

HOMWORKING POLICY

Thirsk Community Primary School

Before allowing an employee to work at home, you should ensure that it's capable of complying with the necessary health and safety requirements and NYCC procedures contained on People Matters website. Our sample home working policy contains information on how you can do this.

Employees also have duties under health and safety legislation. So make the most of your policy and set out what you expect from them. This can include having sufficient space to set up a workstation through to maintaining basic fire safety provisions.

1. General Statement

There may be occasions where staff regularly work at home for all or part of their working week. Where this applies, it is our policy to safeguard the individual's health, safety and welfare, so far as is reasonably practicable. To help us achieve this, we will issue home working questionnaires to all staff wishing to work from home.

This is to identify whether there are any health and safety deficiencies with the proposed arrangement. If there are, all reasonable steps will be taken to see if they can be overcome. If not, we retain the right to refuse any request on the grounds of health and safety.

2. The Legal Position

Home working arrangements are covered by the Health and Safety at Work Act 1974. This means that we have a duty to manage home workers' health, safety and welfare in exactly the same way that we would if these staff were based on our premises. This is because employees are still 'at work' and all current health and safety legislation applies.

Under the Employment Act 2002, we are also legally obliged to consider all requests from our employees with children under the age of six or disabled children under 18 years of age to work from home, either on a full-time or part-time basis. Where a request is granted, the employee's contract of employment will be amended to reflect this.

3. Definition of Home worker

A home worker is an employee who works at home, instead of their employer's premises. This arrangement normally involves an agreement to work at home for a set number of days a week or month. It does not apply to

those members of staff who may work at home on an ad-hoc basis, e.g. to make it easier to meet a particular deadline.

4. Home working Criteria

Line managers will be required to assess each application against specific criteria. This will include assessing whether or not the request is commercially viable and whether the individual has the self-discipline necessary for this method of working. It will also include the issuing of a home working questionnaire in order to identify whether the employee's home is capable of complying with current health and safety requirements.

Due to the importance of this, the questionnaire must be completed before a request can be taken any further. This questionnaire considers a number of health and safety factors including the following:

- Fire safety
- First aid provision
- Ergonomic considerations
- Adequate space
- Safety considerations
- Insurance
- Secure storage facilities

5. Employees Duties

Where permission has been granted for an employee to work at home, we will require them to demonstrate that they do not have any dependant care responsibilities during their scheduled working hours. We will also require them to carry out the following at all times:

- **Location** - Employees must identify a suitable location at home, which should be a separate room. This needs to be adequate to enable the employee to work productively and safely.
- **Equipment** - It may be necessary to provide equipment to a home working employee, e.g. a legally compliant chair and a computer. Where this is the case, employees are expected to take reasonable care of the equipment provided.
- **Insurance** - Where applicable, employees must inform their home contents insurer that extra computer equipment etc. has been provided.
- **Disruption** - Employees are expected to inform family and friends regarding their home working arrangements in order to ensure minimal disruption.
- **Security** - Home working employees are expected to ensure the necessary confidentiality and to only use any equipment supplied by us, for our work. This will help protect against the introduction of viruses etc.

6. Training

Where employees have been given permission to work at home, training and information on how to set up a workstation correctly will be given if necessary.

Signed.....Date 17/11/16

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