

GUIDANCE NOTE FOR MANAGERS – HOMEWORKING

Definition of Home-working:

Homeworking is defined as “a flexible working arrangement in which an employee, for a defined part of their contractual hours, is based at home for the purpose of carrying out their work with the prior agreement of their manager” Source - Falkirk Council Home-working Policy.

As a line manager you must ensure adequate resources are made available to cater for the health, safety & care of the employee whilst working at home. **Any costs in relation to the installation and or repair of equipment is the responsibility of the Service.**

1	Undertake a Risk Assessment of the home-worker’s premises: <i>Complete form HR16 D attached.</i>
2	Check Insurance Liability: <i>Check that the home-worker has informed their Property and Contents insurers that they will be working from home.</i>
3	You may wish to take a photograph of the workstation area: <i>Identify the area of the property for which the risks will be assessed.</i>
4	Arrange for provision of work equipment for the Home-worker: <i>Correct equipment must be supplied to ensure it is suitable for the workplace e.g. compliant with the requirements of the Display Screen Equipment Regulations (similar standards should be applied to the home-working base as the office).</i>
5	Inform the employee that they are responsible for reporting faults in the computer equipment to ICT and for being available to enable repairs/routine maintenance/testing when required <i>Employees must agree to the above and enable ICT or their representative access to their home..</i>
6	Consider New and Expectant Mothers: <i>A suitable/ new risk assessment will require to be prepared when/if an employee is pregnant.</i>
7	Prior to the employee commencing home-working, consideration should be given to: <ul style="list-style-type: none">▪ <i>how the employee will manage their time;</i>▪ <i>methods and lines of communication;</i>▪ <i>safe use of DSE equipment;</i>▪ <i>administration arrangements e.g. how to obtain stationery , reporting faults etc.;</i>▪ <i>health & safety issues relating to home-working;</i>▪ <i>fire awareness training relating to home-working, to include smoke detector testing & use of appropriate methods to extinguish electrical equipment fires;</i>▪ <i>first aid situations at home.</i>