# Home Working Policy
# W2

**Other relevant policies:**

Flexible Working Policy**:** To request to work from home employees must complete an application using the Flexible Working Policy
Equality, Diversity & Inclusion Policy
Health & Safety Policy
Work with Display Screen Equipment (DSE) Policy

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**Version Control Sheet**

| | |
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**Version history**

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| 1.1 | 22/6/20 | Nick Dowd | Draft | First draft. |
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| 2.4 | 24/10/23 | Chris Goulding | Final | Full review of policy |
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# Contents

# 1. Policy on a Page

The aim of the policy is to support employees working from home as part of the Trust's Recruitment and Retention strategy that enables flexible ways of working to increase efficiency and employee performance having regard to work life balance.

The Trust has a statutory responsibility under the Employment Act of 2002, to consider all requests for flexible working which includes Home Working. The NHS Staff Council, on behalf of NHS trade unions and employers, has jointly agreed to implement a framework for homeworking and agile/hybrid working. This will be incorporated into the NHS Terms and Conditions handbook as a new section, effective 2 October 2023, and should be applied in conjunction with all parts of the NHS terms and conditions.
SaTH's policy reflects the framework and uses the definitions of home and agile/hybrid working.

The policy makes the distinction between:
- **A Contractual Homeworker**: an employee who performs most of their duties from home which is designated as their contractual base.

- **An Agile/Hybrid worker:** an employee who performs their duties across more than one location which may include their home address. Their designated contractual base will be at one of the Trust's sites.

For the purposes of this policy agile and hybrid are interchangeable.

From the experience of home working during the COVID-19 pandemic, which required some workers to work from home, the Trust encourages managers and their staff to discuss agile working where it is identified that some aspects of their service could work in a more flexible way. The extent to which agile working is possible will be dependent on service need, practical and operational considerations, and the employee's preferences and circumstances.

All the Trust's People Policies and Procedures apply equally regardless of where the work takes place.

Line managers and employees both have several responsibilities in relation to home working. In summary this includes:
- The request for home working must be made by the employee completing an application (please refer to the Flexible Working policy).
- Criteria for working from home must be met in order to satisfy the governance arrangements, in particular Health and safety requirements.
- A risk assessment (Appendix A) must be completed before any home working starts.
- Appendix B acts as a record of home working agreements. It also contains a reminder checklist for managers and employees.

The Trust can designate specific roles as Contractual Homeworkers and will need to consult with employees and their representatives through an Organisational Change process for this to happen.

**2 Document Statement**

2.1 The Trust is committed to providing a safe and appropriate working environment to enable employees to undertake their role effectively.

2.2 To support the increasingly diverse needs of the Trust and its workforce, this policy provides guidance to all employees and their line managers in the application and process of home working. In line with the NHS framework for Home working and agile/hybrid working; the Trust adopts and promotes flexible working arrangements that help employees to support the Trust with service delivery changes. Either the Trust or the employee requests to work from home or adopt agile/hybrid working.

2.3 Home working can either be an informal (no change to contract) or formal (contractual change) arrangement agreed between employee and their line manager. These arrangements will be subject to the needs of the service and the Trust in order to reach a mutual agreement, taking into consideration the impact on the individual, the team, and any financial considerations such as travel. All such arrangements, whether informal or formal, will be agreed in writing.

2.4  Home and agile/hybrid working has many benefits for both the Trust and its employees, which  includes:
  • helps recruit and retain employees.
  • increases work life balance.
  • greater flexibility in working hours and work patterns.
  • increases productivity and improved quality of service through more efficient use of an employee's time.
  • can reduce an employee's travel costs.
  • helps rehabilitate employees who are on long term sickness.
  • reductions in Trust accommodation needs, car-parking and related costs.
  • improves health and wellbeing
  • enabling of reasonable adjustments

Employees who have requested agile/hybrid working arrangements on a temporary or part-time basis will continue to have a Trust office designated as their administrative base.

