

INSTRUCTION 25

HOMEWORKING

References:

- A. The Workplace (Health, Safety and Welfare) Regulations (as amended).
- B. Health and Safety at Work Act 1974.
- C. Annex M to this policy – Home working risk assessment.

Introduction

25.1 The Council is committed to ensuring the health, safety and welfare of its home workers and those affected by home working as far as is reasonably practicable. A home worker is any employee who works at home on behalf of the Council.

25.2 All home working activities will be considered and assessed for risk. Where there is little or no risk to the home worker or others in the home environment no further action will be taken. If a risk assessment indicates the need for action, the organisation is committed to putting in place appropriate controls to reduce the risk as far as are reasonably practicable. Home workers are covered by existing health and safety law in the same way as any other worker within the Council.

25.3 The implementation of this policy requires the total co-operation of all members of management and staff.

Arrangements for Securing the Health and Safety of Workers

25.4 The Council will, in consultation with home workers and their representatives:

- Provide information, instruction, training and supervision;
- Assess all significant risks, including display screen equipment if used;
- Make adequate arrangements for putting in place control measures and for managing control measures;
- Ensure that manual handling loads are appropriate and that appropriate lifting aids and/or training are provided where it is not possible to avoid the risk;
- Ensure that all equipment, is suitable for the job;
- Ensure that all equipment, is safe;

Duties of Managers and Supervisors

25.5 Line managers and supervisors are responsible for:

- Ensuring home workers have received the appropriate training, information and equipment to undertake the tasks at home;
- Ensuring home workers have completed the home working risk assessment at home annually, or at change of conditions, this is found at Annex M to this policy;
- Taking appropriate action to eliminate concerns highlighted on the Home Working and Display Screen Equipment (DSE) risk assessments.
- Ensuring that any employee off sick due to stress, depression or anxiety is temporarily denied access to the Council's networks, this will need to be arranged via ICT help desk.
- Review risk assessments whenever there are significant changes and at least annually.

25.6 If the line manager/supervisor is unable to deal with problems disclosed in the risk assessment, the line manager should refer these to the Health and Safety Team.

Duties of Employees

25.7 Home workers are responsible for their own health, safety and welfare and that of others affected by their work whilst working at home these include:

- Reporting any problems (including near misses) directly to their line manager and ensure appropriate action is taken;
- Following all training and instructions, if you are unable to do this, cease work and report the problems to your manager/supervisor immediately;
- Completing the home working risk assessment annually, or at change of conditions, this is found at Annex M to this policy;
- Completing all of the Council's Health & Safety Training modules on the intranet at least annually.
- Not accessing the Council's networks whilst off sick due to stress, depression or anxiety.
- Use personal protective equipment when appropriate.