

# LEICESTERSHIRE

## FIRE and RESCUE SERVICE

### SERVICE PROCEDURE

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**HUMAN  
RESOURCES**

**HOMEWORKING**



## LEICESTERSHIRE FIRE AND RESCUE SERVICE

### POLICY AND PROCEDURE

#### INTRODUCTION

- 1 The purpose of the Home Working Policy is to provide a procedure to support working at or from home where this is appropriate. (This policy is not intended to cover flexible duty working).
- 2 Home Working is defined as carrying out work that would previously have been carried out at the normal workplace.
- 3 Home Working may be arranged on an occasional or longer term regular basis; although it is expected that the majority of Home Working will be on an occasional basis. There is no automatic right to Home Working.
- 4 There are occasions when the Service may want to encourage Home Working as a way of delivering service efficiencies. In this case full consultation will take place with the aim of reaching agreement on a contractual change for the employee.

#### CIRCUMSTANCES IN WHICH HOME WORKING MAY BE CONSIDERED

- 5 Consideration of the introduction of any form of Home Working may be initiated either by management or by a request by an individual employee as follows:

#### MANAGEMENT INITIATED

- where potential for Home Working to improve service provision is identified;
- where potential for efficiency gains, for example increased productivity is identified and Home Working would not be detrimental to service provision;
- where environmental or personal benefits are identified and Home Working would not be detrimental to service provision;
- where Occupational Health have recommended homeworking as part of modified duties.

### **EMPLOYEE INITIATED**

- as a reasonable adjustment to facilitate the employment of a disabled person;
- where requested by an individual employee.

### **DECISION MAKING PROCESS**

- 6 In both of the above cases consideration will be given to all relevant factors in deciding whether Home Working can be agreed including:
  - the nature of the job;
  - the potential impact (positive or negative) on service provision, the individual's performance and on other employees, for example workloads;
  - the ability for the employee to work with minimum supervision and to agreed deadlines;
  - the cost of providing the necessary equipment and other cost implications;
  - the suitability of the employee to work from home;
  - the reason for the request;
  - any environmental benefits;
  - the suitability of the employee's home in terms of adequacy of the workspace and health and safety considerations;
  - the employee not having dependent care responsibilities during their working hours. However, if the Home Worker does have childcare or other care responsibilities, it must be ensured that care arrangements are made for the hours an employee works, even if that work is undertaken at home.
- 7 In assessing whether Home Working should be agreed on either an occasional or regular basis the line manager should complete the Guide to Support the Decision Making document found in Appendix 1 and consider the employees suitability for Home Working by going through Appendix 2. Once completed, whether Home Working is approved or not, this should be returned to Human Resources for reference on the individuals PRF. A Health & Safety Risk Assessment should also be completed before Home Working is agreed (see section 29 and Appendix 4).

## **OCCASIONAL HOME WORKING**

### **DEFINITION OF OCCASIONAL HOME WORKING**

- 8 Occasional Home Working is defined as one-off periods up to approximately 2 days per week on average.

### **MANAGEMENT OF OCCASIONAL HOME WORKING**

- 9 Where occasional Home Working is implemented the appropriate management arrangements need to be made. The extent to which these vary from normal arrangements will depend on the frequency of Home Working and/or the nature of the job but the arrangements may need to cover:
- performance monitoring
  - be subject to output and quality measures
- 10 The Home Worker must be contactable at home by telephone during the hours of work.
- 11 The manager should also ensure that the employee follows the Absence Management procedure, if they are absent from work for any reason. Refer to Service Procedures Human Resources – Absence Management.
- 12 The appropriate recording procedures for the taking of leave should also apply in the same way.
- 13 Employees who wish to be considered for occasional Home Working should discuss this with their line manager.
- 14 The line manager should liaise with the appropriate Area Manager.
- 15 Approval for occasional Home Working should be authorised by the appropriate Area Manager.
- 16 Each occasion of Home Working must be agreed with the line manager in advance.

## **REGULAR HOME WORKING**

### **DEFINITION OF REGULAR HOME WORKING**

- 17 Regular Home Working is defined as approximately 2 – 3 days per week or more.

### **MANAGEMENT OF REGULAR HOME WORKING**

- 18 Where regular Home Working is implemented the appropriate management arrangements need to be made and documented. The extent to which these vary from normal arrangements will depend on the nature of the job but the arrangements may need to cover:

- performance monitoring
- one-to-one meetings, including Performance and Development Reviews, team meetings and
- be subject to output and quality measures

- 19 Where the regular Home Working period continues for longer than one week, where practicable there should be a weekly meeting between the manager and the employee where the timesheet and record of work should be reviewed.