2.5 Where change is required of a current post-holder to work as a Contractual home worker, from home, the affected employee(s) will be consulted as part of an Organisational Change. The Trust may from time to time require a designated home worker to work at an office on site, attend training or team meetings (within a reasonable distance), should this be necessary for business needs.

**3  Scope**

3.1 This policy applies to all employees of the Trust, including temporary bank workers and encourages applications from disabled jobseekers. Homeworking, agile/hybrid working may also be agreed as a reasonable adjustment for a disabled worker.

3.2 The Trust encourages staff where possible to consider Home working or agile/hybrid working to benefit from the opportunities it can offer providing the criteria in 3.4 is met and a risk assessment is completed (Appendix A).

3.3 Home working or agile/hybrid working may be suitable for a wide variety of job roles but there will be some roles where this is not suitable. It is also recognised that not all employees will either want or be able to work from home.

3.4 Before any decisions are made for home working or agile/hybrid working, the following criteria must be considered to assess if the role can be carried out effectively:

- Will the role deliver the same or enhanced performance as in the office environment?
- Cost/benefit analysis of the proposed arrangement.
- Within the Home environment is there a suitable area to set up a workstation that meets health and safety requirements?
- Will working remotely enable home or agile/hybrid workers to resolve work related issues and provide suitable advice?
- Ability to communicate effectively with colleagues and be part of a team.
- Ability to be self-motivated and to work to agreed deadlines without close supervision.
- Ability to access the required IT systems and interface with Trust systems.
- Suitable Wi-Fi capacity / speeds to maintain working requirements
- Ability to comply with the Trust and employee's own insurance policies.
- The employee's absence from the workplace will not give rise to problems for other employees or service provision.

3.5 There is a close relationship between this policy on Homeworking with our Flexible working policy, which requires employees to complete an application for Home or Agile/hybrid working.

3.6 All policies, procedures, behaviour standards and organisational values of the Trust should apply equally to all employees regardless of their agile/hybrid or homeworking status.

3.7 Employees who work all or some of their time at home should all be treated fairly and equitably.

**4    Definitions**

**4.1 Home working:** Time spent working away from Trust premises working at home. It can be either a long-term or short-term arrangement and could apply to all, or only part, of an employee's working hours.

**4.2 Contractual Homeworker**: an employee who performs most of their duties from home which is designated as their contractual base. They do not have their own workstation on a Trust site. Such staff must remain available to attend Trust premises whenever necessary for business or service reasons.

**4.3 Agile/Hybrid worker:** an employee who performs their duties across more than one location which may include their home address. Their designated contractual base will be at one of the Trust's sites. The employee has written agreement with their manager to regularly work from home for set parts of the working day/week. Examples include:

- Informal arrangements where employees may occasionally work on an ad-hoc basis either from home or other work base(s).
  o An employee who has a work base at Princess Royal Hospital but has agreed with their manager that they will work from home every Wednesday.
  o Rostered shift patterns which clearly identify homeworking and site working shifts in advance.
  o A short period of continuous or partial home working to support (for example) gradual return to work after a period of illness or rehabilitation or to support childcare and other dependents.
  o Mobile workers who have an administrative or office base(s), but their role requires a certain amount of travel or outreach work where business efficiency and work-life balance is improved by an element of home working.
  o To work on time limited specific projects.
  o Home working as a reasonable adjustment.

# 5 Responsibilities

## 5.1 Line Manager Responsibilities

- Ensuring any requests for flexible working are considered on a fair and equitable basis.
- Ensure all employees are fully aware of their responsibilities and are clear on any agreed requirements to attend the workplace if needed.
- If Home/Agile/Hybrid working is agreed line managers should carry out specific tasks including:
  - ensure the risk assessment (Appendix A) and Home Working Agreement (Appendix B) are completed and any points actioned.
  - supply clear written expectations, work to be undertaken, working hours, contact and communications, attendance at meetings etc.
  - liaise with the IT Department before sanctioning any home working applications, to discuss/agree potential IT equipment/access requirements.
  - make reasonable adjustments for any health conditions or disabilities.
  - provide other equipment as necessary including a workstation and office chair.
  - ensure regular contact is maintained to check on work progress, update and inform the employee of changes within the Trust and service area and check on the individual's wellbeing, including their physical and mental health (wellness action plan available from MIND here).
  - if necessary, agree to a trial period of up to 4 weeks.
  - review the arrangements and risk assessment and adjust arrangements as necessary and take steps to ensure employees remain engaged with the workplace and their colleagues. Managers and employees may also seek advice and support from Occupational Health or the Trust's Employee Assistance Programme.
  - Managing performance and ensuring processes are in place for reviewing progress and offering support.
  - Ensuring opportunities for development and progression are available in the same manner for remote and non-remote workers.

