

# Homeworking policy

Homeworking is where people work mostly based at home instead of travelling from home to an office and then back again.

This can save on business travel and be a better use of time and energy.

Working from home is about using your home as a work base. This could be 100% “home as office” or a split between working from home and making outside visits.

## **WORKING FROM HOME**

Your line manager must agree working hours and patterns, and times when you must be available to be contacted.

Normal conditions of employment as set out in the employment contract apply.

If you have any concerns with your working arrangements, you must let your line manager know straight away.

## **Equipment**

AWPF will provide staff working from home with a laptop or computer, a mobile phone and any other equipment you need to do your job.

All equipment provided by AWPF should only be used by the member of staff for AWPF business.

Anyone who is not a member of AWPF staff, such as other people who live with you, are not allowed to use this equipment.

The equipment belongs to AWPF.

The equipment provided to each staff member will depend on what is needed to do their job and is recorded on the company's Asset Register.

Final decisions on what is needed will be made by the line manager after speaking with the staff member.

### **You must:**

- take good care of equipment
- only use equipment for work, not for leisure activities
- use equipment as it says in the instruction manual.
- give the equipment back if AWPF asks you to
- use equipment as it says in AWPF policies

## **Mileage Claims**

Mileage or other travel costs will be paid for work journeys from home to the meeting or event place.

You must follow the Staff Expenses Policy when you make arrangements for work travel.

If you live anywhere in Wales **all** your travel costs will be reimbursed. This includes mileage claims and the use of public transport.

If you live **outside** of Wales, we will reimburse you for costs up to 50 miles of the Welsh border. For example, if you live 80 miles away from the Welsh border, 50 miles of that will be reimbursed, plus all of your mileage incurred in Wales.

We will determine how far away you live from the border by measuring the distance between the point you cross the border into Wales (assuming you use the shortest route from your home to your destination) and your home address.

If you live further than 50 miles away from the Welsh border and use public transport, the reimbursement will be adjusted accordingly.

This is to keep our costs under control when budgeting for staff travel costs.

### **Using Personal Equipment for Work Purposes**

If you want to use your own equipment for work, you must ask your line manager to agree in writing before you use it.

All Wales People First is not responsible for paying to service, replace, or repair your equipment if it is lost or damaged.

If you use your own home telephone for work, you must keep a record of the calls if you want to make an expense claim for the cost.

A tax free Office allowance of £26 per calendar month is paid to home working employees, regardless of how many hours you work.

## **Communication**

It is essential to have good communication between staff and line managers.

The Line manager and employee should plan and agree how they will communicate with each other.

Communication arrangements should be agreed in writing and reviewed at supervision meetings.

The line manager is responsible for supervising employees during the employees' working hours.

You must agree with your line manager, how you will organise your work and meet deadlines. This will normally be discussed at supervision meetings.

Employees must be available to line managers by phone or e-mail when working, and must keep their shared electronic diaries up to date.

Employees must agree arrangements with their line manager so that every week the line manager is informed of their whereabouts and knows what they are doing.

## **Health and Safety**

Employees working from home have the same duties under the Health and Safety at Work Act as all other employees.

You must take reasonable care of your own health and safety and the health and safety of anyone else who might be affected by what you do or do not do.

All Wales People First has the right to check your workplace at home for Health and Safety reasons.

You must fill in the self-assessment forms (Appendix C & D) and return them to the Business and Finance Manager before starting to work from home.

Your line manager will ask you if you are working safely by asking you regularly about Health and Safety issues.

You must not have official work meetings in your home with members, customers or people from other organisations

You must not tell members, customers or people from other organisations about your home address or home telephone number.

Working from home can be good because it can be more flexible for employers and employees.

However, you need to make sure that you do not overwork.

It is important that you follow policy for taking breaks and that your working patterns, hours, and any over-time do not affect your health and wellbeing in a bad way.

You must take an unpaid break of 30 minutes if you work for six hours or more in a day.

It is your responsibility as a homeworker to let your line manager know about the number of hours you work.

It is your responsibility to make sure that you do not work more than the limits set by the Working Time Regulations, unless you have opted out.

Employees must co-operate with these arrangements, use their knowledge, experience and any training to monitor their effectiveness, and report any health and safety concerns to their line manager.

## **Security and confidentiality**

Employees are responsible for making sure that their work and work equipment is kept secure and confidential.

This will include keeping documents secure and protecting equipment against theft, damage and misuse.

### **Employees must:**

- Follow the ICT policy;
- Store information securely so that other people cannot look at (including friends and members of your family);
- Not look at information if it can be seen by other people, for example if they are looking over your shoulder while you work.
- Keep equipment turned off and protected by a password when they are not using it.
- Use a password on screensavers for all equipment.
- Protect software with anti-virus, and never remove the anti-virus software.
- Dispose of waste properly so that nobody can read the information thrown away. For example shred paper copies of work before throwing away.
- Never leave documents or equipment unattended in vehicles.
- Never store work documents on the hard disk of their own personal computers or transported on non-encrypted storage devices (PC hard disk drives, memory sticks or CDs);

- Never put confidential work information on their personal accounts
- Report any suspected security risk immediately to the Business and Finance Manager.
- Ensure that their mobile number is withheld when making calls

Employees working at home will be required to comply with all relevant legislation, the GDPR and Freedom of Information Act.