- 20 The home worker must be contactable at home by telephone during the hours of work.

- 21 The manager should also ensure that the employee follows the Absence Management procedure, if they are absent from work for any reason. Refer to Service Procedures Human Resources – Absence Management.

- 22 The appropriate recording procedures for the taking of leave should also apply in the same way.

### **PROCEDURE**

- 23 Employees who wish to be considered for regular Home Working should contact their line manager in the first instance using the appropriate form (Appendix 3).

- 24 The line manager should liaise with the appropriate Area Manager.

- 25 Approval for regular Home Working should be authorised by the appropriate Area Manager.

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- 26 Regular Home Working will be subject to a six month trial period.
- 27 If the trial period is not successful appropriate notice to revert to full time office-based working will be given.
- 28 Where a request to work from home is not agreed, the employee will be provided with reasons in writing.
- 29 Where a personal change of circumstances means Home Working is no longer sustainable then the Service will review the continuation of this contractual change.

## **GENERAL CONDITIONS**

### **HEALTH & SAFETY**

- 30 The duty of care placed on the employer and employee, as set out in the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, applies equally to all forms of Home Working. A risk assessment of the work area will therefore be necessary and this should be carried out by their line manager or another suitably qualified person (see appendix 4). Once this has been completed it should be passed to the Health and Safety Department and if there is equipment required by the employee, so far as is reasonably practicable, the Service will provide this to the individual. This risk assessment should be carried out before it is agreed for the individual to carry out Home Working. If agreed the risk assessment should be reviewed on an annual basis again by the line manager or a suitably qualified person. A copy of the Task Based Risk Assessment form can also be found on SharePoint using the following link <http://lfrs/Operational/hs/Pages/TBRA.aspx>
- 31 In addition, a Home Working – Self Assessment should be carried out by the employee and their line manager (see appendix 5). Once this has been completed, one copy should be given to the individual and another should be placed on the individual's personal record file. A copy of the Home Working – Self Assessment Checklist can also be found on SharePoint using the following link <http://lfrs/Operational/hs/Pages/TBRA.aspx>.
- 32 The manager should also ensure that the employee complies with the Working Time Regulations. Refer to Service Procedure Human Resources Working Time Management and Working Time Management Guidance for Managers.

## **PROVISION OF EQUIPMENT AND MATERIALS**

- 33 The Service **may** provide reasonable equipment and materials appropriate to the frequency and nature of the Home Working and the nature of the job. Equipment and materials provided remain the property of the Fire Service and are provided solely for business use.

When an employee leaves the organisation/department or there is a change in role, they must return any equipment that has been provided to them otherwise they will be faced with a tax liability for the original purchase price of the equipment they have not returned. A list of items provided by the Service will be kept by the line manager and up dated as necessary.

## **SECURITY AND CONFIDENTIALITY**

- 34 Employees must ensure the security of equipment and materials provided and the security and confidentiality of:
- papers in their possession; appropriate storage and confidential waste facilities will be provided if necessary; and
  - information stored electronically and also to comply with the Data Protection Act.
- 35 The employee must also ensure that members of their household do not have access to papers and electronic information.
- 36 Line managers must ensure that employees wishing to Home Work are familiar with and are able to comply with the Service Procedures relating to Information Security– See SharePoint.

## **IT SECURITY**

- 37 The employee undertaking Home Working must also ensure that any laptops that have been provided by the Service are kept in a secure place and that the information stored within it is kept confidential.
- 38 It is also the responsibility of the department who is loaning a laptop to an employee who is undertaking Home Working to ensure that it does not contain confidential information within it.

## **HOURS OF WORK**

- 39 Working hours/times will be the subject of agreement between each employee working at home and the manager.

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- 40 In particular it is recognised that the facility to work outside of the 'standard hours'/the flexi time bandwidth may be beneficial. Where a flexible working arrangement is in place, the principles of the Flexible Working Hours Scheme will apply regarding settlement period, carry forward of credit/debit and flexi leave.

### **TRAINING**

- 41 Appropriate training will be provided, including training in the use of equipment provided specifically for Home Working purposes to employees working at home, their managers and other colleagues as appropriate.
- 42 Home Working staff will also have the same access to induction, training and career development opportunities as other staff and will be subject to the annual appraisal process. Appropriate technical and refresher training must also be undertaken as and when management deem appropriate.