## 5.2 Employee Responsibilities

- ensure completion of the home risk assessment prior to the commencement of any home/agile/hybrid working
- ensure that working hours have been agreed with the line manager and other changes as necessary are also agreed
- apply in writing to the line manager, should a return to the workplace be required, either full time or for part of their contractual hours.
- ensure that the home working environment is conducive to effective working and take reasonable care of their own health and safety and any control measures identified in the DSE/home risk assessment, including unpaid breaks.
- Notify the line manager of any wellbeing concerns and any changes that may impact on their risk assessment (Appendix A)
- Inform the line manager in the event of accidents, incidents or dangerous occurrences whilst working at home and ensure this is recorded
- report any sickness in line with the Trust's Absence Policy.
- provide reasonable notice in the event of moving house to facilitate the ability to work during the moving period and to carry out a new DSE/home risk assessment.
- ensure that the tax position, mortgage/tenancy agreement and insurance policies provide adequate cover for working from home.
- ensure that the Trust's policies on data protection are adhered to.
- comply with the Trust's policies and procedures whether working at home or at their office base.
- ensure they are appropriately dressed if appearing in video meetings.

## 6. The Application Procedure (Agreeing Home/Agile/Hybrid Working)

6.1 The line manager will confirm in writing once an application for home or agile/hybrid working has been agreed specifying the start date and the pre-conditions for working from home (see 3.4).

6.2 Employees designated as Contractual Homeworkers will require the fact that their home is their work base to be clearly reflected in their contract. For existing employees this will require a variation of their contract to specify the change of work base.

6.3 Employees designated as Agile/Hybrid will retain a work base on one of the Trust's sites and therefore formal contractual variation may not be required. One exception being the hours worked from home could be captured as a contractual term.

6.4 A risk assessment at Appendix A and a Home Working or agile/hybrid working Agreement (Appendix B) must be completed prior to an employee starting work from home.

6.5 If the decision is rejected the employee may appeal (see process outlined in the Flexible Working Policy).

6.6 If the Trust requests employees to work from home, they should assess whether home working is viable using the criteria set out above. The Trust will follow its usual Organisational Change processes and consult with employees and Staffside.

6.7 Home working arrangements should be reviewed on a regular basis. This may result in the arrangements being changed or ended. If the employee requests to end the arrangement, they should notify their manager as soon as possible.

6.8 Regardless of homeworking status, all employees should have a clear understanding, set out at the commencement of their employment, about when and under what circumstances they are required to attend sites or locations other than their work base to meet operational requirements. The principle of reasonable notice should be applied, and employees should have the opportunity to raise concerns and discuss any difficulties thay may have attending.

## 7 Health, Safety & Business Continuity/IT failure

7.1 The Trust has a statutory duty to apply the same health and safety standards to employees working away from the workplace as it has for employees working on Trust sites. This includes:

- o Regular assessments of the risks of the physical work environment and interaction with any lone-working issues.
- o Consideration of safety and suitability of display screen equipment and workstation set up.
- o Assessment of risks to mental health from work related stress
- o Reporting and monitoring arrangements
- o Supervision and support mechanisms
- o Consultation with Staff side and health and safety representatives on arrangements to support the health, safety, and wellbeing of home/agile/hybrid workers.

7.2 If hazards are identified when completing the Risk Assessment (Appendix A), the manager may need to seek further advice from the Health & Safety team, HR support services or Occupational Health.

