manager and employee, as part of the request consider what effect the proposed working arrangement would have on the rest of the team. Any issues identified need to be resolved this could include:

- Will the arrangement impact on appropriate cover in the office e.g. telephones and visitors?
- What will be the effect on the level and quality of the service?
- Is the employee flexible? so that team/service needs can be met. This might include working from the team location rather than home to cover absence of other colleagues at short notice
- A home worker must be contactable during contracted hours.

## **7.0 Health, safety, welfare and security**

7.1 The Health and Safety Executive (HSE) has produced “guidance for employers and employees on health and safety and home working”. This explains the employers’ duties towards home workers and should be read in conjunction with the council’s health and safety policy.

7.2 The following key principles will apply:

- Employees will complete a DSE / Work Station Assessment before home working commences and then annually for their work areas. This is available on the Intranet. This will be signed off by the Head of Service.
- Employees will review, with their line manager, the Council’s generic health and safety risk assessment and introduce any necessary controls identified. The assessment will be signed off by the Head of Service.
- Line managers will complete with the employee a Safe Working Checklist for Home Workers before home working is commenced



and then on an annual basis. This will be signed off by the Head of Service.

- All home workers will be supplied with a copy of the Health & Safety Executive pamphlet “Health and Safety Law – What You Should Know.” <http://www.hse.gov.uk/pubns/law.pdf>. This should be read by the home worker and held on file at their home working location.
- Line managers will ensure that home workers are subject to an annual review that will take full account of all the health and safety issues associated with home working and make adjustments to working arrangements as necessary.
- All employees who work from home have a duty to ensure, insofar as is reasonably practicable, that they work in a safe manner and that they follow all health and safety instructions issued by the Council.
- All employees who work from home are reminded that if they are visited at home e.g. by their line manager or Safety Liaison Officer that they should keep the work environment smoke free in accordance with the Health and Safety legislation.
- A random 10% sample of all homes selected by Health and Safety will be visited by trained line managers or Safety Liaison Officers. In addition, employees homes will be visited where health and safety concerns have been identified during discussions about home working, or when any assessments are undertaken. Visits may be made at any time within designated working hours and the date/time of any such appointment should be agreed in advance between the Council and the employee. A record of any inspection visits/risk assessments should be sent to HR and made available as appropriate for inspection purposes.

### **7.3 Fire and Accident Precautions**

The home worker must have an evacuation plan for exiting the workspace safely in the event of fire and be expected to keep their exit routes clear of obstruction.

A small first-aid kit will be provided on request and should be kept within easy reach of the workspace.

### **7.4 Avoiding Isolation/Stress**

In some circumstances home workers can feel isolated or stressed without regular contact with colleagues and their employer. Line

managers should ensure that employees are in regular contact with colleagues. Regular face-to-face team meetings and/or conference calls should be supplemented by increased contact between line managers and their employees via email and telephone. This will be set out in the operational agreement (see Section 12).

Formal and informal debriefing mechanisms should be put in place to support employees who are routinely making home visits or dealing face-to-face with members of the public who may be either hostile or distressed. Employees could be asked to attend regular group meetings to discuss visits or cases and/or establish pairs with colleagues who they are able to telephone after difficult visits.

Employees are also able to use the Employee Assistance Programme or visit Occupational Health.

## **8.0 Equipment and furniture and office supplies**

- 8.1 The Council will ensure that all equipment and furniture supplied to regular home workers to carry out their duties are suitable for the purpose intended, with due regard to health and safety.
- 8.2 The specification of equipment to be provided will be dependant upon the definition of the home worker and the duties of the employee. The line manager should request from IT the equipment needed for the home worker, this must be signed off by the Head of Service. The range of equipment, which could be provided, includes:
- PC/laptop or monitor, keyboard, modem and mouse or laptop with docking station.
  - Broadband.
  - Surge protection plugs.
  - Printer
  - Business telephone, such as Voice Over Internet Protocol (VoIP)
  - Desk, chair, footstool and/or equipment rack for installation of equipment.
  - Lockable storage unit.
  - Stationery and other office supplies.

