



## **Caldicot Town Council**

### **Home Working Policy**

#### **1. Home working policy**

Many requests for flexible working include an element of working from home. Whilst we do try to support these requests, it should be recognised that not all job roles within the Council will be suitable to be carried out at home.

Home working is becoming increasingly popular with both employers and employees as they begin to recognise the benefits of employees working from their own home rather than an office. As well as the cost benefits to employers, home working can offer increased flexibility to employees.

Home working may be a result of an individual employees request or a response to an event outside of our control, such as extreme weather or a pandemic. We may also agree this as part of a reasonable adjustment under the Equality Act 2010.

#### **2. Legal Duties**

An employer's legal duty to protect and monitor the health, safety and welfare of workers extends to employees working from home. Consequently, the same health and safety requirements apply to home workers as to office based staff. In summary the employer must do what is reasonably practicable to ensure the health and safety of their workforce whilst at work and of others who might be affected by the work activity.

#### **3. Home working requests.**

Home working can be difficult. If you are considering putting in a request for home working, you should initially think about the impact on colleagues and any tasks that you would not be able to do. You also need to consider whether your skills and attributes include:

- The ability to motivate yourself to work consistently without supervision
- Good IT skills
- The ability to manage work and family demands
- Good time management and organisational skills.

If you have these and the role can be performed from a home environment, then you should put your request in writing to your line manager stating how you believe this can work satisfactorily for both you and the Council.

The Clerk will agenda your application at the next available Personnel Committee meeting for consideration.

If agreed in principle, then a home visit or self-assessment will be arranged so that a health and safety and a data security risk assessment can be carried out in addition to a DSE assessment. You will need to demonstrate that all data used at home is secure and in line with the data protection policy, both in the way that you use it, but also others that share your home.

We will also need to be assured that you have adequate broadband provision and lockable storage to protect hard copy data (if applicable).

Following the visit, we will meet with you to discuss the findings. Should your request be accepted, we will confirm in writing and the rest of this policy will apply.

#### **4. Mortgage and rental agreements**

It is your responsibility to check that there is no restriction on you working from home, and if necessary obtaining written consent.

#### **5. Equipment and expenses**

The Council will provide some of the necessary equipment such as a laptop and other materials necessary for the completion of your work. These items are on loan and must be returned to the Council on demand. They must not be used by other family members or friends under any circumstances.

Where the Council has agreed to you using your own equipment, you remain responsible for the maintenance of it. This will include having appropriate anti-virus measures installed and that you comply with our IT policy.

It is the responsibility of the homeworker to ensure the items are looked after and any maintenance issues reported to the Council immediately.

#### **6. Trial period**

The Council would like to set a three-month trial period to assess the impact of the arrangement. During this period the arrangement may be terminated at any time by either party.

#### **7. Hours of work**

Your hours of work will have been set out in the letter confirming the acceptance of your request.

Please remember to take adequate breaks away from your work station in line with the Working Time Regulations.

#### **8. Sickness absence**

If you are unwell, you should inform your line manager that you are unable to work in line with the current sickness reporting rules.

#### **9. Childcare and working from home**

When you are working from home you are expected to devote your time and attention to your work. Therefore, the care of children should not be combined with your work. If your child is unwell and at home, you should discuss with your line manager the arrangements for that day of work.

Requests to work from home purely to be able to combine childcare will not be approved.

#### **10. Performance of your role**

We do ask that you remain available during your working hours.

#### **11. Working from home because of a crisis**

Where the Council has had to close their premises due to fire or flood or similar, they may ask staff to work from home. Similarly, when weather conditions mean it is unsafe or impossible for staff to get in to work, the company may approve that they work from home on a temporary basis. Where schools are closed, issues around childcare need to be agreed with the company.

**HOME WORKING VIABILITY CHECKLIST**

Form

HWVC

Use this form to guide an assessment of the viability of a proposal for a person to work at home and the suitability of the home workplace.

PART 1. Business viability of home working.

Name of Person being assessed for working at home....