7.3 In emergency situations, where it becomes impossible for an employee to work at their normal Trust site work base, employees may be offered the option of working from home temporarily until the emergency can be rectified.

7.4 If, when working from home, the internet fails then employees should ascertain how long this is

likely and discuss with their line manager as it may be possible to work offline for a short period. If the outage is likely to be extensive then the staff member will have to return to a Trust site.

## 8. Governance, Data Protection, and confidentiality

**8.1** Data protection legislation has implications on home/remote working. If the Trust does not comply with the legislation, it could be fined directly by the Information Commissioner's Office for any serious data breach. The ongoing responsibility for diligently following security procedures rests with the employee, and they must be up to date with their information governance mandatory training.

**8.2** The Trust will ensure that home workers have secure remote access to its server and computer network drives as required. It is the employees' responsibility to ensure they can retain security and confidentiality of information within the home.

**8.3** Ideally person identifiable, confidential, or sensitive information and material, including patient records, should not be kept at home. If it must be, then it must always be kept secure, and employees should discuss with their manager if they require any equipment/furniture (e.g. a lockable cabinet) to enable this.

**8.4** Employees must be familiar with, and adhere to, the relevant Trust's Information Governance policies in respect of information and data which can be found on the intranet via https://intranet.sath.nhs.uk/information_governance/igpolicies.asp.

**8.5** Home workers who transport equipment (e.g. laptops) and/or person identifiable, confidential, and sensitive information should not have these items on display and must not leave them in an unattended vehicle at any time.

## 9. Trust Equipment

**9.1** The Trust will provide any necessary office furniture, computer, and electrical equipment (e.g., Desk, chair, laptop, printers, and mobile phones), to home workers. This excludes extension leads, desk lighting or other peripheral electrical items.

**9.2** The Trust uses a preferred supplier of office equipment that meets the DSE Regulations so that the workstation is health and safety compliant. Staff who are required or choose to work primarily at home may have a workstation or office equipment already set up. In these circumstances a DSE risk assessment will be necessary to ensure compliance. If the employee's office equipment is not compliant the Trust will provide the necessary equipment.

**9.3** When equipment is provided by the Trust, the Trust will be responsible for the service and maintenance of the supplied equipment. All Trust electrical equipment will be PAT tested annually and the employee must arrange for this to take place and return items to site for this purpose. These items will remain the property of the Trust and must be returned when the home working arrangement, or employment, ceases.

**9.4** Should a problem arise with Trust equipment; staff should seek advice from the Trust's IT Department. Where possible they will be supplied with a suitable replacement as quickly as possible. Employees should report any technical problems to their manager and the Trust's IT Department as quickly as possible. Staff who require special adaptations to their workstation in the office will be provided with the same special adaptations at home. Eyesight tests are available for those working away from a Trust location or at home under the same conditions as working from an office.

### 10. Insurance, tax, employee costs, expense claims,

**10.1** Employees working from home are still covered by the Trust's insurance policies. Employees should ensure their building/contents insurance is not invalidated using the premises as a place of work. Also, they should ensure that the home is not subject to terms and conditions or covenants which will prevent any work being undertaken in the home.

**10.2** Employees working from home are not normally entitled to tax relief on additional outgoings. To seek further information contact HMRC: https://www.gov.uk/tax-relief-for-employees/working-at-home

**10.3** Staff should not normally have the role of principal carer while working from home. The Trust's insurance policy covers employees whilst they are working from home. However, this may negate the cover the Trust provides as the primary reason for being at home is for care purposes rather than work.

**10.4** The Trust retains all liability for its assets supplied to Home Workers, providing due care has been taken with security measures and that trust equipment has been returned for Portable Appliance Testing (PAT) testing in accordance with the guidance.

**10.5** Employees will be responsible for the following costs:
- Any additional costs incurred in terms of energy and other utilities at their home
- Any existing and ongoing rental on equipment belonging to them such as the phone line for access to internet
- Any additional costs in home insurance.
- Any additional costs in relation to electrical installation changes, safety, or testing.

