



# Home Working Policy

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Part of Trust's publication scheme	Yes

The East of England Ambulance Service NHS Trust (the Trust) has made every effort to ensure this policy does not have the effect of unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity. The Trust will not tolerate unlawful discrimination on the basis of, spent criminal convictions, Trade union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity for and fostering good relations between; people from different groups and people with protected characteristics.

All Trust policies can be provided in alternative formats if required. Please contact the Human Resources Department if you require an alternative format.

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## 1. Policy Statement

- 1.1 This document outlines the Home Working Policy for the East of England Ambulance Service NHS Trust (the Trust). The Trust

is committed to improving the working lives of its employees and to encourage a healthy work life balance. In order to provide the best services to our patients, it aims to ensure that all staff work in the most effective and efficient way possible in an appropriate work environment which optimises productivity and performance. As a regional organisation operating across 7500 square miles, it recognises that the traditional 'office-based working' approach does not necessarily support this in all cases.

- 1.2 As an employer with a developing IT infrastructure aimed at facilitating remote working functionality/availability, the aim of this policy is to support both the aforementioned commitments and facilitate home working arrangements where these support effective service delivery.
- 1.3 For the purposes of this policy a distinction is made between employees who have (or wish to apply for) a formalised agreement with their line manager to work from home on a permanent basis (referred to in this policy as 'permanent home workers'), and those who work from home on an occasional basis without a formalised agreement (referred to in this policy as 'temporary home workers'). Permanent home workers can be contracted to work from home on a full-time basis (all of their contractual hours) or part time basis (e.g. working from home one day a week and in the office for their remaining contracted hours). The arrangements for both of these working agreements are defined more clearly in section 5 below.
- 1.4 It is important to appreciate that there is no automatic right for employees to work from home or for the Trust to insist on employees working from home. A request for home working could be made by the employee or the Trust. All requests to work from home will be reasonably considered and where they are deemed not to be appropriate, a written explanation will be provided. Each application will be considered on its individual merits.

- 1.5 Any permanent home working arrangements agreed between the employee and line manager will constitute a contractual change to the employee's terms and conditions of employment.
- 1.6 All employees who work from home should ensure that they have a suitable environment in which they can focus on work. Employees should ensure that they can work free from disruption, e.g. by having adequate care arrangements in place for dependants who may be at home during working hours. (see paragraph 5.6 below).
- 1.7 In approving an employee to work from home, the line manager will review with the employee any negative effect of working from home on productivity, performance or other employees.
- 1.8 The Trust has the right to review any existing home working arrangements and, following appropriate consultation, to vary an existing arrangement, including withdrawing the privilege of home working, with appropriate notice periods.
- 1.9 If the employee wishes to opt out of the arrangement, this should be discussed and agreed with the line manager, with appropriate notice also.
- 1.10 Where home working is being considered, managers and staff are advised to cross reference with the Hybrid working guidelines.
- 1.11 This policy has been written in partnership by management and staff side.

## **2. Scope**

- 2.1 This policy applies to all Trust employees.

## **3. Access to the Procedure**

- 3.1 All employees have access to this policy which is located in the HR Policies and Procedures Folders and/or on the Trust's

Intranet. However, if you require this policy in any other format please seek guidance from the Human Resources Department, your line management or trade union representative.

- 3.2 Employees and Managers may also wish to consult associated policies or documents such as the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Provision and Use of Work Equipment Regulations 1998, the Control of Substances Hazardous to Health Regulations 2002 (as amended), the Health and Safety (Display Screen Equipment) Regulations 1992, Flexible Working Arrangements, Sickness Absence Management, Disciplinary Policy (Managing Conduct and Performance), Display Screen Equipment (DSE) Users Policy Including Visual Display Unit (VDU) and Equality Act 2010.

## **4. Roles and Responsibilities**

### **4.1 Line Manager Responsibilities**

- Treat each application to work from home on its own merits and give it reasonable consideration. This will include the potential impact on other team members, the level of regular contact/interaction required etc.;
- Consider the needs of the individual applying to work from home, including welfare and the requirement for regular check ins. Applications for home working from people with disabilities may be considered as being a 'reasonable adjustment' under the Equalities Act (under Disability Discrimination);
- Assess the sensitivity and confidentiality of the work to be undertaken from home and ensure that all necessary measures are in place to protect the information, when considering suitability for working from home;

- Ensure they liaise with the employee and the Health and Safety department to ensure that a risk assessment has taken place, where appropriate, prior to any home working commencing;
- Ensure that an annual review of the risk assessment is undertaken by the line manager and any electrical testing of equipment carried out (see paragraphs 5.3, 5.5 and 7.2 below);
- Liaise with the Human Resources Department before approving any home working applications, to discuss/agree potential contractual changes and to facilitate consistency and fairness in decisions across the Trust.
- Liaise with the IT Department before approving any home working applications, to discuss/agree potential IT equipment/access requirements, where necessary.
- When approving any ad hoc expenses, the line manager will discuss with the employee to ensure cost effectiveness is taken into account .
- Supply clear written information detailing the Trust expectations and what the employee can expect in return e.g. who the employee reports to, working hours, contact and communications, attendance at meetings and all other relevant information;
- If considered necessary, agree a trial period of at least 4 weeks. The agreement should be reviewed at least annually by the two parties.

