

Corporate Health and Safety Policy

PART C

ARRANGEMENTS

Section 22 – Working Remotely

V2

CONTENTS

- 1.0 Introduction
- 2.0 The Legal Requirements
- 3.0 Responsibilities

Appendix A: Remote Working Toolkit

Document Tracker

Version	Reason for change	Date	Produced
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1.0 INTRODUCTION

The development of information technology, the cost of business accommodation and individuals' needs to balance home life with work demands are key drivers for remote working.

Remote working patterns now provide opportunities for employees to:

- Home work
- Mobile work; including working at various desks and council locations as well as other premises

Home workers are employees who work at home, either occasionally or on a full time basis. This can be either following a formal request and agreement with the employee, or as a regular arrangement that has evolved through a less formal working agreement.

Mobile workers are employees who spend time working away from a single workplace such as from home, various council premises, visiting clients and other locations depending upon the business needs. These employees are normally provided with a portable device and remote access to the council's systems

This policy is designed to give guidance on the health, safety and wellbeing issues regarding remote working to managers and staff.

2.0 LEGAL REQUIREMENTS

Health and Safety legislation places duties on employers, employees and self-employed people. The Council has a duty to protect the health, safety and welfare of all its employees wherever they work. The law requires the employer to assess the risk of all work activities and then control any risk to protect them. This requires the line manager to ensure that suitable risk assessments have been undertaken for remote workers under their control.

For a home worker the assessment will be undertaken by the individual who has been identified as suitable for homeworking.

Mobile working assessments may be undertaken either by the manager or by the individual who has been identified as suitable for mobile working. For many premises owned by Barnet this may be simply linking to existing local and corporate risk assessments. Mobile working at other locations may involve gathering information from existing users or the landlord about risks associated with that particular premise in order to ensure staffs are adequately protected.

When members of staff are required to carry out any risk assessment the line manager must ensure that they have access to the necessary guidance and information to enable them to carry out an adequate assessment.

Further guidance on risk assessment is available Corporate Health and Safety Policy - Section 1, [Management of Health & Safety](#)

The self-assessment checklist in the toolkit at **Appendix 1** lists hazards that need to be assessed, for example heating, lighting, ventilation and electrical equipment, and should be completed by staff and handed to their manager. The manager should then discuss any issues that arise from the assessment with the member of staff and ensure that action is taken to correct them before home and mobile working begins.

The toolkit also provides managers with some examples of risks and control measures that can be considered.

3.0 RESPONSIBILITIES

Directors are responsible for ensuring that adequate arrangements and resources are in place within their service to ensure the successful implementation of this policy.

Managers ensure that risk assessments are carried out and records kept of these as well as any safety checks and of the training that staff have received particularly involving mobile and home working.

Managers must ensure that remote workers are provided with equipment and support outlined in this policy. This policy should be read in conjunction with Corporate Health and Safety Arrangements; Section 15 - [Display Screen Equipment](#) and [Section 21 – Lone Working](#)

Employees are responsible for cooperating with their managers to ensure they work safely including following any instructions including those contained in this document, using equipment provided and reporting any issues to their manager.

Appendix 1

REMOTE WORKING

TOOLKIT

PART:

1. Introduction
2. Display Screen Equipment

1 INTRODUCTION

Managers should discuss with the employee the work activities to be carried out and the proposed work environment. The discussion should include health and safety requirements and any self-assessment completed by the individual. Although unlikely, in some circumstances it may be necessary for the manager to visit the employee's home (only with the employee's agreement) or mobile work locations to advise on its suitability for use as a workplace. Once it has been determined that the location(s) is suitable as a workplace, the correct equipment needs to be provided.

2 DISPLAY SCREEN EQUIPMENT

A significant number of staff will use display screen equipment and information technology for their work activities. The council has a duty to provide equipment to a certain standard, enable assessment of workstations and provide information for users on the risks.