	<b>CONSIDERATIONS</b>	Check box if YES	<b>COMMENTS, ACTIONS REQUIRED</b>
1	Will service needs or customer demands be affected?	<input type="checkbox"/>	
2	Will home working have a significant impact on the efficiency of the office and service?	<input type="checkbox"/>	
3	Is it possible for the individual's work to be done in the home environment?	<input type="checkbox"/>	
4	Are there implications for the supervision and monitoring of the employee's work and is the individual self-disciplined and able to work without close supervision?	<input type="checkbox"/>	
5	Does the employee have suitable accommodation at home, i.e. free from distraction?	<input type="checkbox"/>	
6	Does the Company need to supply suitable IT and other equipment for the employee?	<input type="checkbox"/>	
7	Are there suitable facilities for connections to be made e.g. broadband link?	<input type="checkbox"/>	
8	Does the employee need access to files which should not be taken home?	<input type="checkbox"/>	
9	Is working closely with the team or colleagues in other Departments a key element of the individual's work?	<input type="checkbox"/>	
10	Is the work of a confidential nature so that secure storage arrangements, at the person's home will be required?	<input type="checkbox"/>	
11	Are there any safety implications for work colleagues?	<input type="checkbox"/>	
12	Will the individual's work activities have to be reviewed or changed in order to accommodate home working?	<input type="checkbox"/>	
13	Do you need any special arrangements to be in place to contact the employee?	<input type="checkbox"/>	
14	Have you carried out a suitable risk assessment for this person's work at home scenario?	<input type="checkbox"/>	
15	Is the employee a suitable candidate for working at home?	<input type="checkbox"/>	
16	Have you set up suitable terms and conditions for employees working at home?	<input type="checkbox"/>	
17	Does your Employers' Liability Insurance cover include employees working from home?	<input type="checkbox"/>	

**DECISION** \* Home working is viable.  
 \* Home Working is NOT VIABLE.  
 \* Delete as appropriate.

**COMMENTS**

**Signed**

**Title**

**Date**

Where home working is approved use Part 2 to complete an assessment of the health and safety risks to the worker from working at home.

PART 2. Use this checklist to assess the health and safety risks to the worker when working at home.

<b>CHECKLIST FOR HEALTH AND SAFETY REQUIREMENTS FOR HOME WORKING</b>			
	<b>CONSIDERATIONS</b>	Check box if YES	<b>COMMENTS, ACTIONS REQUIRED</b>
1	Is the Line Manager satisfied as to the suitability of the employee's home?	<input type="checkbox"/>	
2	Has an initial Home Working Risk Assessment been carried out by the Company's Health and Safety Officer?	<input type="checkbox"/>	
3	Does the employee's home have adequate furniture, ICT equipment and materials to enable all aspects of the job to be carried out satisfactorily and safely?	<input type="checkbox"/>	
4	Have you ensured that suitable space for working, storage, security and confidentiality of information is in place?	<input type="checkbox"/>	
5	Have you ensured that all reasonable care has been taken to ensure that the employee has a safe working environment in a comfortable ergonomic position, that suitable breaks are to be taken to prevent undue tiredness or injury and that work is not in excess of their contractual hours?	<input type="checkbox"/>	
6	Does your accident procedure include arrangements for home workers?	<input type="checkbox"/>	
<b>ELECTRICAL AND OTHER EQUIPMENT</b>			

7	Have you provided suitable electrical equipment which is in good order and is regularly maintained?	<input type="checkbox"/>	
8	Do you have a system for electrical equipment to be tested at regular intervals by a competent person? This is commonly referred to as Portable Appliance Testing (PAT).	<input type="checkbox"/>	
9	Have you provided any specialist equipment required and checked the compatibility and set up requirements for the home environment?	<input type="checkbox"/>	
10	Have you provided computer equipment for the employee's use at home? In such cases the computer should be set up as a Company computer with access to required software and networks. A broadband connection should be available to facilitate this.	<input type="checkbox"/>	
11	Have you ensured that employees working from home can comply with the company's information management, security policy and data protection policy?	<input type="checkbox"/>	
12	Have you made suitable arrangements for the provision of any necessary furniture required for the home worker?	<input type="checkbox"/>	

**GENERAL**

13	Have arrangements been made to ensure that home workers receive the necessary health and safety training?	<input type="checkbox"/>	
14	Have you made arrangements for suitable insurance such as public liability and extra equipment contents on behalf of the employee working at home?	<input type="checkbox"/>	

**COMMENTS**

**Name of Person completing this checklist**

**Signed**

**Date**