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1. Introduction

1.1. This policy has been written for those direct employees who work from home on a full time/permanent basis. This policy should be read in conjunction with other Company health and safety policies. <<Insert Company Name>> recognises and accepts its responsibilities to its employees and its underlying regulatory obligations. The Management of Health and Safety at Work Regulations 1999; Workplace (Health, Safety and Welfare) Regulations 1992; Health and Safety, (Display Screen Equipment) Regulations 1992; Manual Handling Operations Regulations 1992; Provision and Use of Work Equipment Regulations 1998; Personal Protective Equipment Regulations 1992 (as amended); and any other regulations.

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1.2. The Company accepts its responsibility for the health and safety of its employees working from home, and will ensure so far as is reasonably practicable: 1.2.1. the provision of suitable equipment for employees to carry out their work from home, such as desktop/laptop/tablet computers, keyboards or mice. The Company will ensure any equipment provided is maintained in accordance with instructions. 1.2.2. the provision of an appropriate working environment at home in a safe and sound condition, including an office chair and, where appropriate, a desk. 1.2.3. the Company will conduct a risk assessment of the working area at home, and provide suitable equipment such as footrests, as needed. 1.2.4. the provision of suitable support and training, where necessary, to ensure the health and safety of employees working from home. 1.2.5. the provision of adequate health and safety training to prevent accidents and injuries.

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2. General Health and Safety

2.1. The overall responsibility for health and safety within the Company lies with the Managing Director/Senior Manager. <<Insert Name>>.<<Insert Name>>

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and Role of person with
managing health and safe

- 2.2. The Company will ensure
working from home have
- 2.3. The Company will appoint
- 2.4. The Company will ensure
a suitable area at home
standard to suit the work

3. Employee's Duties

- 3.1. Where reasonable, the employee
as 'work' areas are maintained
- 3.2. If any part of the employee
company may require (a
company business. It will
and safety of any 'work' v
- 3.3. The employee must take
and that of their family me
- 3.4. The employee must ensure
the Company are not used
employee or any family m
- 3.5. The employee must work
their employer, including t
- 3.6. If equipment or appliance
interfere with or misuse th
- 3.7. The employee is to use
must contact their line m
are not suitable.
- 3.8. The employee must inform
adversely affected by any
- 3.9. If any part of the working
employee's domestic circ
as reasonably practicable
- 3.10. The employee is to ensure
fittings, including extensio

> has day to day responsibility for
members who work remotely.

as far as practicable, that all employees
the manager.
health contact for the employee.
as far as practicable, that the employee has
and it is set up to an adequate
ree.

any parts of their home designated
standards.

for client/customer interfacing, the
specified areas are used solely for
the employee to ensure the health

ensure their own health and safety

equipment/tools or appliances supplied by
that may cause harm or injury to the

instructions or training given to them by
the Company.

Company, the employee must not

equipment aids as provided. The employee
safety equipment or aids provided

if they feel their mental health is being
at home.

unable because of a change in the
inform their line manager as soon

as far as practicable, that all electrical
condition at all times.

This policy will be reviewed annually
legislation.

Employee Name: <<Insert Full Name>>

Date: <<Date>>

to be compliant with any changing

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Signature:

Employer

Position:

Date:

Signature:

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