The amount of time spent working on computers dictates the equipment requirements and (together with other criteria laid down in the guidance to the regulations) whether the employee will be classified as a display screen 'user'.

Staffs that regularly use computer equipment (including tablet computers and lap-tops), for prolonged periods will need:

- A suitable desk with chair 1.1.1.1
- Monitor, mouse, keyboard, etc. 1.1.1.2
- Secure storage for sensitive information.
- Open storage for reference material e.g. binders

DISPLAY SCREEN EQUIPMENT MANAGEMENT

- A work surface suitable for equipment such as printers and faxes if they are necessary

Tablets, Laptops, Notebooks

Many employees will use a tablet, notebook or laptop PC's for work. Although these can be transported to various locations, their use may present certain hazards in addition to those presented by desktop computers.

- Lack of training
- Manual handling risks may occur when transporting the laptop/tablet, ancillaries and documents, etc. Some manual handling risks can be reduced for staff that walk or take public transport by providing them with rucksacks or small trolley cases instead of laptop cases; these will also provide additional security.
- Health problems may arise from prolonged use, periods of an hour or more continuous use, of tablets, laptops, etc. in places that are not workstations such as canteens, meeting rooms, at home, etc. This can lead to back-pain, neck-pain, eyestrain, arm and hand injuries.
- Personal attack, theft of laptops/tablet, risk of personal injury.

Where portable equipment is regularly used by a display screen user they should be regarded as covered by the regulations and managers must assess and control risks in a similar way to a fixed workstation. This is explained below and in the [DSE Arrangement](#) of Corporate Health and Safety Policy.

Where Users "hot desk" (i.e. move from workstation to workstation) a single assessment is sufficient providing the equipment is the same and the workstation is set-up correctly i.e. the height of the chair and monitor, the position of the mouse and keyboard are adjusted to the comfort of the user.

Where laptops/tablets are to be regularly used for periods of 2 hours or more in any work period (morning, afternoon or evening) employees must have access to either a full size remote monitor and ancillaries or provided with a laptop stand with a remote keyboard and mouse. In some cases the best option will be a full docking station; again the assessment should identify the best option dependant on use. Even for short term use workstation layout should be discussed with the worker and advice and information given regarding safe use of laptops/tablets at work.

Further information on the safe use of tablets, notebooks and tablets can be found in the [DSE Arrangement](#) of the Corporate Health and Safety Policy

Small Handheld Devices - Personal Digital Assistant (PDA), Smart Phones, etc.

Hand held devices allow you to undertake familiar desktop applications while on the move, such as emails that require a short response, and for management of your documents, diary, address book and other business-related issues. This type of equipment has small screens and keyboards and for these reasons should not normally be used as your sole computing equipment and certainly should not be used for periods of an hour or more continuous use.

For further guidance on the use of hand held devices to Corporate Health, Safety and Welfare Arrangements Section 15 [Display Screen Equipment](#)

Workstations

All workstation equipment including chairs and desks must meet the minimum European Standard for Display Screen Equipment furniture. Further information on workstations and their assessment and adjustments can be found in the Corporate Health and Safety Policy - Section 15 [Display Screen Equipment](#)

The line manager is responsible for ensuring that this equipment is available to staff wherever they work if they are to use DSE for periods of more than 2 hours continuous use. For homeworkers, they may already have equipment that meet these minimum standards but if not it must be provided by the manager before homeworking can commence. For mobile workers the equipment may exist at the location. In some circumstances this may be provided by the council or by the building user/landlord. Where it is not available the manager will need to decide if the equipment needs to be provided.

If council employees are involved in transporting equipment, manual handling assessments need to be undertaken.

Where occasional or brief use of lap-tops, tablets and/or computer equipment is involved at home or other locations it is acceptable for the worker to use normal furniture so long as they can achieve a comfortable position.