### **CONDITIONS OF SERVICE**

- 43 Employees working from home will retain their same terms and conditions of employment and will be subject to the same standards of behaviour as outlined in their Contract and Conditions of Employment.
- 44 Employees working from home on a regular basis will have their base of work for the purpose of travel and subsistence as home. Therefore all mileage undertaken in their private vehicles will be calculated from their home as their base.

### **HOME WORKING ALLOWANCE**

- 45 Employees working from home on a regular basis will receive an allowance of £18 per month to cover for small incidental costs incurred in the home (i.e. heating, lighting, electricity for equipment). This will be tax free and paid into their monthly salary. For those that work at home only part of the week this allowance will be paid on a pro-rata basis.

### **TAX LIABILITY**

- 46 There is no tax liability for the employee undertaking Home Working where their base of work becomes their home.

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- 47 Her Majesty's Revenue and Customs guidance advises that if a contracted homeworker sells their principal private residence whilst Home Working they will not be liable to pay Capital Gains Tax on a percentage of the profit made from the sale as long as part of their property is not used **exclusively** for their home working duties.
- 48 The tax implications for any vehicle provided by the Service will be made clear to the employee before any Home Working contract is entered into. This will be in line with Service procedures.

#### **INSURANCE**

- 49 The Service's employer's liability insurance covers employees working from home. Failure to follow the relevant health and safety guidelines regarding the use of equipment etc. however may jeopardise any claim against the Service. The employee should inform their own Household insurers (Buildings/ Contents) that they work from home as some insurers may impose additional terms on the policy.

#### **MORTGAGES, RENT AND COUNCIL TAX**

- 50 Employees will need to advise their mortgage lender or landlord if they are working from home on a regular basis. It is important to check that this does not contravene any tenancy or mortgage agreement. Employees should also check any potential Council Tax liability with their local District or Unitary Council.

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**APPENDIX 1**

**GUIDE TO SUPPORT DECISION MAKING**

**To be completed by line managers to assist in decision making**

<b>THE WORK</b>	<b>COMMENTS:</b>
1. Is the work self-contained/how much of it can be carried out away from the office?	
2. Is the work measurable? (e.g. report writing/project work)	
3. Can the work be carried out without frequent supervision and checking?	
4. Does the work require supervision/management of other? Can this be carries out effectively with a homeworking arrangement?	
5. Is there little need/dependence on large numbers of paper files or other work based records/equipment which cannot be accessed from other locations?	
6. Is a high proportion of time already spent away from the office on outside visits?	
7. What category of home worker would the employee be i.e. occasional or regular?	
<b>THE LOCATION</b>	<b>COMMENTS:</b>
8. Does the home where the work will be carried out meet health and safety requirements?	

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9. Is the home environment conducive to work and not subject to frequent/interruptions/distractions/noises?	
10. Is there enough space to work comfortably?	
11. Is there adequate storage to maintain confidentiality and ensure security of Service property?	

<b>THE TEAM</b>	<b>COMMENTS:</b>
12. Is the employee flexible so that team/service needs can be met? This might include working from the team location rather than home to cover absence of other colleagues at short notice?	
13. Is the employee willing to coordinate their time to ensure that team links are maintained?	
14. If the employee manages others have they considered their supervision and management responsibilities? The impact of home working on their team?	
15. What will the effect of this proposed home working pattern be on the rest of the team? Has it been discussed with them? Are there any issues to be resolved?	
16. Has consideration been given to how the pattern of working will impact on appropriate and fair cover in the office? E.g. telephones/visitors	

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<b>THE PERSON</b>	<b>COMMENTS:</b>
17. Is the employee able to be self-motivated and self-disciplined?	
18. Is the employee covered by the Disability Discrimination Act and is home working considered to be a reasonable adjustment?	
19. Are they able to work with minimal direct supervision?	
20. If they manage or supervise others, are they able to do this on a home working arrangement?	
21. Can outputs be maintained if the proposed new home working pattern is agreed?	
22. Are measures in place to ensure that regular contact is maintained with the employee, including meetings?	
23. Is an employee applying under the statutory right to request flexible working? (See flexible working policy)	

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## **APPENDIX 2**

### **SUITABILITY FOR HOME WORKING**

You need to be satisfied that the employee has the appropriate skills and attitude to make home working successful. Consider the following:

- Ability to work independently with minimum supervision.
- Ability to cope with minimal face to face intervention.
- Level of relevant knowledge/skill
- Ability to communicate – knowing when and how to raise problems.
- Ability to communicate with the team.
- Ability to set own goals and priorities and work on own initiative.
- If managing others, ability to set goals and priorities of others, manage appropriately and supervise delivery of service.
- Productivity and reliability.
- Time management skills – can the employee schedule their work so as to deliver on time, manage others as appropriate, and avoid becoming a workaholic.
- Ability to balance work and domestic responsibilities.
- Home working environment, is it secure and free from interruptions.
- Ability to take on greater personal responsibility.
- Levels of self-discipline and self-motivation.



