**Homeworking Policy**

*July 2022*

**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 you work in a safe manner and that you follow all health and safety instructions issued by us.

Some of the most important considerations include: -

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

**Facilities and equipment**

The council will provide you with the following equipment for you to work from home and we will maintain and replace these items when necessary.

* Laptop computer

It is your duty to ensure that proper care is taken of the equipment provided to you.

All equipment provided by the council is for you to work safely and effectively at home and cannot be used for personal use by you or your family.

All equipment will belong to the council and you will be required to return it to us promptly should you leave our employment. If we are unable to make suitable arrangements, we may collect the equipment and any documents before your last day.

**Hours of work**

As a home-based worker, your contract of employment will specify the hours when we expect you to be at work and contactable by telephone or email.

You 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.

**Potential conflicts of interest**

During your hours of work, the council expects that your work environment enables you to work effectively and that you are not distracted by domestic matters. It is not appropriate to combine homeworking with caring for a dependant.

If there is an emergency and you need to attend to a non-work matter, then you should notify your line manager.

**Data protection**

As a home-worker you 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,
* Keep all documentation belonging to us in the locked filing cabinet at all times except when in use,
* Set up and use a unique password for the laptop computer, and,
* Ensure that documents are saved to the server rather than the laptop computer’s hard drive.

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

**Insurance, mortgage or rental agreements**

Whilst our Employer’s Liability Insurance extends to home based staff, and any council equipment installed in your home will also be covered, you should ensure that any agreement with your landlord or mortgage lender allows you to work from home, and that your house buildings and contents insurance will not be invalidated by you working from home.

This is a non-contractual procedure which will be reviewed from time to time.