The Display Screen User

Wherever the workstation, the employee must take regular breaks away from the screen and workstation (a break of ten minutes every sixty minutes is recommended although more regular breaks of two to three minutes every 15 minutes is probably more effective) to help reduce tiredness and prevent pains in the hands, wrists, arms, neck, shoulders, or back. Staff should be fully competent in the use of the equipment, the furniture and the software to ensure that they can use the workstation safely and comfortably.

Remote workers including home workers are entitled to eye examinations and eye tests from their employer if they are identified as DSE 'users'.

It is advisable to provide basic advice and information on ergonomics (designing the job, equipment, and workplace to fit the worker) and help the employee decide on how to make best use of the available space and equipment.

3 ELECTRICAL EQUIPMENT

If remote workers use electrical equipment provided by the council, the council is responsible for its maintenance. Electrical sockets and other parts of the home workers domestic electrical system are the employee's responsibility. At other premises, where

council staff work, the landlord of the premises is responsible for maintaining the fixed electrical system.

Listed below are simple steps that staff can take to prevent harm or injury to themselves, or other people, when using electrical equipment.

Ensure electrical equipment is turned off before it is checked:

- check that plugs are not damaged
- check that the outer covering of the cable or wire is gripped where it enters the plugs or equipment
- check that the outer cover of the equipment is not damaged, for example look for loose parts or screws
- check leads, wires or cables for damage to the outer covering
- check for burn marks or staining that suggests overheating
- ensure defective electrical equipment is immediately taken out of use repaired by a competent person
- check that there are no trailing wires, if there are, tuck them out of the way, for example under a desk or table, to prevent accidents.

Just looking for any damage to the electrical equipment can identify many of the faults that can cause harm. It is advisable for managers to ensure the provision of basic advice on the above.

Managers should record the test date of any portable electrical tested (PAT) equipment (owned by the council)

If sharing equipment supplied by another employer staff should still carry out the above visual checks.

4 OTHER EQUIPMENT

The employee may be provided with other office equipment to use at home for the work required. Where necessary, employees should be advised on the safe storage, positioning and security of the equipment to prevent accidents to the employee, members of their family, visitors and work colleagues. In addition all equipment/furniture provided for use by the employee should be in a safe and stable condition, any faults with any council owned equipment should be reported immediately to the line manager.

Periodic inspections by the employee should be carried out to ensure that the equipment is in good condition and fit for purpose.

Any council equipment placed in the employee's home should be listed on an inventory.

5 FIRE PRECAUTIONS

Fire legislation requires a fire risk assessment to be carried out for all workplaces; at present this specifically excludes domestic premises. This is very much a grey area so in the absence of case law, it is recommended that managers consider fire precautions when carrying out

the initial risk assessment of the home for use as a workplace. Appendix A contains information about this. The Health and Safety team can be contacted for further advice if required.

For other workplaces the building user and/or premise manager will have completed a fire risk assessment. The employee must become familiar with any control measures particularly regarding emergency and evacuation procedures. The employee must cooperate with other staff and building owner in order to fulfil legal obligations.

For employee's that require assistance to evacuate the premises in an emergency an individual risk assessment or Personal Emergency Evacuation Plan (PEEP) needs to be completed with their manager.

6 FIRST AID

Under the First-Aid Regulations, employers need to ensure that they supply appropriate First-Aid provisions for staff. The exact provisions depend on the nature of the work activity, the risk involved, number of staff and distance from a hospital. Managers will need to perform risk assessments based on the situation at hand and provide relevant First Aid facilities as required.

Homeworking will be low risk and will not require a first aid kit, for other settings a First Aid kit and, where applicable, room should already be provided. In addition, the manager should confirm that the mobile worker(s) has easy access to a phone to summon medical or emergency assistance if needed.