#### 4.2 Employee Responsibilities

- Ensure completion of the risk assessment form (Appendix A) prior to the commencement of any home working (permanent or temporary);



- Ensure that they are fully contactable during their working hours;
- Ensure that they are available at all times during their work hours to attend an alternative workplace at the request of their line manager. This includes pre-planned and reasonable short notice requirements. Any reasonable adjustments required for attendance at alternative workplaces should be discussed with the line manager and employee beforehand.
- Ensure that they undertake their work during the times pre-agreed with their line manager and pre-agree any changes to this with their line manager so that these can be communicated as necessary.
- Ensure that their home working environment is conducive to effective working free from non-work-related disruption(s);
- Inform their line manager as soon as possible in the event of accidents, incidents or dangerous occurrences whilst working at home and ensure that it is logged on the Datix system as soon as practicable, but within 24 hours.
- Work safely and comply with any control measures identified in the risk assessment.
- Report any sickness in line with the usual absence reporting procedure, as set out within the Trust's Sickness Absence Management Policy.
- Provide reasonable notice in the event of moving house to enable the Trust to make any arrangements necessary to facilitate the continuance of the ability to work

during the moving period and to carry out a new risk assessment form.

- Apply in writing to the line manager, providing a minimum of 8 weeks' notice, should a return to the office workplace be required, either full time or for part of their contractual hours. It should be noted that this may not be able to be facilitated and there is thus no automatic right to require office provisions in replacement of home working. Where this can be facilitated, a permanent change of contract will be enacted.
- Ensure that their tax position, mortgage or tenancy agreement and insurance policies are checked and are appropriate for and covers the working from home, evidence will be required annually. All such responsibilities and liabilities rest with the employee.
- Ensure that they adhere to any and all confidentiality requirements in respect of Trust business with particular reference to data protection principles and Caldicott principles.
- Attend a locally agreed site for IT software updates.
- Have due care and attention of the IT equipment provided for use at home.
- Comply with the Trust's policies and procedures whether working at home or at their office base.

4.3 The Human Resources Department is responsible for keeping the provisions within this policy in line with employment legislation, best practice people management principles and NHS guidelines.

- 4.4 Managers, HR staff and trade union representatives are responsible for providing advice and guidance to employees on the application of this policy and procedure.
- 4.5 Management and trade union representatives are responsible for bringing any mutually beneficial improvements to this policy to the attention of the Trust.

## **5. Application Procedure**

### Temporary Home Working

- 5.1 The Trust recognises that the work undertaken by many of its employees may be carried out more effectively in a quiet location and without disruption. In cases where office facilities are shared, where employees are easily disrupted or an employee considers that the performance of a specific task would be carried out more effectively from home, they may work from home at the discretion of their line manager.
- 5.2 Temporary home working will only be possible if it can be ensured that the employee's absence from the workplace will not have a detrimental impact to work productivity for other employees.
- 5.3 Permission to work temporarily from home should be sought from an employee's line manager, on each occasion, in writing (this can be done by email). On the first occasion, this should be accompanied by a fully completed initial home working risk assessment, attached at Appendix A. Subsequent risk assessments should be undertaken as necessary and agreed with their line manager.
- 5.4 At the point of agreement of the temporary home working, the line manager will set out the length of the arrangement indicating a start and finish date. During this period a review may be undertaken, and the end date re-negotiated.