Home Worker (Regular) Equipment: Monitor Keyboard, Mouse, Thin Client Processor, Voice over IP Phone, Secure Broadband Connection. The full IT kit will not be supplied to regular home workers until they have confirmed as part of their trial period that they wish to work from

home for a minimum of 12 months due to the financial implications of setting up a regular home worker.

Field Based Worker Equipment: Laptop or Tablet PC, Docking Station, Monitor, Keyboard, Mouse, Mobile Telephone (OCS enabled), Scanner (on request) Car Kit (on request), Secure Broadband Connection, Voice over IP Phone for home office useage.

Flexible Worker (Occasional Home Worker) Equipment: Pool Laptop and other equipment\* as deemed necessary (\*upon approval of business case set out by Head of Service).

The Facilities department will provide home workers where necessary with the following health and safety appliances for use in the home office through stationary request:-

- Small First Aid Kit

- 8.3 The line manager will maintain a signed inventory of Council purchased equipment and furniture supplied to the employee, and a copy of this should be sent to HR to be placed on the employee's personal file.
- 8.4 All equipment supplied will be PAT tested to meet current safety standards and be subject to regular safety checks by the line manager in line with relevant legislation. The council will not accept responsibility for any internal supplies to IT equipment (Electrical Supplies) and employees should make their own arrangements for the testing of such Electrical supplies by authorised contractors, including costs.
- 8.5 The Council is responsible for installing, maintaining and servicing Council equipment and will make clear the arrangements for reporting and dealing with faulty equipment. The Council will be responsible for replacing lost, stolen or damaged Council equipment unless the damage or loss occurred as a direct result of an employee's negligence. The employee must immediately report all identified hazards/defects/damage to the line manager for replacement/repair.
- 8.6 The employee will provide reasonable access to enable installation and maintenance of equipment. The Council will be responsible for any IT equipment attached to and from the power supply as long as adequate power breakers are installed and have not been subjected to outside interference.
- 8.7 All equipment and software supplied by the Council will remain the property of the Council and must be returned in good condition should

the home worker move or revert to an office-based role or leave the employment of the Council.

- 8.8 The Council will consider additional or specialist equipment for employees with specialist requirements as part of the assessment of eligibility for home working. In particular, employees may need adaptations to accommodate a disability as recognised under the Disability Discrimination Act 1995. Employees with specialist requirements will be assessed where necessary to ensure the equipment provided is suitable for their particular needs.
- 8.9 The employee is responsible for the ordering and collection of supplies from the office. The employee should make arrangements with their line manager to collect and send work related post, if applicable.

## **9.0 Use/Misuse of Equipment**

All equipment provided by the Council is for Council work only, subject to current Council policies and the code of conduct. The equipment should be operated in conjunction with the instructions and training provided in line with the relevant policies stated. The Council reserves the right to make a deduction from pay for any maintenance/repairs/replacements required due to the misuse by the employee, that are not met by insurance or the Council.

Equipment to be used at home and in the office should be taken directly to / from the employee's home / office, and not left in an unattended vehicle.

## **10.0 Administration and work performance**

- 10.1 The home worker will be required to attend Council offices for Performance Development reviews, regular contact with line manager, customer/employees meetings, all staff meetings and any other meeting; during normal office hours where required and notified by the employee's line manager or the Council.
- 10.2 The home worker remains subject to the Working Time Regulations 1998 with the requirement to take regular breaks and not work more than an average of 48 hours per week, in any 17 week period. A minimum break of 20 minutes every six hours is laid down in the Council's terms and conditions of employment.

- 10.3 Employees will be required to record their working patterns daily including their hours worked at home, using their electronic time sheets which must be saved on a shared drive so that their line manager has access to them.
- 10.4 Business meetings and customer visits must be arranged at a suitable venue away from the home worker's home. Under no circumstances should home workers meet with customers at their home.
- 10.5 Regular pre-planned meetings will be held between the home worker and their line manager in order to maintain their work performance and enable appropriate support to be provided.
- 10.6 Clear objectives/targets/deadlines and performance standards must be agreed in accordance with the Council's PDR scheme.
- 10.7 Annual reviews of the DSE / Work Station Assessment and Safe Working Checklist for Home Workers must be completed between the employee and line manager.