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**APPENDIX 4**

**TASK BASED RISK ASSESSMENT TEMPLATE**

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**Task Based Risk Assessment Template**

**Task Details and Information**

<b>TASK TITLE:</b>	Home Working	<b>TASK CATEGORY:</b>	Office
<b>SCOPE/ DESCRIPTION OF TASK:</b> This task involves the hazards and risks associated with Service personnel undertaking Display Screen Working at their home premises. This TBRA should be used to undertake a local risk assessment of the activity and environment in which the work is to be carried out. <b>Note: When complete the risk assessment should be retained by the manager and a copy forwarded to Human Resources for inclusion on individual PRF.</b>			
<b>H&amp;S Template Reference No:</b> LFRS/HS/RAT-Office17 <small>This TBRA replaces RAT-365: Home working</small>		<b>Location code of TBRA</b> (Please enter station/dept. code from the list below):	
<b>Date of Original Assessment:</b>		<b>Original Assessors Name:</b>	<b>Signature:</b>
<b>Date of Current Assessment:</b>		<b>Assessors Name:</b>	<b>Signature:</b>
<b>Risk Manager Name:</b>			<b>Signature:</b>
<b>Name of Home Worker:</b>		<b>Service N0:</b>	<b>Signature:</b>
<b>STANDARD LEGISLATION:</b> List the Main legislative regulations that apply to the scope of this activity. Service policy and standards applying to individual hazards within the activity will be shown in the "Relevant Policies /Standards" column next to the hazard row it applies to.			
Health and Safety at Work Act 1974	Display Screen Equipment 1992	Health Safety and Welfare Regulations 1992	
Provisional Use of Work Equipment Regulations	Electricity at Work Regulations		
<b>Hazard Severity:</b> NA = Not applicable 1 = Worst case requiring first aid treatment 2 = Serious non-life threatening injury types 3 = Resulting in death or career ending injuries	<b>Likelihood:</b> NA = Not applicable 1 = One off Occurrence (Not very likely at all) 2 = Occasional Occurrence (Likely) 3 = Frequent Occurrence (Very likely)	<b>Risk: (Hazard x Likelihood)</b> 1-2 = Low Risk, no further action required 3-4 = Moderate Risk, preventative action required 6-9 = High Risk, immediate action required	

<b>Station codes:</b> For stations – use the station number.	<b>Department Codes:</b> APPEQ = Appliances & Equipment CHED = Children's Education CTRL = Control CORPC = Corporate <del>Control</del> DESFOR = Caterpillar FTU DIRSUP = Directors support DSCH = Driving School	EST = Estates & facilities FIN = Finance FIRINV = Fire Investigation FIRPROT = Fire Protection GHQ = Glenfield Headquarters HQ = Headquarters HR = Human Resources HS = Health & Safety	ICT = Info <del>Control</del> & technology INFO = Information Management LEG = Legal & member Services OH = Occupational Health Unit OP = Operational Planning PRT = Prince's Trust PP = Planning & Performance SAF = Safer Neighbourhoods	STORES = Stores & Procurement TD = Training & Development Loughborough TS = Training – Specialist WD = Workforce Development WSHOP = Workshops
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**Task Hazard information**

Hazards Identified (including estimate of severity)		Groups exposed including numbers and pattern of exposure	Evidence of previous hazardous events	Detail any existing controls in place	Policy/ Procedures/ Standards	Hazard Severity 1-3	Likelihood 1-3	RISK 1-9
No	Hazard							
1	Inappropriate DSE workstation set-up resulting in poor posture and long term health issues relating to repetitive strain, back pain, headaches and vision.			<ul style="list-style-type: none"> <li>Assessment of work area by Line Manager or other suitability qualified person prior to commencing home working</li> <li>6 monthly inspection of work area carried out by home worker recorded and submitted to line manager for review.</li> <li>Home workers to undertake Interactive DSE initial set-up module prior to commencing home working.</li> <li>When using DSE equipment for long duration's frequent breaks must be taken recommended 5 minutes every half hour of continuous working.</li> <li>Provision of suitable equipment including desk, chair, laptop and extension leads if required.</li> <li>When laptops are used provision will be made for height adjustment, keyboard extension and, separate and mouse,</li> </ul>	<ul style="list-style-type: none"> <li>LFRS Flexible Working Policy</li> <li>LFRS Office based Interactive Procedure</li> <li>LFRS Workplace Safety Inspection Policy</li> </ul>	2		