### Permanent Home Working

- 5.5 Permanent home workers are employees with a formalised agreement to work from home, either in a full-time capacity or for part of their working week. Where a permanent change is required to work from home, the employee should make a formal request using the procedure set out within the Trust's Flexible Working Arrangements Policy. All requests must be accompanied by a fully completed initial home working risk assessment, attached at Appendix A.
- 5.6 In making a decision on whether to agree an employee's application for permanent home working through the Trust's Flexible Working Arrangements Policy, the line manager will also give regard to the employee's:
- Time management skills.
  - Self-motivation.
  - Ability to work without direct supervision.
  - Ability to meet scheduled deadlines.
  - Home as a suitable place to work.
  - Awareness of health & safety, wellbeing and safeguarding implications of using the home as an appropriate working environment.
  - Ability to cope with potentially reduced social contact and isolation.
  - Ability to demonstrate they have no dependent care responsibilities within contracted working hours which would have a detrimental impact on their work.
  - Opportunity to provide reassurance where concerns for the employee's safety working from home. E.g. are there any mental health related risks or suspicions of domestic abuse?
  - If there are concerns, EEAST must be able to address any concerns. Staff can also find [help and support for domestic abuse on GOV.UK](#).
  - Address any reasonable adjustments that may be required.
  - Ensure the employee has the right IT equipment to work from home.

No final decision will be reached without the authorisation of the relevant budget holder(s).

- 5.7 Additionally, where the application for permanent home working is agreed, a written notice will be sent out to the employee, in line with the Flexible Working Arrangements Policy timescales, and will specify the agreed contract variation and the date on which the new permanent home working arrangements are to take effect. It will also set out confirmation of:
- all equipment to be provided for home working.
  - the line manager arrangements to visit the employee's home to carry out a health and safety risk assessment (if the risk assessment indicates this is necessary).
  - the type and level of reimbursement of costs for agreed business purposes will be based on HMRC guidance.
  - the requirement to be fully contactable and available to attend an alternative workplace/s during working hours;
  - frequency and timing of contact arrangements with the line manager.
  - the agreement the employee must provide evidence of suitable insurance to cover working from home.
- 5.8 Permanent home workers will be required to ensure that suitable and clear communication channels e.g. mobile phone signals, broadband connectivity are in place to enable them to carry out their work effectively and for colleagues to contact them at home. No home working should commence until communication support arrangements are in place.
- 5.9 Permanent home workers, or those planning to apply for permanent home working, are required to seek advice from the relevant agencies with regard to the effect of home working on their house and contents insurance; mortgage or tenancy agreement; and council tax/business rates. Employees will be required to confirm on their home (flexible) working application that the following checks have been made and permission has been given (where required) and specify any additional costs that would be incurred.
- 5.10 Responsibility and liability with regards to home working rest with the employee to notify their insurer, mortgage lender, landlord, local authority, or other such body. The Trust will

not accept any responsibility for an employee who suffers any detriment, loss or legal action as a result of not obtaining any necessary permissions.

5.11 With regard to Trust assets, where permission has been given for an employee to work permanently, or temporarily, from home, the Trust retains all liability for those assets, providing due care has been taken with security measures.

#### 5.12 Hybrid Working

Hybrid working, is sometimes referred to as “blended working” and is a form of flexible working that allows employees to split their time between attending the workplace and working remotely, typically from home. Hybrid working occurs when an employee wishes, with the approval of their line manager and agreed by the Trust, to work at home for part of their working time, even though their contract of employment requires them to be based on work premises. All proposals for hybrid working arrangement, whether service or employee driven, must satisfy the need to ensure that the workplace and home situation is appropriate. Managers and employees should cross reference this Home working policy with the Hybrid Working guidelines.

Employees are required to apply for hybrid working (flexible working) arrangement, via the flexible working form in the Flexible Working policy. It will be a permanent change to the working arrangements. However, both Line managers and employees may give 30 days’ notice to end the Hybrid working arrangements. A HR2 form should be completed to reflect any changes to working patterns.

#### 5.13 Appeal procedure

The employee is entitled to appeal against the Trust’s decision to refuse Home working or Hybrid working request. This must be done following the appeals process within the Trust’s Flexible Working Policy. The appeal must be done in writing or via email within 14 calendar days of receipt of the refusal

letter using the Appeal Form in appendix 3 of the Flexible working Policy.

## **6. Health & Safety and Welfare**

- 6.1 The Health and Safety at Work Act 1974 places a duty on employers, self-employed people and employees. Employers have a duty to protect the health, safety and welfare of their employees, including home workers. In order to ensure this duty is fully met, all employees applying for both temporary and permanent home working must complete an initial home working risk assessment form (Appendix A). Once completed, this form will be sent to the employee's line manager for evaluation. Should the line manager consider that a more detailed assessment is required, based upon the completed initial home working risk assessment, the line manager may carry out their own home working risk assessment to ensure health and safety requirements are met, or seek assistance from the Trust's Health and Safety Department or other suitable persons, to do so on their behalf. No home working can commence prior to these risk assessments being carried out and any necessary control measures having been implemented.
- 6.2 As the control that can be exercised over an employee working from home is limited, the main responsibility will rest with the home worker. This places obligations on home workers themselves to ensure that they, and other persons who may be affected, including other members of the household as well as the public, are not endangered by work activities undertaken at their home using the Trust's equipment.
- 6.3 Both temporary and permanent home workers should make themselves aware of the requirements of the Trust's Display Screen Equipment (DSE) Users Policy Including Visual Display Unit (VDU) and any requirements contained therein.