## **11.0 External difficulties**

There may be occasions when circumstances beyond the home workers control mean that work cannot be carried out, for example, a power cut or loss of the internet. It is expected that the home worker should identify other duties that could be carried out at home. However, where this is not possible the home worker would be expected to come into the office to work.

## **12.0 Contact and communication**

The line manager and employee must take joint responsibility to ensure that regular contact and communication between them and the rest of their team is maintained.

The following needs to be agreed between the employee and manager as part of an operational agreement:

- The arrangements for regular contact and communication between the home worker and their line manager, colleagues and other departments within the organisation. The home worker must be contactable during contracted working hours: they must provide their line manager with a phone number they can be contacted on during working hours.

- The requirement for the home worker to visit the office for meetings, staff briefings, training, Performance Development Reviews or any other face to face contact. Ideally these should be at least monthly.
- The arrangements for home visits by line managers, including the frequency, duration and amount of notice to be given.
- The requirements on the home worker to provide access for e.g. routine maintenance and equipment repairs.
- Home workers will be kept as up-to-date and involved with developments in the organisation as office based staff and the means by which this will happen will be agreed e.g. by regular briefings, access to the intranet, staff meetings, staff magazine, newsletters, email, instant messaging, training sessions, etc.
- When, how, and in what circumstances the home worker is expected to be available to speak to clients of the organisation.

### **13.0 Reporting illness/incidents**

Employees working from home must report any sickness/incidents in accordance with the Council's Absence Management policy and reporting procedures. Following sickness absence, the employee must contact their line manager to inform them when they are fit to work. A return to work interview will be conducted when the home worker is fit to work either by telephone or face to face.

### **14.0 Training and Employee Development**

14.1 As a general principle, the following will apply:

- Employees working flexibly or from home are entitled to the same training, personal development, and job or secondment opportunities as other staff.
- Employees working flexibly or from home will not be discriminated against when applying for new posts.

14.2 Home workers will be required to attend training and read the health and safety policy focussing on the following areas:

- Risk assessment and health and safety awareness.
- Display Screen Equipment awareness – Work Station Assessments
- Manual Handling awareness.
- Incident reporting procedures.

## **15.0 Expenses**

- 15.1 If applicable, the Council will cover any associated Internet and telephone call costs where an employee is undertaking Council business at home. Where business calls are made from an employee's personal home telephone these will be separately identified by the employee and reimbursed by the Council on receipt of written evidence through the Expense procedure.
- 15.2 Where a employee is required to spend a large amount of time travelling, e.g. because their main work activity is to visit customers or service users, travel and/or subsistence payments will be paid in accordance with normal conditions of service. Home workers may not claim for journeys to an East Herts office base unless covered by the disturbance allowance scheme. However, managers may agree on an exceptional basis only to reimburse journeys, which are over and above the normal requirements for keeping in contact.
- 15.3 Regular home workers (minimum of 2 days per week at home) are entitled to a tax free allowance of £156 per annum (Inland revenue rate for 08/09 - pro-rata part-time staff), based on inland revenue limits, as re-imbursement for such expenses as heating, lighting and electricity. This is paid on a monthly basis. In the event that the employee is unable to work for more than one month, the Council reserves the right to suspend payment, until such time as the employee is able to resume working from home.

## **16.0 Confidentiality and security on data**

- 16.1 The Council will ensure that appropriate technical security measures are in place and provide suitable equipment to protect the information used by the employee. In order to protect Council data, it will only be possible for the home worker to save on the network and not on the PC hard drive.
- 16.2 It will be the responsibility of the employee to maintain this secure environment in order to safeguard the confidentiality of information and the physical security of furniture and equipment in line with current Council policies and the code of conduct. The Council's policies on data protection, email and internet usage and the Council's code of conduct apply to all staff and should be followed wherever the employee is working whether they are office based, home or field working. All policies are available on the Council's intranet.

