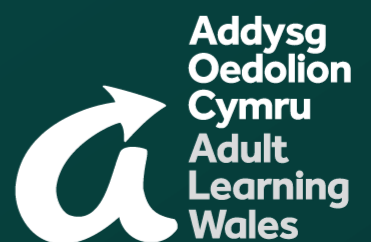


HOME WORKING POLICY

Author: Cath Hicks
Date: September 2019



1.0 INTRODUCTION

Addysg Oedolion Cymru | Adult Learning Wales recognises the benefits of providing employees, where appropriate and practicable, with the opportunity to work more flexibly. Home working can potentially provide this flexibility, and can also help the Organisation to reduce its carbon emissions by minimising travelling time.

Home working may be requested under the Right to Request a Variation in Working Hours Policy, but requests are not limited to this policy. Requests for home working will be considered in relation to any job role that may be carried out equally on site or from a remote location, usually the employee's home. It is recognised that home working will not be appropriate for some posts within the Organisation; therefore all requests will need to be assessed against specific criteria (see section 7.0 below).

The purpose of this policy is to provide a framework within which employees and management can agree arrangements for working from home.

2.0 DEFINITIONS

Occasional home working- Applies to employees who, with the approval of their line manager, work at home on an occasional and ad hoc basis (i.e. where there is no agreed pattern of home working), even though their contract of employment requires them to be based at a Addysg Oedolion Cymru | Adult Learning Wales office or learning centre.

Regular home working- Applies to employees who have a regular pattern of working at home agreed with their line manager (e.g. once a week or once a month) even though their contract of employment requires them to be based at a Addysg Oedolion Cymru | Adult Learning Wales office or learning centre.

Designated home working- Applies to employees who work from home (their office is based in their home), although they may work at a location other than their home for part of their working hours. Becoming a designated home worker involves a change in the contract of employment to reflect the new work location.

3.0 SCOPE

This policy will apply to all Addysg Oedolion Cymru | Adult Learning Wales employees.

4.0 KEY PRINCIPLES

- The interests of employees who are not working from home will be protected, e.g. no employee will be expected to incur an increased workload as a result of colleagues working from home.
- Employees working from home must adhere to all Addysg Oedolion Cymru | Adult Learning Wales policies in the same way as office based employees.
- Employees working from home must be contactable by telephone.
- **Employees working from home must adhere to the same data protection requirements as office-based staff, as outlined in the Data Protection Policy**
- All agreements for home working will be subject to a trial period and an annual review thereafter. The review will confirm either the continuation of the home working agreement, or the withdrawal of the agreement. Decisions will be based on the needs of the Organisation.

5.0 OCCASIONAL AND REGULAR HOME WORKING

There is no unconditional right on the part of any employee to work at home. All home working arrangements will be reviewed regularly by the employee's line manager as outlined above and, if necessary, the member of staff will be required to revert to their former working arrangement.

Employees wishing to work from home either occasionally or regularly must complete the appropriate application form (Appendix A). This form need only be completed once, but for all instances of occasional home working there must be agreement from the employee's line manager as to the duration of the home working and the specific work activities that will be undertaken.

Sufficient notice of a wish to work from home should be given to enable the line manager to ensure that the work of the team will not be adversely affected.

Where regular home working has been agreed, the arrangement will be respected as far as possible. However, employees working at home must be prepared to be recalled to the office at short notice in emergency situations.

Employees working at home on an occasional or regular basis will normally be expected to provide their own equipment, work station and internet access. No financial allowance will be provided to cover domestic bills such as heating or electricity, although the Organisation will reimburse the cost of work-related telephone calls if employees are able to evidence the calls on an itemised telephone bill. Stationery and similar office materials may be provided by the Organisation where appropriate.

5.1 RISK ASSESSMENT FOR OCCASIONAL AND REGULAR HOME WORKING

All staff who work from home on an occasional or regular basis must complete a self-assessment of the home working environment, using the risk assessment forms in Appendix B. It is the responsibility of the line manager to ensure that the self-assessment form is completed.

Completed forms should be returned to the line manager in the first instance. If the line manager has any concerns as to the suitability of the employee's home working environment, they should raise this with the Health, Safety, Environment and Estates Manager, who will provide further guidance. When the line manager has reviewed the form and addressed any issues, they should forward the completed form to the Human Resources department for storage on the employee's personnel file.

If the employee moves to a different home address, they must inform their line manager and a new self-assessment of the home working environment must be completed.

