

Health and Safety Arrangements for Homeworking

Managers and Employee Guidance

Introduction

The Council retains a legal duty for the health, safety and wellbeing of employees working from home. This guidance is aimed at managers and employees that are involved in homeworking. Its purpose is to ensure that consistent standards of health and safety are in place.

Managers should take account of this short guidance and the separate Health & Safety Management Arrangements, which will provide more detailed advice for managing risks including those arising from homeworking.

Risk Assessment

Risk assessments should be completed covering all tasks, locations and equipment, including homeworking. These risk assessment must be shared with the employee and reviewed following any change in the process, equipment, following an accident or near miss or at the request of an employee.

[See Health & Safety Management Arrangements for Risk Assessment](#)

Display Screen Equipment

All homeworkers must complete a Display Screen Equipment Self Assessment for their different working environments (office and home) which will allow the Manager & employee to assess the suitability of the workstation and equipment in each working environment.

[See Health & Safety Management Arrangements for Display Screen Equipment](#)

Electrical Safety

Electrical equipment provided by the Council has to be installed and maintained by the Council so as to prevent danger as far as is reasonably practicable.

Accordingly, all electrical equipment provided for use by the Council, including use at home must be subject to regular formal inspection and testing by a competent person (PAT Testing).

[See Health & Safety Management Arrangements for Portable Appliance Testing](#)

Fire Safety

Whilst fire legislation for workplaces does not apply to private dwellings, consideration should be given to any identifiable extra fire hazards created by homeworking, e.g. extra electrical equipment, portable heaters, increase in paper waste such as confidential waste.

First Aid

Managers must assess the requirement to provide first aid kits to homeworkers. This should be identified from the risk assessment that considers any hazard that the employee may face.

[See Health & Safety Management Arrangements for First Aid](#)

Accident Reporting

All accidents that occur whilst the employee is mobile working or working at home must be notified to the manager using the Council's Accident Report Form (M13). The Manager must undertake an investigation and review the risk assessment with the employee.

[See Health & Safety Management Arrangements for Accident and Incident Reporting and Investigation](#)

Lone Working

The risk assessment must consider the hazards involved in working in isolation. Lone working on itself is not a hazard; it is dependant on the task that is being carried out.

[See Health & Safety Management Arrangements for Lone Working](#)

Violence and Aggression

Managers should assess any risk that exposes employees to violence and aggression whilst undertaking their work duties. Employees should report all incidents using the Councils violence and aggression form (MV92).

[See Health & Safety Management Arrangements for Violence and Aggression](#)

Work Environment

Any employee working from home must complete the "Homeworking Self Assessment Form" (Appendix C). Employees must consider if any other persons in the home might be affected by the work activity, this may include

elderly or infirm family members and children. This also includes any pets that may damage or be affected by the work equipment.

All work equipment must be stored in such a manner and position that it is not likely to be a risk to employees or their family. There should be adequate provision and space for appropriate storage, ready access to the workstation and no obstructions or tripping hazards in the work area.

All concerns should be discussed with the Manager.

[See Health & Safety Management Arrangements for a Safe Workplace](#)

Manual Handling

The risk of manual handling injuries to home workers will be “low” dependant on their job. If however the Manager or the employee identifies that there are significant manual handling tasks involved, a formal manual handling risk assessment and training may be required.

[See Health & Safety Management Arrangements for Manual Handling](#)

Stress

Consideration should be given to the levels of supervision and support employees require. This should cover work related stress issues including how the employee copes with working on their own as well as the possible effects of being disturbed by family members, etc. All employees should complete the e-learning stress buster.

[See Health & Safety Management Arrangements for Stress](#)

New and Expectant Mothers

Any employee that is pregnant must inform their Manager so that an assessment of their work duties and environment can be carried out.

[See Health & Safety Management Arrangements for New and Expectant Mothers](#)

Driving

Managers must ensure home workers comply with the Councils Driving at Work policy.

[See Health & Safety Management Arrangements for Driving at Work](#)

Further information and advice can be obtained from the Health, Safety & Resilience Team.