- 16.3 Before agreeing to home working, line managers must discuss and be satisfied with the arrangements the employee has for keeping equipment and data safe in their homes and on their computers. IT staff can provide advice where required. Home workers must agree to reasonable requests for access to their homes for the purpose of routine maintenance of equipment and for security assessments and auditing requirements.
- 16.4 If the work involves confidential or personal information, any waste paperwork must either be brought into the workplace for shredding or shredded at the employee's home.

## **17.0 Tax, insurance, mortgage and moving home**

### **17.1 Home workers will:**

- Inform the tax office that they are working at or from home. They cannot claim tax relief on their council tax, but may be able to claim relief on lighting and heating costs. The amount will depend on the size of bills and the number of rooms in the house. Claims should be made direct to the local tax office of the Inland Revenue. The use of one room in the home for work purposes is unlikely to attract capital gains tax, but if a substantial part of the property is being used exclusively for work purposes it could have capital gains tax implications.
- Check their tenancy/mortgage agreements to ensure there are no provisions that prevent home working and inform their mortgage lender/landlord in writing that they will be working at or from home.

Inform their insurance company to avoid the risk of invalidating their home insurance policy and ensure equipment is covered. The policy schedule must be shown to your line manager prior to home working. Employees will not be required to pay business rates as a home worker and employee of the Council

- In the event that an employee moves to another home, the employee must give as much notice as possible (at least one month). The continuation of home working will be subject to the location and facilities of the new home being acceptable to the Council and a complete review of the home working arrangement (including risk assessment) will need to be conducted. Any new arrangement will be subject to a new home working agreement in all cases.



- 17.2 The Council's liability policies indemnify the Council, its staff and members from claims arising from their official duties. This includes homeworking.

If an employee suffers injury, or personal property is damaged, the Council will not meet any costs unless legally liable.

Home insurance policies usually have a public liability extension.

- 17.3 The payment of council tax will continue to be the full responsibility of the employee working at home.

## **18.0 Roles and responsibilities**

### **18.1 Management**

- Line managers must ensure that a DSE / Work Station Assessment and Safe Working Checklist for Home Workers is completed and that the employee has entered into a home working agreement to determine their home working status before home working commences and annually thereafter. These are subject to sign off by the Head of Service.
- Line managers must undertake annual reviews to ensure that full account of health and safety issues associated with home working are taken.
- Line managers should ensure that home workers are kept well informed of work developments and, where appropriate, consulted about any changes (in particular reorganisations).
- Line managers must ensure home workers attend training courses to support their duties and ensure proper understanding of health, safety, welfare and security issues.
- Line managers will draw up an operational agreement in conjunction with the employee on contact and communication. This will be subject to sign off by the Head of Service.

### **18.2 Employee**

- The home worker is responsible for exercising reasonable care to prevent unauthorised access to the Council's information systems. The home worker and other designated employees or contractors are the only persons authorised to use the Council's equipment.
- The home worker is responsible for ensuring the confidentiality of Council information and for the safety and security of equipment and

information located at his/her home. The home worker is also responsible for maintaining their working environment to the agreed health and safety standards, notifying any material changes and completing a DSE / Work Station Assessment and Safe Working Checklist for Home Workers annually.

- It is the home worker's responsibility to inform all relevant external bodies of their working arrangements. These include the landlord or mortgage provider, insurance provider and local tax office.
- The home worker must adhere to all Council policies and procedures and comply with the operational agreement.

## **19.0 Termination and variation of a regular home working arrangement**

- 19.1 Regular home working is a permanent arrangement subject to a 3 month trial period. Due to the financial implications of setting up a regular home worker, those employees who during their trial period opt to work from home on a permanent basis (Home Worker – Regular) will be required to do so for a minimum of 12 months (excluding the trial period) before they can give notice to terminate the home working arrangement. However, in exceptional circumstances the Council may agree to the employee returning to office based working before the end of the 12 month period should they request to do so.
- 19.2 It is the line manager's responsibility to record and take action regarding work performance so that if agreed performance targets are not met over an agreed period of time then the home worker may be required to work from an office location. This will be in accordance with the Managing Performance Policy.
- 19.3 Similarly, changes in service provision and business needs may also result in home workers being required to work from an office location.
- 19.4 If there is evidence to believe that health and safety issues are being ignored, the line manager must consult the Health and Safety Officer, who may in consultation with the Head of Human Resources request the suspension of the arrangements while issues are being addressed.
- 19.5 If an employee wishes to change their agreement they have to write to their line manager requesting a change in their working arrangements, giving one months notice. If the Council wishes to terminate a home working agreement it will be subject to one months notice. This is separate from the period of notice that is required to terminate employment set out in the contract of employment.