The following article and video provide information from HSE regarding good posture and using DSE.

#### 6.4 Homeworking and Domestic Abuse

In addition to the Trust recognising its duty to protect the health, safety and welfare of employees, including home workers, the Trust recognises that domestic abuse, where it exists, can have a devastating impact to those affected. There is a role for everyone to be mindful of colleague's welfare and encourage conversations to support staff and signpost appropriately to organisations who can help employees that disclose domestic abuse.

6.5 The Trust is committed to taking all reasonable steps to support staff affected and therefore it is critical that staff working from home have regular contact with managers and / or other colleagues. This can include regular check ins; 1:1's or team meetings.

6.6 Supporting staff with domestic abuse is sensitive and complex and can become trickier when staff are working from home. It is important to pick up cues from staff such as:

- A change in behaviour
- A change in productivity
- Not dialling into meetings when expected to do so
- Not usual the visual aids when in meetings
- Seeming withdrawn

6.7 Where there are concerns that a member of staff is experiencing domestic abuse, consider whether it is safe to have a conversation with the staff member to discuss the issue. Their communication may be being monitored so communicate with



them as normal so as not to increase risk whilst considering ways to support them and increase their safety such as

- Identify how you can safely communicate while they are working from home e.g. arranging calls when the staff member is going for a walk
- Discuss alternative work locations to home working
- Seek advice from HR and The Trusts Safeguarding team
- Most importantly, let the employee know that you value them and that you care about their safety

6.8 People experiencing or perpetrating domestic abuse can contact organisations including:

- Refuge – national domestic abuse charity, also provides a 24-hour helpline
- Women's Aid – domestic abuse support for women and children
- Respect – provides help for perpetrators
- The Bright Sky app is for anyone who's experiencing domestic abuse or is worried about someone else.

Employers can get advice from:

- Hestia – Respond to Abuse app and advice line
- Employers' Initiative on Domestic Abuse (EIDA) – including a COVID-19 employer pack

## 7. Trust Equipment

7.1 The Trust will provide any necessary computer and electrical equipment (e.g. laptops, printers and mobile phones/smart phones) to permanent, and where appropriate and budgetarily viable, to temporary home workers. Where equipment is provided, the Trust will be responsible for the service and maintenance of the supplied equipment at one of the offices which has an IT service centre. These items will remain the property of the Trust and must be returned should the permanent home working arrangement cease or employment with the Trust ceases. Home working employees will normally be expected to use their own desk and chair,

subject to a risk assessment. An application for home working will be refused if there is not sufficient space to accommodate all equipment necessary to effectively perform their duties at home.

- 7.2 All Trust electrical equipment will be PAT tested annually, in line with the Trust's electrical equipment testing procedures. It may be necessary for the employee to take the IT equipment into one of the work sites. Reasonable adjustments must be taken into consideration for staff with a disability.
- 7.3 For permanent home workers, the Trust will purchase any additional equipment and materials (such as a filing cabinet, paper, ink cartridges and stationery) required to undertake the job requirements. Where possible these will be collected by the home worker from IT. Reasonable adjustments must be taken into consideration for staff with a disability.
- 7.4 The Trust will maintain its own equipment, but will not be responsible for maintaining a home worker's own computers and equipment e.g. electrical sockets and other parts of the home worker's domestic electrical system, which are their own responsibility. Should a problem arise with Trust loaned equipment, staff will be supplied with a replacement PC or laptop, either temporarily or on loan, as required in line with Trust IT procedures.

## 8. Security

- 8.1 There is an expected minimum standard of security, both physical and IT dependant, on the nature of the work to be undertaken. The Trust will ensure that both temporary and permanent home workers have secure remote access to its server and computer network drives as required. If necessary, a separate phone line may be organised by the individual home worker with prior agreed from their line manager. The Trust will not pay for any additional costs incurred by employees using their home for work (with the exception of pre-agreed reasonable costs as outlined in section 5.7 and 7.3

above) unless there is a statutory duty under the Equality Act 2010.

- 8.2 It is the Trust's responsibility to ensure the home worker is able to retain security and confidentiality of information within the home.

## **9. Business Continuity**

- 9.1 In emergency situations, for example, where it becomes impossible for an employee to work at their normal base, employees may be offered the option of working from home temporarily until the emergency situation can be rectified. This would only be permitted where the employee is unable to attend work at another Trust building and where Trust equipment is available for use to allow them to complete their work adequately.