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Hazards Identified (including estimate of severity)		Groups exposed including numbers and pattern of exposure	Evidence of previous hazardous events	Detail any existing controls in place	Policy/ Procedures/ Standards	Hazard Severity	Likelihood	RISK
No	Hazard					1-3	1-3	1-9
2	Poor standard of maintenance on electrical appliances and equipment such as damaged or loose connections and overloading of electrical sockets.			<ul style="list-style-type: none"> <li>Visual inspection of equipment before use.</li> <li>Portable appliance testing to be carried out on provided DSE equipment.</li> <li>If use of extension lead, must be fitted with RCD.</li> <li>Chairs must have height and back adjustments</li> </ul>		2		
3	Eye strain due to glare or screen flicker			<ul style="list-style-type: none"> <li>DSE Interactive training module to increase user awareness of eye glare issues and action needed to prevent this.</li> <li>Routine vision standard tests in accordance with Service policy.</li> </ul>	<ul style="list-style-type: none"> <li>LFRS Office Based Interactive Training Procedure</li> <li>Health and Well Being policy.</li> </ul>	2		
4	Lone Working			<ul style="list-style-type: none"> <li>Employee must have access to mobile phone or landline.</li> <li>Home worker to maintain regular contact with Line Manager.</li> </ul>	<ul style="list-style-type: none"> <li>LFRS Lone Working Policy</li> <li>LFRS Flexible Working Policy</li> </ul>	2		
5	Emergency evacuation procedure			<ul style="list-style-type: none"> <li>Fire plan identified and preparations put in place.</li> <li>Fire exit to be kept unobstructed at all times</li> <li>Smoke alarm should be fitted in a suitable location in premise.</li> </ul>		3		
6	Manual Handling			<ul style="list-style-type: none"> <li>Laptop carrying case will be provided with shoulder strap when required.</li> </ul>		1		

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Hazards Identified (including estimate of severity)		Groups exposed including numbers and pattern of exposure	Evidence of previous hazardous events	Detail any existing controls in place	Policy/ Procedures/ Standards	Hazard Severity	Likelihood	RISK
No	Hazard					1-3	1-3	1-9
7	The carrying of DSE Equipment in public places can attract unscrupulous individual's intent on personal gain. This can result in physical attack on employees.			<ul style="list-style-type: none"> <li>Users to undertake lone working interactive training module.</li> <li>Line managers to implement necessary controls in accordance with the services Lone Working Policy.</li> </ul>	<ul style="list-style-type: none"> <li>LFRS Lone Working Policy</li> <li>LFRS Office Based Interactive Training Procedure</li> </ul>	2		
8	Housekeeping			<ul style="list-style-type: none"> <li>Work area to be maintained in a tidy condition.</li> </ul>		2		
9	Workplace Illumination			<ul style="list-style-type: none"> <li>Work area must have adequate illumination.</li> </ul>		1		
10	Working temperature			<ul style="list-style-type: none"> <li>Temperature should be comfortable</li> </ul>		1		

**Task Changes / Additional control**

Identify any changes or additional control measures that are required. Indicate by whom and when the control will be initiated. (You should label each change or control measure against the hazard identification NO)		Residual risk	Date action(s) completed	Date(s) review was carried out	Signature
No					
	ALL. Template reviewed and updated to new style.	N/A	25/9/2013	25/9/2013	 KM

**APPENDIX 5**

**HOME WORKING – SELF ASSESSMENT  
CHECKLIST**

The purpose of this self-assessment checklist is to aid the manager in determining the risk potential to an employee that is being considered for home working activities without having to visit the premises. It is considered adequate for the homeowner to undertake a review of the environment and complete the checklist that should then be returned to the manager for further discussion. Once complete this can be used to assist the manager in completing the TBRA for homeworking activities that can be found on SharePoint. Note: If there is any doubt as to the accuracy of the information provided or significant risk identified in the risk assessment then a home visit may still be required.