6.0 DESIGNATED HOME WORKING

As with occasional or regular home working, there is no unconditional right on the part of any employee to work at home. All home working arrangements will be reviewed regularly by the employee's line manager and, if necessary, the member of staff will be required to revert to their former working arrangement.

Employees wishing to become designated home workers must complete the appropriate application form (Appendix C). The application will be reviewed by the employee's line manager in the first instance. If the line manager supports the application, it will be reviewed by the Senior Management Team. Whether a request is approved or not depends on the circumstances of each case and its impact on the team and the Organisation.

Before any home working agreement commences, the employee and their line manager must complete the Designated Home Worker Agreement (Appendix D).

Employees working at home will normally be expected to provide their own work station and internet access. Appropriate IT equipment may be provided where agreed, or if a need is identified following a health and safety risk assessment (see 6.1 below).

Stationery and similar office materials will be provided by the Organisation.

Line managers must ensure that regular communication with designated home workers is maintained. In addition to regular team meetings, line managers must ensure that designated home workers have opportunities to meet their colleagues and discuss ideas, etc.

Designated home workers will be required to attend work premises as necessary, for example for meetings or training purposes. Reasonable notice of such requirements should be provided by the line manager.

6.1 RISK ASSESSMENT FOR DESIGNATED HOME WORKING

A risk assessment of the home working environment will be carried out on a self-assessment basis, for consideration by the line manager/ Health, Safety, Environment and Estates Manager, who will identify any further actions required. Guidance on completing the risk assessment and supportive guidance on the safe use of Display Screen Equipment (DSE) will be provided as part of the Health and Safety induction. Following the risk assessment, any changes required to the physical framework of the office space (e.g. electrical safety and sockets, heating, wall or ceiling lighting) will be the responsibility of the employee, including the costs.

Addysg Oedolion Cymru | Adult Learning Wales will provide the equipment to make any work station adjustments necessary (e.g. desk, chair, filing cabinet) as indicated in the risk assessment. The equipment will remain the property of the Organisation, and must be returned to the Organisation if the home working arrangement or the contract of employment should end.

If the employee moves to a different home address, they must inform their line manager and a new risk assessment of the home working environment must be completed.

7.0 CRITERIA FOR ASSESSMENT

All home working applications will be assessed against Health & Safety criteria, along with specific criteria relevant to the needs of each department and to the Organisation.

The Organisation reserves the right to refuse an application for home working based on assessment against the criteria as outlined above.

8.0 DATA PROTECTION

It is the duty of any employee working from home to take all reasonable steps to protect information which is stored in the home relating to their employment with Addysg Oedolion Cymru | Adult Learning Wales. Information which contains data

about any identifiable individual is subject to the Data Protection Act 1998 and the General Data Protection Regulation (GDPR). Employees working from home need to know and understand their obligation to keep data confidential and secure.

Employees working from home should ensure that any computer holding work-related information has up to date anti-virus software, and that those using a broadband connection have a properly configured firewall.

9.0 TRAVEL EXPENSES FOR DESIGNATED HOME WORKERS

Designated home workers are required to apply a mileage deduction of 15 miles each way (30 miles round trip) when making a business journey directly from or to their home; 15 miles being the average home to work journey.

Business mileage will be reimbursed at the agreed organisational rate, which will be reviewed on an annual basis.

10.0 TAXATION AND INSURANCE

Employees working from home are responsible for any tax or mortgage implications arising from their home working status, and are advised to investigate the implications before home working is agreed.

Addysg Oedolion Cymru | Adult Learning Wales has Employers' Liability Insurance which covers its legal liability for personal injury to employees while acting in the course of their employment, along with Public Liability Insurance, which covers the legal liability of the organisation and its staff for injury and/or property damage to third parties caused whilst on Addysg Oedolion Cymru | Adult Learning Wales business. Both Employers' Liability Insurance and Public Liability Insurance cover extends to situations where the employee is working from home.

Employees working from home will be responsible for arranging adequate insurance of their home and contents, other than equipment bought and owned by Addysg Oedolion Cymru | Adult Learning Wales which is covered by the organisation's insurance.

Addysg Oedolion Cymru | Adult Learning Wales reserves the right to alter the provisions of this policy from time to time in accordance with the statutory provisions or any agreements in force.

This document was revised in September 2019. It is due for review in September 2022.