7 MANUAL HANDLING

The lifting and handling of loads can cause serious injury, particularly to the back. The list below highlights some activities that may increase the risk:

- handling loads that are heavy, bulky, difficult to grasp, unstable, hot or sharp
- awkward lifting, reaching or handling
- pushing or pulling
- repetitive handling that does not allow enough rest time between loads
- twisting and stooping

If possible, the need for manual handling should be avoided by using mechanical devices e.g. trolleys. If however, staff must handle goods as part of their work, managers are responsible for assessing and reducing the risks. Managers should refer to the Manual Handling Arrangements and provide employees with any relevant information and training (see Corporate Health and Safety Policy Section 12 [Manual Handling](#)).

8 ACCIDENT AND INCIDENT REPORTING

The same reporting procedures for office-based staff also cover mobile and home workers. Therefore, the same duties are placed upon employers to report and keep a record of certain accidents, injuries, diseases or dangerous occurrences arising from work-related activities. This involves ensuring that home and mobile workers report any

accidents/incidents to their manager (see Corporate Health and Safety Policy Section 4 [Accident & Incident Reporting](#)).

9 VIOLENCE AT WORK

It is strongly recommended that home workers do not hold meetings in their own home with members of the public, contractors or sales representatives. Where possible all meetings should be held in council premises, another workplace or a public place. In some instances meetings with colleagues may be necessary, these may only be arranged at home so long as the employee is happy with the arrangement. For mobile workers it is recommended that where practical meetings with members of the public, clients, contractors, sales representatives, etc. are held in council premises, another workplace or a public place.

Consideration should be given to issues of personal safety involved with lone working.

Any incident of perceived violence or harassment should be reported to the line manager in accordance with the Corporate Policy.

Reference should be made to the Corporate Health and Safety and Policy - Section 9 - [Violence at Work](#) and Section 21 [Lone Working](#).

10 WORKING TIME

Whilst working flexibly, it may be possible that some staff will work excessive hours. It is recommended that issues regarding working time are discussed with the employee prior to the commencement of mobile and home working.

11 STRESS

Many employees will enjoy the experience of working at other locations or at home, and the ability to work with minimal distractions in a comfortable and quiet environment. Some, however, may feel isolated and unhappy after a period of working alone due to limited social contact. It is important for the wellbeing of the remote worker that they are considered as part of the organisation, and not as a separate isolated worker. Including remote workers in social events can help address these issues, as does showing them how their task fits into the overall processes of Barnet.

Isolation is a potential hazard that can affect the health of staff. It is possible to lessen this influence by creating active social networks for the mobile and home workers, as well as building 'face time' into working practices. This may be achieved by ensuring contact time with remote workers by requiring that they work on site for one day a week, or that they have weekly telephone meetings with other mobile/home workers.

Line managers should also try to have regular face to face contact with the employee so that they feel part of the organisation. It is good practice to organise monthly office team meetings involving the home and mobile workers.

Because of the self-discipline required to work without direct supervision, and the lack of social contact, not all people are suited to mobile and home working. Where possible, selection criteria for mobile and home workers should address such issues. Some organisations only allow employees to become mobile and home workers once they have worked on site for a defined period of time, and developed a relationship with line management that allows intuitive judgements to inform decisions about suitability.

Further information on Stress can be found in the Corporate Health, safety and Welfare policy.

12 NEW AND EXPECTANT MOTHERS

An additional risk assessment will be needed if a mobile or home worker becomes pregnant. Reference should be made to the Corporate Policy Arrangement Section 1 - Management of Health and Safety and [HSE website](#).

13 TRAINING AND COMPETENCE

Competence assumes a greater level of importance for home and mobile workers as they are away from the direct supervision, instruction and sight of their manager and colleagues.

If a person is competent to work safely in an office, then it is unlikely that they will need any extra training or instruction to work safely at home or elsewhere.

Training should be provided for the home and mobile worker and should include the basic principles of correct display screen equipment use (including ergonomics), manual handling (if applicable), electrical safety, fire safety, accident reporting and the basic knowledge of hazard spotting and developing measures to prevent accidents.