### 11 Reimbursement of travel costs

11.1 Section 17.5 of the Agenda for Change terms and conditions sets out that mileage will be reimbursed for miles "in excess of the home to agreed work base return journey"

11.2 For Contractual home workers this means that any required business mileage from home to another location will be reimbursed as the home and the work base are one and the same.

11.3 For Agile/Hybrid workers this means reimbursement for miles in excess of home to their designated contractual work base

### 12 Unsocial hours

12.1 Where employees are required to cover services in the evening, at night, over weekends and on bank holidays they should receive unsocial hours payments. This applies to employees working from home where their work is required to be done during hours which attract unsocial hours payments.

### 13 Monitoring the Home/Agile/Hybrid working arrangement

13.1 Line managers will regularly review any agreement for home/agile/hybrid working to ensure the on-going effectiveness/efficiency of the arrangement and for their employee's well-being. 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 For health and safety purposes, the DSE/home 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 if there are legislative changes within 3 years or where other significant reasons arise.

14.2 In order that this document remains current, any of the appendices to the policy can be amended and approved during the lifetime of the document without the policy having to return to the ratifying committee.

**15 Equality Impact Assessment (EQIA)**

15.1 This policy applies to all employees equally and does not discriminate positively or negatively between the protective characteristics.

15.2 Considerations in relation to reasonable adjustments under the Equality Act 2010 and what is required in each work setting an employee works in (home and hospital site).

15.3 Consideration of duties related to pregnancy and maternity.

15.4 Considerations of the impact on an ageing workforce.

15.5 Employees who work from home do not suffer any disadvantage or less favourable treatment

**16 Process for Monitoring Compliance**

16.1 The monitoring of this policy includes an annual audit of the points set out in the table below. Where non-compliance is identified, an action plan will be drawn up and monitored at the People Committee. Where remedial action can be taken immediately, the action must be recorded appropriately.

| Aspect of compliance or effectiveness being monitored | Monitoring method | Responsibility for monitoring (job title) | Frequency of monitoring | Group or Committee that will review the findings and monitor completion o f any resulting action plan |
|---|---|---|---|---|
| Home working risk assessment completed for all staff working from home | Spot check of personal files | People Advisory Team | Yearly | JNCC |

**17 References**

**Legislation relevant to home working includes:**
   • Health and Safety at Work etc Act (HSWA) 1974
   • The Management of Health and Safety at Work Regulations (MHSW) 1999
   • The Health and Safety (Display Screen Equipment) Regulations (DSE) 1992
   • Provision and Use of Work Equipment Regulations (PUWER) 1998.

**Government website for tax relief:**
https://www.gov.uk/tax-relief-for-employees/working-at-home

**Physiotherapy Guidance for Home Working:**
http://intranet/Library_Intranet/documents/Coronavirus/briefings/Fast%20Track%20Physio%20WFH.pdf

**Occupational Health Toolkit for Home Working:**
http://intranet.sath.nhs.uk/Library_Intranet/documents/HR/H&W/2019_updatedpages/200320_HW%

20Toolkit%20Working%20from%20Home_v1.pdf

**Mental Health when working from home;**
https://www.nhs.uk/oneyou/every-mind-matters/7-simple-tips-to-tackle-working-from-home/
https://www.mind.org.uk/workplace/coronavirus-and-work/tips-for-supporting-yourself-and-your-team/ https://www.mentalhealth.org.uk/coronavirus/looking-after-your-mental-health-during-coronavirus- outbreak-while-working

**Car Parking Information on Trust Intranet:**
http://intranet.sath.nhs.uk/Facilities_Department/carparking.asp


**18  Associated Documents**

Flexible Working Policy
Disciplinary Policy http://intranet.sath.nhs.uk/hr/HR_Policies.asp

IG Policies and Guidance
https://intranet.sath.nhs.uk/information_governance/ig_policies.asp

ACAS Home Working Guidance:
https://archive.acas.org.uk/media/3905/Homeworking---a-guide-for-employers-and-employees/pdf/Homeworking-a-guide-for-employers-and-employees.pdf

