



## Parish Council of Newlands Home Working Policy

Adopted by the Council at its meeting held on 18 July 2019 [Min ref: 044/20C]

### 1. Introduction

- 1.1 The Parish Council of Newlands recognises that where Council employees work from home, the Council continues to have a duty to protect the health, safety and welfare of those employees.
- 1.2 The Council shall follow this Policy when considering home working requests from council employees.
- 1.3 An up-to-date copy of this Policy shall be published on the Council's website.

### 2. Home working assessment

- 2.1 The Council shall review and assess the risk of home working by Council employees and home working shall only be allowed where work of the employee is suitable to be undertaken at home.
- 2.2 The Health and Safety Officer shall complete the home working risk assessment checklist in Appendix A before the employee starts to work from home and any material change in circumstances in the work area at home.
- 2.3 The Health and Safety Officer shall review risk assessment and identify measures required to resolve any issues.
- 2.4 Once satisfied that the work is suitable to be undertaken at home and the necessary controls are in place, the Health and Safety officer may authorise the employee to work from home.

### 3. Health and Safety

- 3.1 The Health and Safety Policy of the Council shall apply to Council employees when working from home.
- 3.2 The Health and Safety risk from office-type work is considered low and is generally considered suitable work for home working but harm could still result in the absence of adequate controls.
- 3.3 The Council is responsible for workplace safety and a safe system of work for its employees and shall ensure that the measures identified as part of the home working assessment are implemented.
- 3.4 The Council shall not allow employees to work from home where it presents an unacceptable risk to their health, safety or well-being.
- 3.5 The employee shall report any problems related to the safety of equipment, work area or system of work to the Clerk (or the Health and Safety Officer as appropriate).
- 3.6 The employee shall report any accidents or health concerns, which may be attributable to their working conditions to the Clerk (or the Health and Safety Officer as appropriate).
- 3.7 The employee shall take care of their own safety when working from home and that of anyone else affected by their home working.

- 3.8 The employee needs to be aware of various health and safety issues. Steps should be taken towards preventing common problems rather than trying to cure them at a later date.
- 3.9 Working with computer/laptop can cause back problems which can become serious. This could be due to poor posture or sitting in an awkward position. To protect yourself make sure that the screen is at eye level, forearms are roughly horizontal, desk height is 70 cm, foot rest if required, the chair needs to be adjustable , not only in seat height but also adjustable back height and tilt.

## 4. Data protection and information security

- 4.1 The employee shall take reasonable steps to prevent unauthorised access to Council work and equipment supplied by the Council.
- 4.2 The employee shall ensure that all electronic and paper-based confidential information is appropriately secured and that confidential information is securely disposed of when no longer required.
- 4.3 The employee should choose a password that contains a combination of letters, numbers, symbols. The password should not be a child's name, the employee's date of birth, or a favourite sports team as these are easy to find out, DO NOT SHARE password with unauthorised users. Keep passwords, account numbers, user names in a safe place and don't share account info with anyone.

## 5. Equipment and supplies

- 5.1 The Council shall identify and provide necessary equipment and supplies to allow the employee to work from home.
- 5.2 The Council shall be responsible for servicing and maintaining equipment supplied, including for electrical equipment, undertaking and maintaining a record of any electrical testing, including PAT testing.
- 5.3 Equipment supplied by the Council shall remain the property of the Council and shall be used solely for the business purposes of the Council.
- 5.4 The employee needs to be sure there are no trailing wires, electrical sockets are not overloaded, there is adequate space around the machine, no glare or reflections especially on the screen, desk needs to be strong enough to hold all the equipment.
- 5.5 The employee should be aware that any liquids near your computer if spilt can cause a fire hazard. Only closed water bottles should be used whilst at the desk (ie a bottle with a close-able lid) food should not be eaten at the desk as crumbs can prevent the keyboard and mouse from working properly.
- 5.6 On termination of employment, the home working employee shall ensure that any equipment supplied by the Council is returned to the Parish Council.

## 6. Insurance

- 6.1 The Council shall ensure that Council employees and equipment supplied to them are covered by the Council's insurance policy when working from home.
- 6.2 The employee shall notify their own insurance company that they will be working from home.

## 7. Expenses

- 7.1 The Council shall consider claims for expenses from Council employees which result from home working.

## Appendix A. Risk Assessment Checklist

### To be completed by the employee

The completion of this checklist will enable you to carry out a self-assessment of your work area if intending to work at home. Having completed this you will need to check and discuss the findings with the Health and Safety Officer.

Name:

Address:

QUESTION	EMPLOYEE'S ANSWER	H & S OFFICER COMMENTS
1. Which room do you intend to use as your work area? E.g. Spare bedroom, dining room etc.		
2. Do you believe the electrical wiring in your home is in a safe condition?	Yes or no	
3. Do you have sufficient heating, lighting and ventilation for your own comfort and wellbeing?	Yes or no	
4. What means of communication have you got in an emergency?	Yes or no	
5. Is the home used as a place of work by anyone else?	Yes or no	
6. Will children have access to the work area?	Yes or no	
7. Do you feel that your home is sufficiently secure to store equipment supplied by the Council appropriately?	Yes or no	
8. Are you able to position a laptop in such a way that you can eliminate glare and reflections from the screen?	Yes or no	
9. Do you anticipate noise and distractions when you are working?	Yes or no	
10. Can you position the laptop in such a way there will be sufficient leg room under the work surface?	Yes or no	
11. Is the work surface large enough to allow you to place all equipment required?	Yes or no	
12. Sealed cups should be used around the laptop to avoid spills as this can cause serious damage, NO OPEN CUPS OR GLASSES.	Yes or no	
13. Is the height of the work surface suitable?	Yes or no	
14. Do you need a foot rest?	Yes or no	
15. Do you need a document holder, and do have a lockable cupboard to store documents as this would need to be done for Data Protection.	Yes or no	



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| 16. Do you a suitable adjustable chair, not only the seat can be raised as require but the back can be moved up and down and tilt. | Yes or no |
| 17. Is the display screen free from flicker?   | Yes or no |
| 18. Have you received sufficient instruction on the use of the software?   | Yes or no |
| 19. Do you experience any back, neck, arm, elbow, wrist, hand or finger pains?   | Yes or no |
| 20. If computer use is a large part of the work, have you had a recent eye test?   | Yes or no |

I declare that the answers I have given to the above questions are correct to the best of my knowledge.

Signature:

Date:

Home Working Policy adopted on 20 June 2019  
To be reviewed by June 2020

Home Working Policy adopted on 18 July 2019  
To be reviewed by July 2020



**To be completed by the Health and Safety Officer**

Question	H & S Officer Answer
1. Does the nature of the work require additional measures?	Yes or No
2. Has the electrical equipment supplied to the employee been PAT tested?	Yes or No
3. Are you satisfied that the employee will be working in a safe environment?	Yes or No

**Working from home, this should be checked on a regular basis to confirm that the area still meets the requirements to work from home. This should be out once a year.**

**Name of employee:**

**Signature:**

**Date:**

**Checked by H & S Officer**

**Signature:**

**Date:**