Health and safety training for managers will include their responsibilities regarding home and mobile workers. Individual managers will be responsible for ensuring that home and mobile workers are provided with sufficient information instruction and training to carry out their work in a work environment

SELF-ASSESSMENT FOR DESIGNATED HOME WORKERS

Risk Assessment guidance

This checklist is designed to identify the risks to designated home workers.

To enable correct identification of risks and precautions to reduce them, it is vital that the assessment is completed honestly.

You should complete the checklist using the markings indicated below.

According to the degree of hazard identified adequate action to remove or control the risks must be introduced.

The Management Process

Managers should discuss this Risk Assessment with the worker and introduce measures to control any risks identified. The assessment and controls should be reviewed at least once in a 12-month period. In cases where employee has a disability or medical condition which affects their ability to carry out their job safely, this should be done at least once in 6 months to ensure their safety

<p>The questions have been designed so that if the response is 'no' to any question, further action is needed, and a more detailed risk assessment may need to be carried out. Name of employee:</p> <p>Job Title:</p> <p>Contracted Work Hours:</p> <p>Telephone Number:</p> <p>Email:</p> <p>Address where mobile/home work is to be carried out:</p>	<p>Line manager name:</p> <p>Telephone No.</p> <p>Email :</p>
<p><u>Worker:</u></p> <p>Description of work task(s). Include any work equipment that will be used:</p>	<p><u>Manager:</u></p> <p>Confirmation of home working tasks. Include any work equipment that will be used.</p>

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		Yes	No	N/A
SPACE				
	Is your work area a separate room/building at the working address?			
	Is there sufficient space in the work area you are currently/ proposing to use for working, with enough storage?			
	If your work area is a loft or basement is it accessed by a fixed stair way?			
FLOORS		Yes	No	
	Are the floors/floor coverings in the area where your workstation is located, and the access routes to it, sound and free from tripping hazards such as rips, tears, holes, trailing wires/cables, stored materials etc.?			
LIGHTING		Yes	No	

	Is there adequate lighting for all your workstation / work area tasks?			
	Is your access route to your work area sufficiently well lit to enable you to see any potential slipping or tripping hazards?			
	Have you got task lighting such as a desk lamp if required?			
VENTILATION		Yes	No	N/A
	Do you have windows in the work area that open to allow adequate fresh air and ventilation?			
TEMPERATURE		Yes	No	N/A
	Can the temperature be maintained at a comfortable level? <i>NB - Generally speaking, people undertaking sedentary type work feel most comfortable in the temperature range 18 – 25°C.</i>			
EQUIPMENT		Yes	No	N/A
	Is any non-electrical equipment you may use in a state of good repair and is it secure and stable (e.g. shelves, cupboards, cabinets)?			
FIRE RISK		Yes	No	N/A
	Have you considered a safe way out in case of fire?			
	Is there a smoke alarm?			
ELECTRICAL		Yes	No	N/A

EQUIPMENT				
	If you have installed your own DSE equipment, have you followed the manufacturer's instructions regarding assembly and connection of equipment?			
	Are any wires or cables safely tucked out of the way, for example, under a desk or table to prevent tripping accidents?			
	Are electrical leads/connections free from obvious signs of damage and/or wear?			
	Are there sufficient plug sockets to accommodate all leads without the need for adaptors?			
	Has your service provided any electrical equipment for working purposes?			
	If 'yes' above, have you been told about the arrangements for inspection and testing?			
HANDLING LOADS		Yes	No	N/A
	If there any significant manual handling risks, has a risk assessment been carried out?			
SUBSTANCES HAZARDOUS TO HEALTH		Yes	No	N/A
	Has a COSHH assessment been carried out on any products or substances in relation to your working task that may be hazardous to your health? <i>NB - These are usually indicated by a symbol on a yellow/orange background</i>			