## **10. Ad Hoc Costs/Expenses**

- 10.1 All permanent and temporary home workers will be required to complete monthly expenses claim form for any ad hoc costs/expenses incurred whilst working from home which have been authorised by their line manager through the home working contract of employment, e.g. postage.

## **11. Tax Relief**

- 11.1 Employees who choose to work from home are not normally entitled to tax relief on additional outgoings. However, if there is a requirement from the Trust for an employee to work from home, there may be tax relief on a proportion of the costs for heating, lighting, travel expenses and on rent of a room used for business purposes. It is the responsibility of the home worker to clarify their position with the HMRC.

## **12. Contractual Changes**

- 12.1 Provision of unsocial hours payments, fringe allowances and other agenda for change benefits will be confirmed to the permanent home worker during the flexible working arrangements application process, where applicable.

## **13. Monitoring**

- 13.1 Line managers will regularly review any agreement which has been given for home working to ensure the on-going effectiveness/efficiency of the arrangement and may, following consultation with the employee, remove that agreement. If the Trust finds it necessary to terminate the home working agreement for any reason, a minimum period of 4 weeks' notice will be given to the employee (unless a shorter mutually agreed period is arranged) and they will return to a suitable Trust work location.
- 13.2 Line managers should monitor the working patterns of temporary home workers on an ad hoc basis. If there are regular patterns of working from home, the line manager and employee should discuss the possibility of making more formal home working arrangements.
- 13.3 For health and safety purposes, the risk assessment will be re-checked by the line manager on an annual basis, or earlier if there has been a change in working conditions.

## **14. Policy Review**

- 14.1 This policy will be reviewed on a three yearly basis or amended in the light of new employment legislation and/or relevant case law.

## Appendix A

### Assessment

### Initial Home Working Risk



This form should be used by the employee to undertake an initial assessment of the suitability of that part of their home which has been identified as the intended location for home working. It must then be signed by both the employee and the line manager before being submitted to the line manager.

Note: the Health and Safety Department may, subsequent to completion of this form, require a full risk assessment to be arranged. Should this be the case, no home working can take place prior to the full risk assessment by the Health and Safety Department taking place.

<b>Name of intended home worker</b>	
<b>Home address</b>	
<b>Area of home intended to be used as a workplace</b>	
<b>Managers name and telephone number/extension number</b>	
<b>Directorate</b>	
<b>Summary of the main duties of the home worker and what equipment will be used in the home to undertake the role</b>	

<b>Date of Home Working Suitability Assessment (if applicable)</b>	

	<u>Yes/No or N/A</u>	<u>Comments</u>
<b>Is the size of the room adequate for the intended purpose and is there sufficient space to move around safely?</b>		
<b>Is there a source of natural light?</b>		
<b>Can the light be sufficiently controlled by blinds or curtains?</b>		
<b>Is the artificial light sufficient for the intended tasks?</b>		
<b>Is adequate ventilation available?</b>		

<p><b>Does the heating system provide a comfortable temperature which is appropriate for the tasks?</b></p>		
<p><b>Is there sufficient storage space for the intended range of tasks?</b></p>		
<p><b>Are proposed work surfaces large enough for the intended tasks?</b></p>		
<p><b>Is a suitably adjustable chair available?</b></p>		
<p><b>Are there sufficient <i>fixed</i> electrical sockets to cope with essential electrical equipment?</b></p>		
<p><b>Are electrical and telephone sockets appropriately located to avoid the need for trailing cables across the room(s)?</b></p>		
<p><b>Is the work area suitable for any necessary manual handling activities?</b></p>		

<b>Is a suitable smoke alarm fitted and tested regularly?</b>		
<b>Is there any requirement for additional health and safety equipment (i.e. footrest, ergonomic keyboard/mouse etc)?</b>		

**Employee's signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Line Manager's signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## Appendix B