APPENDIX A

OCCASIONAL AND REGULAR HOME WORKING APPLICATION FORM

PART 1: to be completed by Applicant

This form should be completed by a member of staff who wishes to work at home on an occasional or regular basis. The Home Working Policy should be read carefully before completing the form. There is no unconditional right on the part of any employee to work at home. The frequency and duration of working at home must be agreed with the line manager.

Once there is an agreement that an individual is to work at home for a part of a day, a given day, or given period of days, the arrangement will be respected as far as possible. However, in an emergency, employees working at home must be prepared to be recalled to the office at short notice. All home working arrangements will be reviewed regularly by the employee's line manager and, if necessary, the member of staff will be required to revert to their former working arrangement.

Completed Risk Assessment forms must be submitted with this application.

Name:

Job Title:

Department:

Line Manager:

I wish to make an application to work at home on an occasional/regular basis (delete as necessary).

Dates and times will be agreed with my line manager.

I confirm that I have read and understood the terms of the Home Working policy.

I have undertaken a risk assessment using the forms supplied and confirm that I have a safe and suitable environment at home in which to work.

I understand that I may be asked to provide evidence of the work which has been carried out at home.

Employee Signature:

Date:

When you have completed this form please return it and your completed Risk Assessment forms to your Line Manager, who will complete Part 2 and forward it to the HR Department

PART 2: to be completed by Applicant's line manager

I support this request to work at home on an occasional/regular basis (delete as necessary).

I have received and reviewed completed risk assessment forms which confirm that the applicant has a suitable and safe location in their home from which to work.

Line Manager Signature:

Date:

The completed form and risk assessment forms should be sent to the HR department and copied to the applicant.

APPENDIX B

HOME WORKING RISK ASSESSMENT FORMS

1.0 Display Screen Equipment (DSE) Risk Assessment Form

	Yes	No
1. Is there sufficient space for the work tasks you have to carry out?		
2. Are you able to arrange the workstation to carry out the tasks comfortably?		
3. Can the chair be adjusted for a comfortable position while working at the DSE?		
4. Are your feet able to comfortably rest on the floor/footrest?		
5. Is the screen clean, easy to read and steady with no flicker?		
6. Can the screen be adjusted for a comfortable viewing position?		
7. Is the screen free from reflection and glare?		
8. Can you adjust the brightness and contrast easily?		
9. Is the light level satisfactory for using DSE?		
10. Do you take regular breaks from the screen?		
11. Are you suffering from any health issues that could be attributed to working at the DSE?		
12. Do you require further training in the health and safety aspects of using DSE equipment?		

Action required (if any)

2.0 Visual Inspection Checklist for Electrical Equipment

	Yes	No
1. Is your electrical supply suitable for home working? (e.g. are there sufficient sockets etc)		
2. Do any plugs show any signs of physical damage?		
3. Is the outer covering of cables and wires damaged?		
4. Is the outer covering of the equipment damaged?		
5. Is there any evidence of overheating i.e. burn marks?		
6. Are there any trailing wires? If yes, can they be tidied away to prevent accidents.		

Action required (if any)

3.0 Manual Handling Risk Assessment Form

	Yes	No
1. Are you handling loads that are heavy, bulky, unstable or difficult to grasp?		
2. Does the task involve holding loads away from the body?		
3. Does the task involve twisting, stooping, stretching or carrying over long distances?		
4. Does the task involve strenuous pushing or pulling?		
5. Are there adequate opportunities to take a break from your task?		
6. Does the task require special information or training?		
7. Are you suffering from any health problems that could affect your ability to undertake the task?		

Action required (if any)

4.0 Control of Substances Hazardous to Health (COSHH)

Please complete and return the following checklist to your line manager if you use substances or materials that may be hazardous to health and safety while working at home. If significant risks are identified from the checklist a full COSHH assessment may need to be carried out. Please complete a separate form for each product used.

<i>Product name:-</i>	Yes	No
1. Is there a symbol on the product that indicates it is • Flammable • Toxic • Corrosive • Harmful • Irritant 2. Does it give off fumes? 3. Is it stored safely? 4. Do you have any reason to believe a member of your household is or could be adversely affected by the substance/material being used?		

Action required (if any)

Name:

Signature:

Date:

Line Manager Name:

Line Manager Signature:

Date:

APPENDIX C

DESIGNATED HOME WORKING APPLICATION FORM

This form should be completed by a member of staff who wishes to become a designated home worker. The Home Working Policy should be read carefully before completing the form. There is no unconditional right on the part of any employee to work at home. Once there is an agreement that an individual is to work at home for a part of a day, a given day, or given period of days, the arrangement will be respected as far as possible. However, in an emergency, employees working at home must be prepared to be recalled to the office at short notice. All home working arrangements will be reviewed regularly by the employee's line manager and, if necessary, the member of staff will be required to revert to their former working arrangement.