VISITORS / CHILDREN		Yes	No	N/A
	Is your working area segregated from more general areas where other people may circulate or congregate?			
	Do you have an effective strategy for separating young children from your work area whilst you are working?			
REPORTING ACCIDENTS AND INJURIES		Yes	No	N/A
	Do you know the procedure for reporting accidents that arise out of or in connection with your working task?			
COMMUNICATION		Yes	No	N/A
	Are you able to contact your line manager or colleagues easily and quickly in the event of problems or queries arising from your working task?			
	Is your address included on the circulation list for information bulletins / newsletters etc.?			
	Does the nature of your working task enable you to keep in touch with the office e.g. through personal visits?			
	Has your line manager discussed with you the problems and pitfalls of home working, as well as the advantages			
	If you work alone has a risk assessment been carried out and tracking procedures introduced?			
	Have you agreed with your line manager arrangements for contacting emergency services particularly if lone working?			

PERSONAL SAFETY AND SECURITY		Yes	No	N/A
	Are you happy that your personal safety and security are protected adequately?			
DISPLAY SCREEN EQUIPMENT (DSE)		Yes	No	N/A
	<p>Do you use fixed display screen or laptop/tablet computer for the bulk of your working task?</p> <p><i>NB – Laptops/tablets are not suitable for use exceeding 1 hour continuous use.</i></p>			
	<p>Have you been designated as a DSE (display screen equipment) user by your line manager, if so you need to carry out a DSE self- assessment?</p> <p><i>NB - A user is defined as someone who habitually uses, or is to use, the equipment as a significant part of their normal work i.e. exceeding 1 hour continuous use</i></p>			
	If you have been designated as a DSE user have you carried out a DSE Risk Assessment? (Discuss with your line manager).			
	If you have been designated as a DSE user, have you been made aware of your entitlements to free eye and eyesight tests and a contribution towards the cost of a basic pair of glasses for use with display screen work if required			
	Have you been made aware of the procedure for obtaining your entitlement to the above?			
	Have you completed the on-line DFSE course?			

HEALTH		Yes	No	N/A
	If you experience recurrent discomfort or pain in the neck, back, arms, or hands, or eye strain or headaches, have you been advised to draw these to the attention of your line manager?			

To be completed by individual

Signed _____

Date _____

To be completed by the employee's line manager.

I have checked the responses to this hazard checklist. The following action(s) will need to be taken to reduce/eliminate any identified risks and/or comply with health and safety legislation

Signed _____

Date _____

Copy to be discussed and given to the employee. Original to be retained by line manager.

Review date:

**GENERIC RISK ASSESSMENT
GUIDANCE FOR MANAGERS**

Potential Hazards	Control Measures	
	Home Working	Mobile Working
Equipment, furniture, books, files, papers creating trip/slip/fall hazards	Manager to discuss all aspects of home working arrangements with employee (whether full-time or occasional). Refer to HR Policies "Remote Working" and "Home Working". Any necessary equipment will be provided by LBB	Make safe. Remove items that cause potential slip, trips or falls. Report hazardous/defective equipment and materials to Manager and/or Premise Controller
Collision with furniture/equipment	Consider any potential hazards in existence in the home, e.g. location of heat sources, condition of electrical installations, children, elderly relatives, animals, own furniture. Ensure access routes are clear.	Ensure access routes are clear.
Condition of furniture and equipment. Danger of collapse and contact injuries.	Manager ensures furniture and equipment is correct for the job to be done. LBB is responsible for maintenance of equipment that it owns. Employee receives information	Make safe. Remove items or prevent from use. Report hazardous/defective equipment and materials to Manager