### Temporary Home Working Guidelines During a Pandemic

#### 1 Introduction

- 1.1 This guidance supports the arrangements for health and safety set out in the Trust's Health and Safety Policy. This guidance relates to temporary or ad-hoc homeworking arrangements, during the Covid-19 pandemic and thereafter where required.
- 1.2 In light of the current dynamic situation and pressures faced with the Covid-19 virus, the Trust has to adapt its business to ensure it can continue to provide a safe service to the public and ensure the health, safety and welfare of its staff.
- 1.3 The latest government communications are advising that we all focus on social distancing. This means reducing social interaction between people to limit the spread of the Covid-19 virus. This includes utilising homeworking.
- 1.4 The Trust is fully supportive of homeworking where possible and would ask all teams to consider homeworking, where possible, or rotating homeworking between team members, in order to maintain a presence in the office if necessary. Those who have underlying health conditions and are particularly at risk, should be prioritised.
- 1.5 Principles of home working;
  - Reduce team members presenting at places of work to minimise risk of infection.
  - Minimising contact between team members to limit infection.
  - Reduce staff in the office to create greater distance between desks.
  - Split team into groups having one in the office at a time to minimise the potential to lose a whole team to isolation.
- 1.6 Managers with employees who are required to work from home on a permanent basis will need to carry out a suitable

and sufficient self-risk assessment (Appendix C) with the employee concerned. The manager will need to ensure compliance with other existing Trust policies.

- 1.7 If employees work at home and they follow the principles in this guidance, then the risks should be suitably controlled and managed to an acceptable level.

## 2 Assumptions

- The work carried out is low risk, office-type work.
- Employees do not receive any business visitors or carry out any high-risk work.
- The home premises are maintained to a reasonable domestic standard.
- Employees have completed the HSE workstation set up video training, which highlights the risks associated with DSE use. (<https://youtu.be/Af7q5j14muc>)

## 3 Responsibilities

### 3.1 Managers must: -

- ensure that equipment provided by the Trust is properly maintained (this normally relates to electrical equipment provided by the Trust). This would normally be undertaken by the Estates Team but is down to Managers to make them aware
- make regular contact with their employees;
- ensure they have set clear expectations with their employees around working hours and homeworking arrangements;
- regularly review arrangements and requirements for homeworking, ensuring the health, safety and welfare of their staff is not at increased risk.
- Any issues identified through the If the employee self-assessment need to be discussed and next steps agreed.

- Escalate and refer to the Occupational health Provider, for further advice, if necessary.

### 3.2 Employees must -

- Complete the Temporary Home Working Risk Self – Assessment form (Appendix C).
- If the result of your self-assessment is Amber or Red, please contact your line Manager, who will meet with you and agree next steps.
- If required your line manager may need to refer to the Occupational health Provider, for further advice,
- request permission from their line manager prior to homeworking.
- set up their workstation in accordance with guidance, so far as is reasonably practicable.
- remain responsible for the equipment and furniture they provide.
- check the condition of their electrical equipment periodically.
- not use defective equipment.
- report defective equipment in accordance with Trust policy.
- not overload electrical sockets.
- follow a suitable pattern of work with appropriate variation in activity.
- report all accidents and incidents as soon as reasonably practicable to their line manager and on Datix.
- raise any concern regarding their health, safety or welfare due to homeworking arrangements with their line manager.

- inform their manager of any changes to their contact details.
- consider confidentiality and data protection issues that may arise from homeworking;
- comply with other Trust policies in respect of home working arrangements.
- ensure the security of Trust IT equipment and data.
- remain responsible for checking that homeworking does not affect their circumstances in terms of rental / mortgage agreements or council tax. The Trust will not accept responsibility for any employee who suffers detriment as a result of not obtaining the necessary permissions.

## 4 Other Considerations

4.1 It is important to acknowledge that not all staff, for example, will have an ergonomic chair or other specialist equipment readily available at home. It is unlikely, if you take appropriate precautions, that long term health problems will occur.

4.2 Not having specialist equipment does not preclude people from working at home but raises what needs to be done to ensure that staff are not putting themselves in a position to develop discomfort and musculoskeletal issues.

4.3 To prevent the development of discomfort you should take a break after every hour of continuous work for around 5-10 minutes

4.4 Activities suitable for DSE breaks are those that:

- Are away from the screen, keyboard and mouse.
- Allow you to change posture.
- Are taken regularly.
- Prevent the build-up of fatigue.
- Allow you to stretch and increase cardio-vascular activity.
- Occupy between 3 and 10 minutes of your time (see above).

#### 4.5 DSE break activities should not:

- Involve similar activities to DSE tasks.
- Involve repetitive use of the hands or wrist.
- Involve fixed focus vision.
- Involve lengthy period sat down.

4.6 Where specialist equipment cannot be adequately replicated in the home environment, and homeworking may potentially lead to a trigger of a condition/deterioration in health, then a return to the office should be considered in conjunction with HR support and managed appropriately between the employee and manager.

4.7 Trust equipment is insured against damage; however, staff are also advised to contact their home insurance provider for any specific conditions in relation to their home/content's insurance.

4.8 The Trust recognises that the constant news updates and changing advice from the Government are likely to promote feelings of anxiety and stress. If you are experiencing any feelings of anxiety or stress, please do talk this through with your line manager who will be keen to offer you explanations, assurances and supportive measures.