19.6 Where a home worker is appointed to a new job, the home working arrangement will be reviewed to see if the new post meets the home working criteria. If the post is not suitable for home working the arrangement will be terminated and one months notice given of a change in work location unless otherwise agreed. Home working will only continue if a new agreement is reached.

## **20.0 Policy Review and Amendment**

This Policy shall be reviewed after three years or sooner in line with legislation and best practice.

## **REGULAR HOME WORKING SUITABILITY CHECKLIST**

Name: \_\_\_\_\_ Line Manager: \_\_\_\_\_

Service: \_\_\_\_\_ Directorate: \_\_\_\_\_

Job Title: \_\_\_\_\_

The manager is required to complete the suitability checklist in conjunction with the employee. This needs to be considered together with the employee's flexible working application.

When assessing the suitability of the home this needs to be supplemented by a health and safety risk assessment.

The checklist must be signed by both the manager and employee. This should then be signed off by the Head of Service and sent to HR to be kept on the employee's personal record.

<b>The Post</b>	<b>Suitability Yes/No</b>	<b>Comments</b>
Capable of being done from home without having an adverse impact on the quality of service or on other employees.		
Capable of being done without on-going face to face contact with other staff or direct supervision.		
Self sufficient in terms of administrative support.		
Have clear objectives and measurable outputs.		
Requires limited supervision and checking.		
Is not dependent on large numbers of paper files or other work- based records/equipment that cannot be accessed from other locations.		
The work can be performed on an individual basis e.g. drafting/writing reports, planning/reviewing/ researching, computer programming, data entry, word processing.		
<b>The Employee</b>		
Are they self motivated, have self reliance and discipline to work		

without direct supervision.		
Do they have the ability to complete work to scheduled deadlines.		
Do they have initiative, flexibility and time management skills.		
Do they have the ability to communicate well by telephone and in writing.		
Do they feel they are able with reduced social contact and isolation.		
Is the employee flexible so that team/service needs can be met; this might include working from the team location rather than home to cover absence of other colleagues at short notice.		
<b>The Home</b>		
Is the home environment conducive to work and not subject to frequent interruptions/distractions/noise.		
Is there enough space to work comfortably.		
Is there adequate room for storage to maintain confidentiality and ensure security of Council property.		
Does the home where the work will be carried out meet health and safety requirements including a health and safety risk assessment.		
<b>The Team</b>		
Will the arrangement impact on appropriate and fair cover in the office e.g. telephones, visitors.		
Is the team flexible so that the team/ service needs can be met.		
Have the team been consulted on the arrangement and if so are there any issues to be resolved.		

Signed (employee): \_\_\_\_\_

Date: \_\_\_\_\_

Signed (manager): \_\_\_\_\_

Date: \_\_\_\_\_

Signed (HoS): \_\_\_\_\_

Date: \_\_\_\_\_

# **SAFE WORKING CHECKLIST FOR HOME WORKERS**

Name: \_\_\_\_\_ Line Manager: \_\_\_\_\_

Service: \_\_\_\_\_ Directorate: \_\_\_\_\_

Job Title: \_\_\_\_\_

Home address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Please complete this form for regular home working. It will be used to assist the Council in safeguarding your health and safety whilst you work at home. It should be completed before you start working at home and reviewed on an annual basis.

A DSE / Work Station Assessment must be completed. Please note if you are using potentially hazardous substances a COSHH assessment is also required.

The checklist must be signed by both the manager and employee. This should then be signed off by the Head of Service and sent to HR to be kept on the employee's personal record.

Where you answer 'No' please give further details in the comments column.