## **Insurance**

Working at or from home may affect your home and contents insurance policies. You must inform and make any necessary arrangements with your insurers, or the homeowners insurers before starting to work from home.

A copy of the current home insurance policy should be kept on the employee's personal file.

Items of equipment belonging to All Wales People First can be covered by All Wales People First's insurance.

Equipment which is securely stored in your home will be covered by AWPf's insurance.

There is no insurance cover when equipment is being transported in a car or on public transport.

## **Employer's Liability**

Employees working at or from home are covered by All Wales People First's Employer's Liability Policy. Any accidents must be reported immediately to the Business and Finance Manager.

## **Public Liability**

Although covered by All Wales People First's Employer's Liability Policy, employees working from home are advised to make sure their home contents policy has public liability cover for at least £1 million.

This is a standard clause in most home insurance policies. If you do not have this cover then you must let your line manager know before you start working from home.

## **Mortgages and Tenancy Agreements**

Employees working from home on a regular basis must tell anyone with an interest in the property (for example, the mortgage provider, Landlord, or homeowner) before starting to work from home.

## **Council Tax and Business Rate**

It is extremely unlikely that there will be any change to an employee's Council Tax or any liability for business rates. It is the responsibility of the home worker to make sure that any change in Council Tax liability is dealt with through the responsible individual (e.g. the householder). All Wales People First will not make any contribution to the home worker's Council Tax bill.

## **Sickness**

You must follow All Wales People First's Sickness Policy and make sure that you tell your line manager if you are sick or unable to work.

## **Hours of Work**



All Wales People First will explain the hours of work needed and will be clear whether these are needed on specific days, and times of the days.

You are responsible for managing your working time well, and for making sure that you take breaks in accordance with the Working Time Regulations.

You must not count personal activities in your recorded work hours. For example making a non-work related stop on the way to a work meeting or event. Or putting the washing on the line.

The Chief Executive may tell you not to travel to meetings or events if travel is dangerous because of snow or dangerous conditions. If this happens, you will be expected to do other work from home. If it is not possible for you to do other work from home, you must ask permission before taking any annual leave.

You must keep a record of the hours you work, and send your time sheet to your line manager before the end of the first week after a calendar month.



**Computer workstation assessment**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**About you**

- |    |  |       |                          |    |                          |
|----|--|-------|--------------------------|----|--------------------------|
| 1. | How much time on average do you spend on the computer per day?     | _____ |                          |    |                          |
| 2. | When did you last have your eyes tested?                           | _____ |                          |    |                          |
| 3. | Do you have any problems with your vision when using the computer? | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4. | Do you experience headaches when using the computer?               | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5. | Do you suffer other aches and pains when using the computer?       | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> |

If so, what are your symptoms?

- |    |   |     |                          |    |                          |
|----|---|-----|--------------------------|----|--------------------------|
| 6. | Do symptoms disappear when you stop work? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|----|---|-----|--------------------------|----|--------------------------|

**Display Screen**

- |     |  |     |                          |    |                          |
|-----|--|-----|--------------------------|----|--------------------------|
| 7.  | Is the image on the screen stable -for example not flickering? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 8.  | Can you adjust the brightness/contrast easily?                 | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 9.  | Can you tilt and swivel the screen easily?                     | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 10. | Is the screen adjustable in height?                            | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 11. | Is the screen free from reflective glare                       | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

**Keyboard**

- |     |  |     |                          |    |                          |
|-----|--|-----|--------------------------|----|--------------------------|
| 12. | Can you adjust the height / tilt of your keyboard to allow a comfortable working position? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 13. | Is there sufficient space in front of your keyboard to support your hands?                 | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

14. Do you have or need a wrist rest?

Yes I need a wrist wrest  I already have a wrist rest

**Computer desk**

16. Do you need a document holder or do you already have one?

Yes I need a document holder

I already have a document holder

**Computer Chair**

- 17. Is the chair stable? Yes  No
- 18. Does your chair have wheels? Yes  No
- 19. Is the chair adjustable in height? Yes  No
- 20. Is the back of the chair adjustable in height and tilt? Yes  No
- 21. Do you need a footrest or do you already have one?

Yes I need a footrest

I already have a footrest

**The work environment**

- 22. Is there enough space around your computer workstation? Yes  No
- 23. Is the lighting good? Yes  No
- 24. Are there enough sockets available to prevent overloading and trailing cables? Yes  No
- 25. Does the noise of the equipment distract attention or disturb normal speech? Yes  No
- 26. Do you need any advice on any of the items dealt with in this questionnaire? Yes  No
- 27. Are there any other comments you would like to make? Yes  No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete and return this form to the Business and Finance Manager before starting to work from home.

Homeworking Checklist

This checklist should be completed for all home workers. This is needed so that the Business and Finance Manager can check whether your home working set-up is safe and meets health and safety regulations.

All Wales People First relies on your honesty when filling in this checklist; if you need any advice please contact the Business and Finance Manager before completing the checklist.

Table with 3 columns: Question, Y, N. Contains 18 rows of home working checklist items with checkboxes.

This checklist has been completed to the best of my knowledge.

Name: .....

Signed:..... Date: .....

**Note: A copy of this checklist is to be kept on file for at least three years**