4.9 In the event that the staff member experiences musculoskeletal discomfort as a result of repeated DSE use, they should report this to their manager, who will then recommend that the staff member complete the DSE assessment checklist (Appendix B).

4.10 If a more advanced assessment is necessary, an external assessment will be offered, at a cost. The line manager should contact the wellbeing team at [wellbeing@eastamb.nhs.uk](mailto:wellbeing@eastamb.nhs.uk), to make the arrangement.

4.11 Employees are required to seek authorisation from their line managers, before making personal purchases of any equipment, while working at home. Any personal purchases made without prior line manager authorisation, may not result in reimbursement.

## Appendix C - Temporary Home Working Risk Self – Assessment form

### TEMPORARY HOME WORKING RISK SELF-ASSESSMENT

This form should be started by the employee at and sent into work to be completed with their manager.

**EMPLOYEE:**

.....

**POST TITLE:**

.....

**EMPLOYEES EMAIL:**

.....

**MANAGER:**

.....

**MANAGER'S EMAIL:**

.....

**SECTOR / DEPARTMENT:**

.....

I confirm that appropriate arrangements have been put in place and agreed with my manager in order to cover the following:

- |  | Y                        | N                        |
|--|--------------------------|--------------------------|
| • telephone calls and e-mails  | <input type="checkbox"/> | <input type="checkbox"/> |
| • managing staff in my team  | <input type="checkbox"/> | <input type="checkbox"/> |
| • contact details to enable my manager and colleagues to contact me during working hours | <input type="checkbox"/> | <input type="checkbox"/> |

- record of the hours worked from home (to be reviewed if these are excessive)

 

- IT equipment

1. Do you have a separate work area away from the rest of the living space where you can work without disruption?
2. Is there sufficient secure storage for confidential information at home?
3. Do you have enough space to work safely?
4. Are there sufficient electrical sockets to enable you to safely plug in your laptop or computer?
5. Is your work area clear from obstructions and tripping hazards?
6. Do you know how to report work related accidents?
7. Are all plugs, leads, wires and cables in your homework area in a safe condition?
8. Do you turn off appliances when not in use?
9. Have you completed within the last 12 months the "Fire Safety Training" module held on Evolve?
10. Have you completed within the last 12 months the "Information Governance & Security" module on Evove?
11. Have adequate communication processes been agreed to prevent isolation and stress?
12. Do you know how to report health and safety concerns?
13. Do you have any existing health problems, which may affect your ability to work from home?
14. Is your work area free from slips trips and falls?



\_\_\_\_\_

\_\_\_\_\_

15. Do you consider your home a safe place?

**WORK ENVIRONMENT RISK ASSESSMENT**

The purpose of this assessment is to assist your manager in safeguarding your health, safety and wellbeing, whilst you are homeworking.

**Assessment hazards identified**

Hazards	Action agreed to eliminate/reduce the risk	Date Complete

If you have any concerns, questions, or health and safety related issues regarding working from home, please speak to one of the following: -

- Line Manager/Supervisor
- Health & Safety Manager
- Human Resources
- Occupational Health Adviser (via either of the above)

**DECLARATION**

I confirm that my arrangements to work from home do not in any way affect my ability to do my job and also do not adversely affect my health, safety and well-being.

**Employee's signature** ..... **Date:**

.....

**Manager's signature** ..... **Date:**

.....

## Appendix D - Working safely with display screen equipment

The HSE Display Screen Equipment workstation checklist [Display screen equipment \(DSE\) workstation checklist \(hse.gov.uk\)](#) and HSE workstation set up video (<https://youtu.be/Af7q5j14muc>) will help you when setting up your home work station.

There are some simple steps people can take to reduce the risks from display screen work:

- breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity e.g. reading documents away from the laptop, stand up whilst on a telephone call.
- avoiding awkward, static postures by regularly changing position
- getting up and moving or doing stretching exercises
- avoiding eye fatigue by changing focus or blinking from time to time

The following exercises can be carried out at your workstation and may prevent or reduce injury:

- Lateral Neck Flexion - simply flex your neck to the right and then to the left for a set of 10. This exercise should be done while seated.
- Forward Neck Flexion - in a seated position, flex your neck forward for a set of 10.
- Shoulder Rolls - in a seated position, roll your shoulders forward for a set of 10 and then backwards for a set of 10.
- Shoulder Spin - sit tall in your chair and reach your left hand over your shoulder behind you, letting it hang down between your shoulder blades. Now reach your right hand around your back and up between your shoulders – the aim is to touch the left hand. If you can, great! If not, hold onto your shirt. Hold for 10 seconds, then switch arms and repeat.
- Leg Crossover Stretch - in a seated position, cross your legs and then rotate your upper torso to the side of your top crossed

leg. For example, if you cross your right leg over your left leg, then rotate your torso to the right side. Hold this position for 15-30 seconds. Do 2 sets of 5 repetitions on each side.