	and training on how to use safely. Employee periodically carries out inspections to ensure equipment kept in good condition and records maintained. If equipment is unsafe or defective employee remove from use and report immediately to Manager.	and/or Premise Manager
Electrical hazards - use of electrical equipment.	<p>LBB is responsible for maintenance of equipment that it owns and that PAT testing carried out on LBB electrical equipment where required.</p> <p>Employee ensures:</p> <ul style="list-style-type: none"> • electrical items are turned off before checking, servicing or repair; • plugs are correctly wired, fused, not damaged and maintained; • outer covering of cable or wire is gripped as it enters the plug and is free from damage; • cover of equipment is not damage e.g. missing of parts, screws, insulating tape or adhesive • no evidence of burning marks/staining that suggests overheating or arcing • reports any defects that could cause injury or harm 	<p>Legal requirement that PAT test is carried out on certain work electrical equipment. Check that certificate is valid. LBB is responsible for maintenance and PAT testing of equipment that it owns. For non-LBB electrical equipment and premises it is the responsibility of building user/owner.</p> <p>Employee ensures:</p> <ul style="list-style-type: none"> • electrical items are turned off before checking, servicing or repair; • plugs are correctly wired, fused, not damaged and maintained; • outer covering of cable or wire is gripped as it enters the plug and is free from damaged; • cover of equipment is not damage e.g. missing of parts, screws, insulating tape or adhesive • no evidence of burning marks/staining that suggests overheating or arcing • reports any defects that could cause injury or harm
Trailing cables from equipment e.g. electric, telephone, printer cable etc.	Employee removes trailing cables or leads. Tuck cables out of the way, secure down use cable ties or covers.	Employee removes trailing cables or leads. Tuck cables out of the way, secure down use cable ties or covers.

<p>Fire from maintained electrical equipment</p>	<p>Electrical Equipment provided by LBB is suitable and maintained.</p> <p>Employee to follow control measure detailed under electric hazards.</p>	<p>Electrical Equipment provided by LBB is suitable and maintained.</p> <p>Combustible and flammable materials stored away from ignition sources and hot surfaces.</p> <p>Employee to follow control measure detailed under electric hazards.</p>
<p>Storage of combustible items, i.e. paper too close to ignition and heat sources</p>	<p>Employee to ensure combustible items e.g. paper, cardboard, wood, plastic is not stored adjacent to or on heat sources e.g. heater, computer, radiator etc.</p>	<p>Employee to ensure combustible items e.g. paper, cardboard, wood, plastic is not stored adjacent to or on heat sources e.g. heater, computer, radiator etc. Report any such occurrence to local Management and Premise Manager.</p>
<p>Upper body injuries e.g. shoulder, neck, back etc. from unsuitable furniture and positioning of workstations</p>	<p>Employee carries out a Display Screen Equipment Assessment (see Corporate Health, Safety, and Welfare Arrangements Section 15 Display Screen Equipment).</p> <p>Employees using a laptop/tablet have a separate keyboard and height of monitor adjusted to be in-line with the eye of the user whilst seated. Eye test and examinations available to staff on request via HR.</p> <p>Employee adjusts workstation to a comfortable position and takes regular breaks to prevent tiredness, stretch muscles and increase blood circulation.</p>	<p>Employee carries out a Display Screen Equipment Assessment (see Corporate Health, Safety, and Welfare Arrangements Section 15 Display Screen Equipment). Maintain records. Employees using a laptop/tablet in excess of 1 hour to have a separate keyboard and height of monitor adjusted to be in-line with the eye of the user whilst seated. Eye test and examinations available to staff on request via HR.</p> <p>Employee using different work stations at part of their work activities to adjust workstation to a comfortable position and take regular breaks to prevent tiredness, stretch muscles and increase blood circulation.</p>
<p>Physical or verbal assault</p>	<p>Employee to report incidences of physical and verbal assault to Manager and on reporting system.</p> <p>Manager carry out a lone working and violence at work risk assessment (see Corporate Health and Safety Policy Section</p>	<p>Employee to report incidences of physical and verbal assault to Manager and on reporting system.</p> <p>Manager carries out a lone working and violence at work risk assessment (see Corporate Health, Safety, and Welfare</p>