PART 1: to be completed by Applicant

Name:

Job Title:

Department:

Line Manager:

Start date with Addysg Oedolion Cymru | Adult Learning Wales:

Home address:

Home telephone number:

Present working arrangements:

Days of week:

Usual start and finish times:

Total Hours worked:

I wish to make an application to become a designated home worker. I confirm that I have read and understood the terms of the Home Working policy. I understand that any agreement will be subject to a satisfactory risk assessment being undertaken.

Employee Signature:

Date:

When you have completed this form please return it to your Line Manager, who will complete Part 2 and forward it to the HR Department

PART 2: To be completed by applicant's line manger.

The completed form should be sent to the HR Department and copied to the applicant.

Addysg Oedolion Cymru | Adult Learning Wales is committed to equality of opportunity and recognises that flexible working practices offer benefits for the organisation and for staff. Any requests to work from home must be viewed objectively and a justified case made if the request is refused. This should be based on either:

- 1) An assessment of the likely impact of the home working on service delivery and the rest of the team
- 2) The appropriateness and availability of work that can be completed at home

Full documentation regarding the decision making process must be kept in order to provide an audit trail of decisions taken.

Either, a)

I support the request to become a designated home worker. I understand that no final decision can be made until a detailed consideration of the health and safety risks and assessment of the home workplace have been discussed with the line manager/ Health, Safety, Environment and Estates Manager.

Line Manager Signature:

Date:

Or, b)

I do not support this request to become a designated home worker for the following reasons:

(Please state reasons below, or attach your written response to the applicant)

I confirm that the decision not to support this request has been discussed with the HR Manager.

Line Manager Signature:

Date:

Author: Cath Hicks

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APPENDIX D

HOMEWORKING AGREEMENT FOR DESIGNATED HOME WORKERS

It has been agreed that from (DATE), you will be classed as a Designated Home Worker as defined in sections 2.0 and 6.0 of the Home Working Policy.

This agreement will initially be for a trial period of(*three months or other time period if agreed*). After this time a decision will be made on the permanency of this agreement.

Health and Safety

- A risk assessment of the home working environment must be carried out, for consideration by the line manager/ Health, Safety, Environment and Estates Manager, who will identify any further actions required. This agreement cannot commence until the risk assessment has been completed and determined as being satisfactory.

Taxation and Insurance

- It is assumed that the employee has arranged for adequate insurance of their home and contents other than the items specifically insured by Addysg Oedolion Cymru | Adult Learning Wales.
- Evidence must be provided to Addysg Oedolion Cymru | Adult Learning Wales that insurers of the property have been advised in writing of the employee's working from home and have acknowledged this in writing.
- Incidents which may result in claims against Addysg Oedolion Cymru | Adult Learning Wales's insurance cover must be reported to the member of staff's line manager.
- It is assumed that the employee has informed the Inland Revenue of their change of status. If any actions result/are required following notification it is the responsibility of the employee to inform Addysg Oedolion Cymru | Adult Learning Wales.
- It is assumed that the employee has informed their mortgage provider of their change of status. If any actions result/are required following notification it is the responsibility of the employee to inform Addysg Oedolion Cymru | Adult Learning Wales.

Data Protection

- The employee will conform to data security requirements laid down in section 8.0 of the Home Working Policy.

Equipment

- Addysg Oedolion Cymru | Adult Learning Wales will provide a suitable computer for the employee's use.

Other conditions

- The employee will provide their line manager with a regular record of their work
- The employee will be expected to come into the office at least once per month.

All home working arrangements will be reviewed regularly by the employee's line manager and, if necessary, the member of staff will be required to revert to their former working arrangement.

You will be given contractual notice of this unless it is the result of a disciplinary sanction where you will not be given notice. If you wish to appeal such a decision then you will need to do this through the grievance procedure or the disciplinary procedure as appropriate.

Please sign below to say you have read the Addysg Oedolion Cymru | Adult Learning Wales Home Working Policy and that you agree to abide by it. Should the policy change in the future you agree to abide by the revised policy.

This agreement has been read and understood by the parties below: -

Employee:

Date:

Line Manager: