

HOME WORKING POLICY

INTRODUCTION

This policy describes the working arrangements and expectations that will apply for staff members who work from home. In this instance it applies to the Parish Clerk/RFO.

SAFE WORKING ENVIRONMENT

Health and safety for home-based staff applies in the same way as office-based staff, insofar as is reasonably practicable, that staff work in a safe manner and follow all health and safety instructions issued by the Council.

When a staff member begins home working they must complete a 'Home Based Workers Risk Assessment' and 'Display Screen Equipment (DSE) Workstation Assessment'¹. These checklists identify any possible hazards in their home working area and measures may need to be taken to control any risks identified. This checklist should be completed annually, or more frequently if there are any changes to their arrangements such as new equipment or changes to their home-office space. If staff members have any questions about the risk assessment, or if they identify any potential risks when carrying out the assessment, they should refer these to the Council.

Some of the most important considerations include: -

- If possible, an area should be set aside from the rest of the living space to ensure that staff are able to work from home without distractions,
- Their home office should have adequate space to work safely and comfortably,
- Their desk should be large enough to accommodate equipment and paperwork,
- There should be sufficient storage and their workspace should be organised so equipment is close to hand,
- Their work area should be well lit, with natural lighting if possible,
- Equipment and sockets should be situated to avoid potential trip hazards, and,
- Staff must also ensure that they visually check the cables of any electronic equipment supplied regularly (and at least every 6 months) and report any defects.

The Council reserves the right to visit the staff member at home at agreed times for work-related purposes, including health and safety matters and to inspect, service or repair equipment (e.g. for PAT testing).

FACILITIES AND EQUIPMENT

The Council will provide such equipment as is necessary to carry out the functions of the work and the regular maintenance of such equipment. The Council is responsible for supplying whatever technical support is necessary and for upgrading equipment in line with their requirements in the job function.

It is the staff member's duty to ensure that proper care is taken of the equipment provided and to inform the Council of any need to maintain or replace the equipment. Should the risk

¹ In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992

assessment identify any further equipment that is necessary, it should be discussed with the Council.

All equipment provided will belong to the council and the staff member will be required to return it promptly should they leave the Council's employment. If the Council is unable to make suitable arrangements, we may collect the equipment and any documents before staff member's last day.

DISPLAY SCREEN EQUIPMENT (DSE)

If staff use equipment with a display screen, such as laptops, tablets and smartphones for continuous periods of more than an hour per day then the Council must provide adequate Display Screen Equipment (DSE) Training².

Staff members who use DSE for their role can request that the Council arrange and pay for an eye test³.

HOURS OF WORK

As a home-based worker, a staff member's contract of employment may specify the hours when the Council expect them to be at work and contactable by telephone or email.

Staff must be mindful to take adequate rest breaks which should be, as a minimum:

- A break of at least 20 minutes during each working day over 6 hours,
- A daily rest break of at least 11 continuous hours, i.e. the time between stopping work one day and beginning work the next day, and,
- At least one complete day each week when no work is done.

DATA PROTECTION

As a home-worker, staff members are responsible for keeping all documents and information associated with the council secure at all times. Specifically, homeworkers are under a duty to:

- Keep filing cabinets and drawers locked when they are not being used,
- Set up and use a unique password for the laptop computer, and,
- Ensure that the laptop is backed up on a regular basis.

The laptop computer and other equipment provided by the Council must be used only for work-related purposes and must not be used by any other member of the family at any time or for any purpose.

If staff have a telephone conversation where they are discussing confidential work matters, they should ensure that such calls take place in privacy to avoid inadvertent breach of confidentiality.

INSURANCE, MORTGAGE OR RENTAL AGREEMENTS

Whilst the Council's Employer's Liability Insurance extends to home based staff, and any council equipment installed in their home will also be covered, staff should ensure that any agreement with their landlord or mortgage lender allows them to work from home, and that

² Health and Safety (Display Screen Equipment) Regulations 1992 s6

³ Health and Safety (Display Screen Equipment) Regulations 1992 s5



BURTON GREEN PARISH COUNCIL

Contact the Council: clerk@burtongreenparishcouncil.gov.uk
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their house buildings and contents insurance will not be invalidated by them working from home.

Signed (Chair): Cllr McColl

Date: 23rd February 2026

Date for next review: Feb 2027