	9 Violence at Work)	Arrangements Section 9 Violence at Work).
Manual handling	Employee identifies manual handling hazards and manager carries out risk assessment and control measures introduced to reduce risk. Where possible manual handling avoided and appropriate training course and/or lifting aid or another person identified.	Employee identifies manual handling hazards and manager carries out risk assessment and control measures introduced to reduce risk. Where possible manual handling avoided and appropriate training course and/or lifting aid or another person identified.
Security	Valuable equipment not stored or left in employee's car. Work equipment insured for use in home and car. Avoid carrying and storing cash, cheques, credit cards or tokens. Avoid inviting strangers or people you have not met to your home (see Corporate Health and Safety Policy Section 9 Violence at Work)	Review building security risk assessment and existing premises control measures. This should include lone working and violence at work risk assessment (see Corporate Health and Safety Policy Section 9 Violence at Work). Are they adequate? If risks identified are not adequate additional control measures need to be implemented.
Employees working excessive hours.	Employee discuss with Manager their work load and agree solutions to change the job to reduce the level of hours worked	Employee discuss with Manager their work load and agree solutions to change the job to reduce the level of hours worked
Stress	Employee notifies LBB. Referral to EAP or Occupational Health. Provide support to colleagues experiencing stress. Talk to your GP. Discuss with your manger what changes could be made to make your job less stressful. Agree Action plan with Manager/LBB what, how, where and when these changes will be implemented (See Corporate Health and Safety Policy Section 23 Preventing Work Related Stress.)	Employee notifies LBB. Referral to EAP or Occupational Health. Provide support to colleagues experiencing stress. Talk to your GP. Discuss with your manger what changes could be made to make your job less stressful. Agree Action plan with Manager/LBB what, how, where and when these changes will be implemented (See Corporate Health and Safety Policy Section 23 Preventing Work Related Stress.)
Isolation	Regular face to face contact between Manager and homeworker; Provide same information and support for Homeworkers as on-site workers, including	Regular face to face contact between Manager and mobile worker; Provide same information and support for mobile workers as on-site workers, including information on

	<p>information on social events; Facilitate communication with other Homeworkers and on-site workers; Homeworkers should take regular breaks.</p>	<p>social events; Facilitate communication with other home & mobile workers and on-site workers; Mobile workers should take regular breaks.</p>
Emergency Procedure e.g. fire, flood, explosion, loss of power, snow	Home working risk assessment carried out by employee and reviewed by manager. Employee to plan a means of escape in an emergency e.g. fire, flood, explosion, loss of power and what to do in the event of illness or injury	Building users and/or Premise Manager will have completed a risk assessment. Employee to become familiar with the control measures particularly with regard to evacuation procedures. Employee to cooperate with other staff and building owner.
First Aid	<p>First aid risk assessment undertaken by Manager to ascertain level of first aid provision required.</p> <p>(see Corporate Health and Safety Policy Section 5 First Aid)</p>	For LBB premises arrangement should be in place to summon a first aid. Employee to familiarise themselves with procedure. For non-LBB locations, First aid risk assessment to be undertaken by Manager to ascertain level of first aid provision required (see Corporate Health and Safety Policy Section 5 First Aid)
Accidents, Near Miss, Dangerous Occurrence	Report on LBB Reporting system, see Corporate Health and Safety Policy Section 4 Accident Incident Reporting	Report on LBB Reporting system, see Corporate Health and Safety Policy Section 4 Accident Incident Reporting
Special Requirement	This applies to Young Persons, New/Expectant Mother and individuals with special needs. The home working risk assessment will identify any additional risk associated with this employee and appropriate control measure implemented.	This applies to Young Persons, New/Expectant Mother and individuals with special needs. A risk assessment is required to identify any additional risk associated with this employee and appropriate control measure implemented.

