



The Trust for Developing Communities

Home Working Policy

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1. Introduction

The place of work for the Trust for Developing Communities staff is normally a TDC office.

The decision to allow home working will be, in all cases, made by senior management. Any decision made will take into consideration benefit or disadvantage to:

- the individual
- the team
- the community
- partners
- accessibility
- cost

Every member of staff will need the agreement of their line manager before each period of working from home. Agreement will be based on the following work characteristics and a clear reason will be given.

- Knowledge work
- Defined output tasks
- Discrete projects or functions
- Relatively autonomous tasks
- Tasks requiring high periods of concentration
- Tasks where location reduces travel during work time

2. Occasional Home Working

Taking work home occasionally, on an ad hoc basis, to concentrate on a particular project or task may be suitable in the following circumstances:

- Where a specific task needs dedicated and focussed input and/or could be dealt with more efficiently at home e.g. saved travelling time and lack of interruptions.
- Where it is difficult for staff to get in to work e.g. adverse weather, a short but unavoidable commitment at home, or field work is being undertaken out of the office near to home.

If occasional, the hours being worked from home, the work being carried out and how the employee may be contacted should be agreed with the line manager before the period of work commences. Line managers will take into account the need for office cover when considering requests for working from home.

3. Regular Home Working

Working from home permanently or regularly to accommodate flexibility or improve costs etc may be suitable in the following circumstances:

- Where the job can be done just as effectively and efficiently from home
- Where IT systems exist, or can be created, to support the job at home
- Where communications systems exist, or can be created, to support the job and the employee effectively
- Where an individual plans his/her work arrangements to enable the achievement of defined outputs each week/month from home
- The job involves frequent/regular outside visits
- To facilitate a more flexible work pattern, perhaps to accommodate other demands

Regular or permanent home working should not be used to accommodate dependent care on a regular basis and staff should be available to come into work at their office base at short notice should there be a requirement to do so.

There should also be clear contact details and communication methods agreed allowing accessibility of employee by colleagues, partners or public.

4. The Home Environment

The employee will take personal responsibility for the health and safety aspect of home working. Employees will ensure their environment at home offers the following:

- Suitable 'office' space
- Freedom from interruptions and distractions
- Security and confidentiality
- Ability to meet Health & Safety requirements
- Accessibility by community, colleagues and partners through email/ phone and mail. Whilst retaining the employee's rights not to disclose his/her home address and telephone number except to immediate colleagues.

5. Insurance

Home workers will:

- Immediately advise their manager of any loss or damage to TDC property. All losses involving theft or malicious damage should also be reported to the police and the police reference taken
- Advise their manager of any injuries to themselves or to a third party, which occur whilst carrying out their official duties
- Check whether or not their own personal buildings or contents insurances are affected by using part of their home for a business purpose. If in any doubt they should contact their insurance adviser. Home workers should also ensure that any lease, mortgage arrangements or tenancy agreements are not affected.
- TDC IT equipment is covered by TDC insurance whilst away from TDC offices but not if left overnight in vehicles.

6. Health & Safety

TDC has a general duty to protect the health, safety and welfare of its employees under the Health and Safety at Work Act 1974, and this applies whether employees are working in a conventional office, at home, or remotely. This general duty is qualified by the principle of “so far as is reasonably practicable”. In other words, the degree of risk in a particular job or workplace needs to be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid or reduce the risk.

Appendices 1 and 2, Health and Safety and IT Requirements provides guidance.

7. Security

Home working staff must take adequate steps to ensure the security of TDC equipment in their home. Home working staff must ensure that no one other than TDC staff can access internal information and services (including internet access). When working at home, staff must comply with the Data Protection Act and meet data protection and corporate confidentiality requirements. No other person must use TDC’s equipment and server provided.

Appendix 1: Health and Safety Requirements - Guidance for Managers and Employees

Home working places joint responsibilities under Health and Safety Legislation on the Home Worker and the Employer. Prior to agreeing home based working, the following requirements must be met: What the law requires	Employee responsibilities	TDC responsibilities
Health, Safety & Welfare Employers have a duty to protect the health, safety and welfare of home workers	Ensure the home work area remains safe, and report any concerns or risks to line manager immediately	With the member of staff, complete a risk assessment of the work activities and work area involved.
Electrical Equipment Employers are responsible for the maintenance of electrical equipment provided by the employer for use by a home worker	To report any concerns about the safety or condition of electrical equipment provided. Employees are responsible for their domestic electrical system, and for ensuring any personal equipment used for work is kept in good repair.	Ensure electrical equipment provided for work use at home is checked annually for safety and maintenance.
Display Screen Equipment / VDU Employers have a duty to ensure display screen equipment used by home workers is safe and does not adversely affect the users health	Complete a VDU workstation checklist to identify any adjustments or equipment required.	Provide equipment if required
First Aid Employers are responsible for the provision of a basic First Aid kit	Take steps to prevent accidents by ensuring the home work-area remains safe, and report any concerns or risks to line manager	Provide a basic first aid kit
Accidents Employers have a duty to ensure they are informed of work-related accidents, injuries, and dangerous occurrences	Take steps to prevent accidents by ensuring the work area at home remains safe. In the event of an accident associated with home working activity, this must be reported to line manager	Keep records of work-related incidents using the appropriate accident report form

Appendix 2: IT requirements

TDC provided equipment	<ul style="list-style-type: none">• Supported by TDC• Anti-virus provided	<ul style="list-style-type: none">• Rest of household can't use this equipment• Cannot use for non-work purposes• Cannot load unauthorised software
Employee's own equipment	<ul style="list-style-type: none">• Can use for own purposes• Rest of household can use• Can load own software	<ul style="list-style-type: none">• Own support arrangements must be made• Make own arrangements for anti-virus