<b>General Health &amp; Safety and Emergencies</b>	<b>Yes/No</b>	<b>Comments</b>
Have you attended the Introduction to Home/mobile working workshop?		
Do you have a room at home which will be used specifically as an office base?		
Is there adequate ventilation, reasonable temperature, suitable and sufficient lighting within your home to perform your role effectively and with comfort?		
Is the work area tidy, free from obstructions including waste materials?		
Is combustible material e.g. stationery, stored away from sources of heat?		
Do you have an escape plan? (i.e. know exactly what you would do in an emergency)		
Is a smoke alarm fitted? (Alarms must be tested weekly and battery replaced annually)		
Do you have a first aid kit available whilst working at home?		
Do you know the procedure for reporting any accidents/incidents or work related illnesses while at home?		

Can you make telephone contact with EHDC and vice versa? Do you have a specified contact(s) at work in the event of an emergency?		
Are you aware that you must comply with the normal health and attendance reporting procedures (i.e. as if you were office-based)?		
Do you have childcare arrangements in place?		
<b>Electrical Equipment (Please note that the EHDC is only responsible for equipment it has supplied. Equipment, electrical sockets and other parts of your domestic electrical system are your responsibility.)</b>		
Have you received training/information in how to use any equipment or software in your work?		
Do you check the equipment regularly to ensure it is in a good condition? For example is there any apparent damage or evidence of overheating in any equipment including leads or plugs (e.g. cracked/loose casing, missing screws, discolouration, broken insulation on leads etc.)?		
Is any equipment connected via an anti-surge extension (or similar device) without using multi-plug adaptor?		
Are the cables secure in all plugs and have you ensured there are no trailing wires?		
Has all EHDC equipment been tested? (Must be retested periodically in line with the local policy)		
<b>Manual Handling and Slips Trips &amp; Falls</b>		
Have you received information and/or training providing guidance on manual handling and avoiding slips trips and falls?		
While doing work at home will you carry out abnormal manual handling activities such as handling heavy, unstable or bulky loads, awkward lifting, pushing or pulling etc		Where you answer 'yes' please give further details.
Are all floor coverings sound and without defects?		
Are work areas and walkways clear of tripping hazards e.g. trailing cables, boxes?		

<b>Well-being</b>		
Are you in good health, not suffering from any discomfort or ill health, from working at home (including stress)?		
<b>Security</b>		
Do you have adequate security measures in place in your home – e.g. Are your exit doors secured by a mortise deadlock and/or security bolts? Are your accessible windows secured by key operated window locks?		
Are you aware of your responsibilities in relation to the Data Protection Act (e.g. – work related computer files are password protected, confidential paper files locked away when not in use?)		
Do you consider you are safe when working from home, with little risk of violence?		
Do you have access to a phone in case of emergencies?		

Please use this space to make any further comments:

Signed (employee): \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT:**

- If there are any changes in your health or you make any adjustments to your working conditions, you should inform your Manager as a new self assessment may need to be undertaken
- Expectant mothers – please notify your Line Manager as soon as possible of your pregnancy as an additional risk assessment will need to be undertaken.

Signed (manager): \_\_\_\_\_ Date: \_\_\_\_\_

**The line manager must review this assessment of the risks which may arise from the work activity and the workplace. The line manager (acting as the employer) has specific responsibilities under the Health and Safety at Work Act 1974 and subsequent statutory regulations.**

Signed (HoS): \_\_\_\_\_ Date: \_\_\_\_\_

Name of HoS: \_\_\_\_\_



**This section is to be completed by the line manager**

Based on the above self assessment please tick the most appropriate overall evaluation of the situation.

1. The working environment is satisfactory – working at home may start. ☐
2. The working environment requires some adjustment/advice – working at home may start once a plan to make improvements is agreed. ☐
3. The working environment is unsatisfactory – working at home may not proceed at present. ☐

If there are any issues indicate what action is to be taken.

Issue/Problem	Recommended Action, Person Responsible and Date for Completion	Priority Rating (Urgent, Important, Useful or Desirable)

Signed (manager): \_\_\_\_\_

Date: \_\_\_\_\_

Signed (HoS): \_\_\_\_\_

Date: \_\_\_\_\_