**HOME/AGILE/HYBRID WORKING RISK
ASSESSMENT CHECKLIST**

*To be completed by the line manager and the employee making the request to work from home. This risk assessment should be completed at least annually.*

| | |
|---|---|
| **Your name** | |
| **Your post (or current work activity, where different)** | |
| **Your Care Group and department** | |
| **Your line manager** | |
| **Your address** | |
| **Your contact telephone number** | |
| **Date of assessment** | |

*Please work through the checklists below, in relation to your remote working location. If the answer to any question is "no", remedial action may be required. It may be helpful to send a photo of the equipment/ environment to your manager to support those discussions.*

| Item | Yes/ No/ NA | Management action required | Date complete |
|---|---|---|---|
| **General working environment - environment** | | | |
| Do you have good enough lighting, either general room lighting or local task lighting? | | | |
| If windows cause glare, can you close curtains/ blinds? | | | |
| Is heating and ventilation adequate? | | | |
| **General working environment - electrical** | | | |
| Is the fixed electrical system in good condition (e.g. no damaged sockets or wires)? | | | |

| | | | |
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| Are there enough sockets for your work activities? | | | |
| Does all Trust-owned electrical equipment bear a portable appliance testing (PAT) sticker, and is it "in date"? | | | |
| Is existing portable electrical equipment free of faults/ obvious defects? | | | |
| **General working environment - fire** | | | |
| Are flammable materials (e.g. paper) and ignition sources (e.g. cigarettes) kept to a minimum? | | | |
| Do you have an (informal) escape plan in case of fire? | | | |
| Is there a smoke detector or fire alarm that is regularly checked? | | | |
| **General working environment - workspace and storage** | | | |
| Is there enough space to work comfortably? | | | |
| Do you have enough privacy and freedom from disturbances to work? | | | |
| Do you have enough storage space for work equipment/ documents? | | | |
| Do you have adequate segregation from non-workers (e.g. children, pets)? | | | |
| Is the work area free of any significant slip or trip hazards? | | | |
| **General working environment - miscellaneous** | | | |
| If you have any concerns about managing working hours, workload, isolation or work-life balance, have you discussed these with your manager? | | | |
| Are you aware of arrangements for lone working, including communication with | | | |

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|---|---|---|---|
| and reporting to the Trust base? | | | |
| Are you aware of how to access IT support*/ other equipment support if necessary? | | | |
| Are you able to avoid significant manual handling tasks? (If not, speak to your manager for advice on minimising risk.) | | | |
| If you have any security concerns, have you discussed them with your manager? | | | |
| If you have any other concerns, have you discussed them with your manager? (Please say what.) | | | |
| **Computer work - workstation and computer use** | | | |
| Do you know how to set up the workstation and chair for safe use?* | | | |
| Is the screen clear, readable and flicker-free? | | | |
| Do you know how to adjust the screen brightness/ colour (if required)? | | | |
| Are your eyes level with the top of the screen? | | | |
| Is the keyboard tiltable and is there space in front of it to rest your hands when not typing? | | | |
| Are the screen, computer and keyboard kept clean? | | | |
| Is the chair adjustable, and can you adjust it to suit your needs? (If your chair is fixed height, can you sit comfortably at your table/ desk?) | | | |

| | | | |
|---|---|---|---|
| Are your feet flat on the floor when the chair is set to the right height for typing, or when seated on a fixed-height chair? (If not, you may need a footrest.) | | | |
| Is there enough legroom for free movement? | | | |
| Are equipment and papers within easy reach? | | | |
| Is there enough space on the desk for work? | | | |
| Is the mouse/ trackball/ other input device suitable? | | | |
| If you need a document holder (e.g. when copy-typing, working between document and screen) do you have one? | | | |
| Are you able to spend 10 minutes in the hour doing something other than computer work? | | | |
| When using the computer are you free from aches, pains, tingling or pins and needles in the hands, arms, shoulders, neck or back? (NB: if you do experience these symptoms, tell your manager if these persist after you have stopped working on the computer.) | | | |
| Are you free from blurred/ poor vision, red/ sore/ dry eyes or headaches when using the computer? (If not, ensure you are taking enough breaks from the screen, and note that you may benefit from a sight test.) | | | |
| **Computer work - laptops only** | | | |
| Do you have a separate keyboard, mouse and laptop rest/ docking station? (NB: these are required if using a laptop for long periods.) | | | |
| If you need a rucksack or trolley bag, do you have one? (Typically required if you | | | |