- Seated Leg Extensions (Leg Kicks) - in a seated position, extend and kick out one leg in front of you for a set of 20. Next, do the other side for a set of 20.
- Single Leg Lifts - in a seated position, extend one leg in front you and keep it elevated and extended. Lift and hold the extended leg for a set of 20 then do the other side.

EIA Cover Sheet	
Name of process/policy	Home Working Policy
Is the process new or existing? If existing, state policy reference number	Existing
Person responsible for process/policy	To be advised
Directorate and department/section	HR
Name of assessment lead or EIA assessment team members	EQIA TEAM
Has consultation taken place? Was consultation internal or external? (please state below):	Covid Working Group Unison. Head of Ops

<p>The assessment is being made on:</p>	Guidelines	
	Written policy involving staff and patients	X
	Strategy	
	Changes in practice	
	Department changes	
	Project plan	
	Action plan	
	Other (please state)	
	Training programme.	

<b>Equality Analysis</b>
<p>What is the aim of the policy/procedure/practice/event?</p> <p>The policy provides guidance to line managers in dealing with requests from employees requesting to work from home.</p> <p>This policy applies to all employees (whether permanent, fixed term or temporary) working at all levels and grades for the Trust, including senior</p>

managers, directors, non-executive directors, and on secondment, honorary contracts and volunteers.

Who does the policy/procedure/practice/event impact on?

<b>Race</b>	<b>×</b>	<b>Religion/belief</b>	<b>×</b>	<b>Marriage/Civil Partnership</b>	<b>×</b>
<b>Sex</b>	<b>×</b>	<b>Disability</b>	<b>×</b>	<b>Sexual orientation</b>	<b>×</b>
<b>Age</b>	<b>×</b>	<b>Gender re-assignment</b>	<b>×</b>	<b>Pregnancy/maternity</b>	<b>×</b>

Who is responsible for monitoring the policy/procedure/practice/event?  
DIRECTOR OF WORKFORCE

What information is currently available on the impact of this policy/procedure/practice/event?

The Covid Working Group have undertaken an assessment.

Do you need more guidance before you can make an assessment about this policy/procedure/ practice/event? Yes/No

No: The Covid Working Group have undertaken an assessment.

Do you have any examples that show that this policy/procedure/practice/event is having a positive impact on any of the following protected characteristics?  
**Yes**/No, If yes please provide evidence/examples:

<b>Race</b>	<b>×</b>	<b>Religion/belief</b>	<input type="checkbox"/>	<b>Marriage/Civil Partnership</b>	<b>×</b>
<b>Sex</b>	<b>×</b>	<b>Disability</b>	<b>×</b>	<b>Sexual orientation</b>	<input type="checkbox"/>
<b>Age</b>	<b>×</b>	<b>Gender re-assignment</b>	<input type="checkbox"/>	<b>Pregnancy/maternity</b>	<b>×</b>

Please provide evidence:

Evidence suggested by the EQIA panel has now been inserted in the policy

Are there any concerns that this policy/procedure/practice/event could have a negative impact on any of the following characteristics? **Yes/No**, if so please provide evidence/examples:

- |             |                          |                          |                              |                                   |                          |
|-------------|--------------------------|--------------------------|------------------------------|-----------------------------------|--------------------------|
| <b>Race</b> | <input type="checkbox"/> | <b>Religion/belief</b>   | <input type="checkbox"/>     | <b>Marriage/Civil Partnership</b> | <input type="checkbox"/> |
| <b>Sex</b>  | <input type="checkbox"/> | <b>Disability</b>        | <input type="checkbox"/>     | <b>Sexual orientation</b>         | <input type="checkbox"/> |
| <b>Age</b>  | <input type="checkbox"/> | <b>Gender assignment</b> | re- <input type="checkbox"/> | <b>Pregnancy/maternity</b>        | <input type="checkbox"/> |

Recommendations suggested by EQIA, now updated within the policy.

**Action Plan/Plans - SMART**

Specific

Measurable

Achievable

Relevant

Time Limited

**Evaluation Monitoring Plan/how will this be monitored?**

Who

How

By



Reported to

*Once completed please keep a copy for your own records and send one to:*

*Equality Diversity and Inclusion Inbox: [EDI@eastamb.nhs.uk](mailto:EDI@eastamb.nhs.uk)*