Name Employee:	Date:
Address:	Department:

1	Display Screen Equipment	Yes	No	(To be completed by manager)
1:1	Has employee been allocated DSE risk assessment for homeworking?			If "No" Manager to notify Health and Safety Section of the details of person undertaking home working. Arrangements will be made with person concerned to undertake DSE self-assessment module. Any concerns identified from the self-assessment should be considered, and when required action taken before homeworking commences.
1:2	Is homeworker aware of the Service policy for provision for eye testing?			If eye testing has not been carried out in the past 3 years a referral should be made to OHU.

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<b>2</b>	<b>Electrical Equipment (issued by the Service)</b>	<b>Yes</b>	<b>No</b>	
				Equipment issued by the Service should be checked visually before use, and be within its portable appliance test date.
2:1	Any signs of frayed cables or cable connections on electrical equipment?			Remove from use until repaired or replacement provided.
2.2	Any evidence of discolouration on electrical plugs or sockets indicating overheating?			If yes do not use until checked by competent electrician.
2:3	Any visible signs of cracked electrical plug casings of the socket?			If yes do not use until checked and repaired by competent electrician.
<b>3</b>	<b>Fire</b>	<b>Yes</b>	<b>No</b>	
3:1	Is there a smoke alarm fitted?			Recommend smoke alarm is fitted.
3:2	Are waste materials regularly disposed of?			Area should be clutter free and provision for disposal of waste materials.
3:3	Are exit routes free from obstruction?			Clear obstructed exit routes and maintain to this standard.
3:4	Do you have an escape plan in the event of fire?			Home owner to have identified a safe exit strategy from the premises in case of emergency evacuation

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		Yes	No	
3:5	Is the work area kept tidy?			Ensure work area is free from obstruction and remove any accumulation of flammable materials around electrical sockets and plugs.
3:6	Do you have a suitable fire extinguisher at hand and are you trained in its use?			If “NO” consider fire potential and if considered significant provide appropriate extinguisher and training in use.
<b>4</b>	<b>Working Environment</b>	<b>Yes</b>	<b>No</b>	
4:1	Are walkways clear of trip hazards?			Check for trailing cables, loose floor coverings and mats. When risk is identified home worker to ensure remedial action is taken to eliminate risk.
4:2	Is the room temperature comfortable?			Working area to have suitable heating provision that can be regulated by user.
4:3	Is there adequate ventilation of the room?			Small workspaces should be adequately ventilated; this can normally be achieved by natural ventilation.
4:4	Is the room adequately illuminated?			Lighting should be suitable and adequate for homeworker to undertake DSE working or reading without causing eye strain.

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<b>5</b>	<b>Manual Handling</b>	<b>Yes</b>	<b>No</b>	
5:1	Do you need to carry out any lifting of abnormal or heavy loads?			Consider if there is a requirement for carrying equipment to and from work area i.e. files etc. Ensure that loads are limited to reduce risk to homeworker. May need to consider provision of mechanical aid for transferring files.
5:2	Are you aware of the Service policy on manual handling?			Employee should read and become familiar with the requirements of the Service policy on manual handling. Policy can be accessed electronically via SharePoint.
<b>6</b>	<b>Working Alone</b>	<b>Yes</b>	<b>No</b>	
6:1	If working alone for extended hours have you made arrangements with your line manager to maintain regular contact?			Ensure arrangements are in place in accordance with Service Lone Working Policy. Regular contact can either be by telephone or electronic mail.
6:2	Do you have a mobile phone or designated line to enable regular contact to be maintained?			Consider provision of a mobile phone to maintain contact.
<b>7</b>	<b>Accidents and First Aid Provision</b>	<b>Yes</b>	<b>No</b>	
7:1	Do you have access to a first aid kit from home?			Consider risk potential for harm occurring and if required manager to provide mobile first aid kit.

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		Yes	No	(To be completed by manager)
7:2	Are you familiar with the Service procedure for reporting safety events?			If "NO" manager should bring this to the attention of the homeworker.
7:3	Do you have access at all times to mobile phone or landline?			Consider provision of a mobile phone to maintain contact.
<b>8</b>	<b>Security</b>	<b>Yes</b>	<b>No</b>	
8:1	Can your property be secured when working at home?			Ensure precautions are taken when lone working to ensure personal safety at all times.
<b>9</b>	<b>Other Concerns</b>	<b>Yes</b>	<b>No</b>	

**Name Manager:**

**Signature:**

**Date:**