[Template] Working from Home Guidance

(Updated March 2020 – Applicable to all staff working at home during temporary period of CV-19)

We recognise that we are in a rather unusual situation where we have asked you all to work from home. For some this may be normal and something you do regularly, but for others this is something new. This guidance sets out what you should expect from us and what we expect from you during this temporary period.

**[Employer’s] responsibilities**

**Health and Safety**

The [employer] is responsible for the health and safety of all employees regardless of work location. To ensure you are working safely during this temporary period of home working, we would ask that you complete a home risk assessment to ensure we are providing all equipment that is reasonably practical at this point in time.

**Equipment**

The [employer] will provide homeworkers with equipment which is necessary in order to do their job. We will also provide any equipment to ensure employees’ health and safety requirements are met. Should you need additional equipment, please request this through your line manager.

**Insurance**

Any equipment provided by the [employer] will be covered under organisation’s insurance policy.

Please check your home insurance policy to ensure that it is not affected by working from home. Most home insurance covers admin and clerical work from home as standard, but it is worth checking. We do understand that not all of you will own your own home and are renting so understand that you may not have cover.

**Line Manager Responsibility**

**Health and Safety**

As a line manager you are responsible for the wellbeing of your team and you are responsible for regularly checking in with your team who are working from home. This can be just a quick call, text or email, just to ensure that the employee is okay and has no issues. We need to make sure that we all feel connected so please set up regular audio and video calls.

**Reported Absences**

If a team member calls you to tell you they are ill, you must log the absence in the normal manner as you normally would for an employee who works in the office.

Should you be required to look after a family member who is unwell, as part of the holiday and other leave policy [enter own policy here.]

**Risk Assessments**

As a line manager you need to ensure your team have completed the home risk assessment and requested any equipment required.

**Employee Responsibility**

**Health and Safety**

All employees who work from home have the same duties under the Health and Safety at Work Act as all other employees and must take reasonable care of their self and anyone else who might be affected such as any family members who might be at home.

If you have a health and safety issue, please contact your line manager.

Please complete a new risk assessment if there is a change to home working location or set up so a new risk assessment can be issued and completed.

You are required to make arrangements to ensure you are safe at all times. An important aspect of safety for home workers, who are leaving and returning to their home, is to ensure that they let other people know whom they are meeting, when and where.

**Data Storage and Disposal**

You should comply with GDPR regulations when handling information concerning the organisation’s employees and members.

You are responsible for the safe and secure storage of all of the organisations data and documentation in your possession. You are also responsible for the disposal of hardcopy data by shredding and should not use domestic recycling bins. In the interim period, if a shredder is unavailable, please ensure that any information is stored safely until you are able to return to the office and dispose of these in the confidential waste.

**Working Hours**

You are still required to work the hours that are agreed in your contact of employment and must make sure you are readily available to be contacted during those times. We appreciate that you may need to be flexible with our hours during this period due to potential care issues but please keep talking to your line manager.

For this period of temporary CV-19 home working, normal office hours will be 9.00 am to 5.00 pm with an hour lunch break. This is to make sure we can provide consistent support to members and each other. Flexible working will remain in place for those staff with contracted flexible working hours.

All staff are required to keep their outlook calendars up to date at all times.

**Reporting an Absence**

Whilst you are working from home, please keep in touch with your line manager and call if you are unwell or need to report an absence of any sort. If you cannot get hold of them, please leave a message for them to call you back.

**Equipment**

All items of equipment provided will remain the property of the Alliance and must be returned when either employment or the arrangement to work at home ends. The employee must take responsible care of such equipment and ensure it is kept securely.

**Annual Leave**

During the CV-19 situation, you may change your mind about travelling, or be unable to travel to your planned destination, and may wish to cancel or change annual leave that you have already booked.

If you would like to cancel or change planned leave, please speak to your line manager. We may allow you to change or cancel booked holiday, taking into account the CV-19 situation. However, this will continue to be a decision for your line manager, depending on the circumstances.

**Unused annual leave**

Ordinarily, you are only able to take across [7 days holiday] into the new holiday year.

We recognise that you may be unable to take your remaining annual leave before the end of the leave year. For example, you could have an increased workload because of the CV-19, or you may have cancelled or changed planned annual leave.

[We are suspending our usual rule that you lose any unused annual leave that you have not taken by 31 March and so you will be able to carry over in excess of 7 days holiday into the new holiday year.]

As long as your line manager agrees, the annual leave can be taken later. The timing is a matter for discussion between you and your line manager in due course.