

INTERIM

Home Working Policy And Procedure

Version: 1.0	Date: 17-03-20	Owner:
--------------	----------------	--------

Table of Contents

1	Statement of Purpose	3
2	Scope	3
3	General Principles	3
4	Duties of the Employer	3
5	Duties of the Employee	3
7	Supervision	4
8	Emergencies	4
9	Review	4

Interim

1 Statement of Purpose

As part of the current Covid-19 advice we have issued this temporary policy to help set out our home working policy and approach.

2 Scope

This Policy applies to all permanent, temporary and contracted staff

We will monitor the Governments advice daily and will make appropriate amends to our approach where necessary

If you are working from home, it is your responsibility to inform ourselves if your home base changes.

This procedure does not form part of any contract of employment and it may be amended at any time.

3 General Principles

As a home worker control that can be exerted over your home working is limited. Therefore, the main responsibility will be with you to ensure that you and other persons who may be affected, including members of your household and members of the public, are not endangered by work activities undertaken at your home by using any work related equipment.

4 Duties of the Employer

In accordance with the Health and Safety at Work Act 1974, we have a duty of care to our employees. When you are working at home we will endeavour to:

- Carry out a risk assessment of the work. If any risks are identified consideration will be given to adjustments that can be made to reduce or eliminate any risks.
- Ensure that you are provided with safe and adequate equipment. We will ensure that you are fully trained in the use of all relevant equipment.
- Ensure that you are aware of the procedures and processes to follow in carrying out the work.
- Ensure that you are aware of any legal restrictions relating to the work being undertaken (e.g. laws relating to the control of hazardous materials).

5 Duties of the Employee

In accordance with the Health and Safety at Work Act 1974, you have a duty to take care of your own health and safety. When working at home it is essential that you:

- Obey all instructions that have been given before the work starts.

- Takes note of any risks that have been identified and carry out any actions that have been agreed in relation to any hazards.
- Use all equipment and tools in accordance with their purpose, and in the way that you have been trained to use them.
- Notify ourselves immediately of any issues relating to health and safety that occur.

We will maintain our own equipment and any problems should be reported as soon as is practically possible. Any problems arising from your own equipment (eg electrical sockets and other parts of your domestic electrical system) are your own responsibility.

7 Supervision

You will be given the name of a person who you will keep in contact during your working from home period

8 Emergencies

We will agree and confirm in writing a procedure to be followed in the case of an emergency. This will include consideration of issues such as communication and the containment of any situation so that other people are not affected.

9 Review

We will review and ensure compliance with this policy at regular intervals during this current crisis and will update you accordingly of any changes.

Produced by Petaurum HR www.straightforwardhr.co.uk