| | | | |
|---|---|---|---|
| are transporting your laptop between multiple work locations.) | | | |
| Can you avoid working on hand-held devices (e.g. smartphones, iPads) for long periods of time? (NB: if "no", then a full-size laptop or desk PC is required.) | | | |
| Have you discussed any other concerns with your manager, and have these been addressed? | | | |

*Resources

For general information on DSE workstations and work with DSE:
https://www.hse.gov.uk/pubns/indg36.htm

For working from home on a temporary basis, see this 90-second video for advice on your home DSE workstation set-up:
https://www.youtube.com/watch?time_continue=5&v=Af7q5j14muc&feature=emb_logo

If you are working from home on a regular basis, you should also complete the (more detailed) DSE workstation self-assessment checklist at this link and send it to your own line manager or local DSE workstation assessor for review:

SaTH Intranet - Display Screen Equipment
H&S Team telephone contact details: PRH 4487/ 4969/ 4950 or RSH 3802/ 3336/ 2474
IT Helpdesk: PRH or RSH 2522

*When complete*, please email this form back to your own line manager, for local action and record-keeping on personal file

**Home/Agile/Hybrid Working Agreement**

This form acts as a prompt and record for managers and employees when considering home working. It should be completed together then signed by both parties and a copy placed on the employee's personal file.

| Question | Notes |
|---|---|
| What type of home working is being agreed? | *Permanent home working / part time home working / temporary home working*<br><br>*Note: if permanent home working, this signed form represents written confirmation that the employee's contractual base has changed to their home address.* |
| Are the post and the post holder suitable for home working? | |
| Are there any implications for colleagues (e.g. direct reports) and how will these be managed? | |
| What are the arrangements for keeping in touch and monitoring progress/performance? | |
| What trial period (if any) will be applied? | |
| When will the next review of home working arrangements take place? | |
| What equipment is being taken home? | *(e.g. laptop, docking station, etc)* |
| What are the agreed working hours? | *(e.g. Monday to Friday, 9am to 5pm).* |

## Line Manager Checklist – Before home working starts

| Action | Tick when complete |
|---|---|
| Work with employee to complete risk assessment and actions arising from it have been completed | |
| Provide appropriate equipment for employee to work from home (ensure electronics have been PAT tested) | |
| Agree with employee how work progress will be monitored | |
| Provide the employee with a signed copy of this agreement | |

## Employee Checklist – Before home working starts

| Action | Tick when complete |
|---|---|
| Work with line manager to complete risk assessment and actions arising from it have been completed | |
| Check with insurers, mortgage provider, landlord etc (see section 11 of policy) | |
| Make necessary arrangements for safe storage of Trust equipment and confidential material | |
| Read and understand on-going responsibilities as listed within this policy | |
| Prepare an appropriate, safe working environment at home | |

**Line Manager**

I confirm I have completed the actions required of line managers outlined in section 5.1 of the Trust's Home Working Policy. A risk assessment has been completed and I agree to the employee working from home.

Signed (Line Manager)……………………………………………. Date ……………………….

Name (capital letters) ……………………….………………...

**Employee**

I confirm I have completed, the actions required of employees outlined in section 5.2 of the Trust's Home Working Policy. I agree to work from home.

Signed (Employee)……………………………………………. Date ……………………….

Name (capital letters) ……………………….………………...

Copy to:     Employee
             Personal File

Please note:

All other contractual terms will remain the same unless there are changes to working hours, which mean that salary and annual leave entitlement are calculated on a pro-rata basis. Staff will still be required to follow all existing procedures, for example recording working hours, taking breaks and reporting sickness in line with Trust policies. Permanent home workers will be designated their home as their work base.