

HEALTH & SAFETY POLICY
FOR
HOME WORKING

A16

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SECTION 1: SUMMARY SHEET

The Director of Estates will:

- Ensure that adequate human and financial resources are given to allow this policy to be implemented and adhered to

Line Managers will:

- Ensure that any member of their staff who has been authorised to work from home has completed the self-assessment checklist
- Ensure that they have reviewed the self-assessment checklist with the member of staff who will be working from home and that any residual risks have been adequately assessed and minimised

The Health & Safety Coordinator will:

- Provide information, advice and guidance as required

SECTION 2: ARRANGEMENTS	
Title:	Home Working A16
References:	Health & Safety at Work Act, etc. 1974
Definitions:	Home working – an agreed regular occurrence of a member of staff working from their own home at a time when they would otherwise be working at the University Competence – having the knowledge, skills and understanding to be able to carry out work safely

1 INTRODUCTION

- 1.1 Homeworking can provide benefits to both employee and employer. However it is important to emphasise that all duties placed upon employers by health and safety at work legislation apply to employees working at home where such work constitutes part of a formal homeworking arrangement.
- 1.2 Work that employees chose to take work home to complete at their descretion is not covered by this policy.

2 ARRANGING TO UNDERTAKE HOMEWORKING

- 2.1 Employee’s may only undertake homeworking under specific direction from their manager.
- 2.2 Their manager must assess the risks of the work to be carried out. The assessment should take account of:
 - The work activities to be carried out
 - The equipment that will be used
 - The environment the work will be carried out in
 - All persons who may be affected by the work
- 2.3 Managers must ensure that the member of staff being considered for homeworking has the competence to be able to carry out the work at home, recognising that there will be no supervision.
- 2.4 Further advice on working from home can be obtained from Personnel.

3 HOMEWORKER DUTIES

3.1 The homeworker is required to:

- Cooperate with their manager to ensure that risk assessments are conducted
- Follow any required safety instructions given to them by their manager or arising from the findings of the risk assessments
- Carry out user checks on any work equipment and ensure that any defective equipment is not used and is reported to their line manager
- Take regular breaks

4 RISK ASSESSMENT

4.1 The most common hazards that may be associated with EST staff working from home are:

- Use of display screen equipment
- Electricity
- Manual handling
- Work environment, including trip hazards

4.2 A generic risk assessment has been carried out and a risk assessment checklist has been produced. This checklist should be used to complete a risk assessment for every member of EST staff who will be homeworking.

4.3 Completing the Homeworking Risk Assessment Checklist

- The Homeworking Risk Assessment Checklist should be completed by the member of staff who will be homeworking
- All questions must be answered truthfully to the best knowledge of the employee
- If any question on the Checklist is not clear to the employee or the manager advice should be sought from the Divisional Health & Safety Coordinator

4.4 Keeping a record of the Homeworking Risk Assessment Checklist

- A copy of every Homeworking Risk Assessment Checklist should be forwarded to the Divisional Health & Safety Coordinator
- The original should be kept by the manager in the employee's personal file

5 EQUIPMENT

5.1 Equipment for employees requesting to work from home

- Where an employee initiates a request to carry out homeworking, the Estates & Buildings Division may not be able to provide equipment. The employee must ensure that all equipment they will be providing themselves for the work they will be doing from home is fit for purpose.

5.2 Equipment for employees requested to undertake homeworking by their manager

- Where an employee is requested by their manager to undertake homeworking suitable equipment will be provided and installed.

5.3 Electrical systems and supply

- In all cases the electrical sockets and other parts of the domestic supply are not the responsibility of the Division. The homeworker should be able to check that the supply is suitable and this will be noted in the Homeworking Checklist

5.4 Inspection and testing of electrical equipment

- Only low-risk electrical equipment should be used for homeworking
- All low-risk electrical equipment should be included in the Universities regime for testing and inspection and will generally be required every 4 years
- Electrical equipment will be required to be brought into the Maintenance Department for such testing by prior arrangement

6. APPENDICES

Appendix A – Homeworking Risk Assessment Checklist

**SECTION 3: Appendix A,
Home working Risk Assessment Sheet**

Name of employee working from home:				
Home Address:	SAMPLE ONLY			
Home Contact Number:				
Name of Line Manager:				
Reason for Homeworking:				
Is the employee intending to work from home following ill-health or injury:	YES		NO	
If yes, this form must be signed by an Occupational Health Adviser:	Date sent:			
	Signature:			
	Print name:			
Indicate who homeworking has been requested by:	EMPLOYER		EMPLOYEE	

Ref:	Statement:	Y	N	n/a	Comments
1					
2	Is your display screen equipment in good working order?				
3	Have you completed a Display Screen Equipment Self-assessment form for your home equipment?				
4	Has your fixed electrical installation been inspected within the last 5 years?				
5	Are there any significant trip hazards in your home?				
6	Are floor, stairs and steps within your home in a safe condition?				
7	Is glazing within your home in a safe condition?				
8	Do you have adequate means of communication?				

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9					
10					

SAMPLE ONLY

Any other comments:

<p><i>I confirm that the responses given above are correct and that I believe my home to be a safe workplace:</i></p>	<p><i>Signature of employee:</i></p> <p style="text-align: right;"><i>Date:</i></p>
<p><i>I confirm that the above responses are satisfactory and that the employee is authorised to work from home:</i></p>	<p><i>Signature of line manager:</i></p> <p style="text-align: right;"><i>Date:</i></p>