

Working at Home Health and Safety Policy

1. Introduction

- 1.1 This Policy has been developed in response to the current Covid-19 pandemic crisis. It should be read in conjunction with the Company Health and Safety Policies.
- 1.2 <<Insert Company Name>> ("the Company") recognises and accepts its responsibilities to <<Insert Company Name>> ("the Employee") under the Health and Safety at Work Act 1974.
- 1.3 The Company acknowledges that this Policy will temporarily extend to the Employee's home, and the following measures are reasonably practicable:
 - 1.3.1 the provision of equipment that is necessary for the Employee to carry out their duties; and
 - 1.3.2 the provision of training and support to the Employee in a safe and healthy manner; and
 - 1.3.3 the provision of advice and guidance to managers as necessary to ensure the safe working from home.

2. General Health and Safety

- 2.1 The overall responsibility for health and safety within the Company lies with the <<Managing Director/Partner/Proprietor>><<Insert Company Name>>. <<Insert Company Name>> has day to day responsibility for the health and safety which includes the following:
 - 2.2 The Company will ensure that, where reasonably practicable, that all employees working from home are provided with their line manager.
 - 2.3 The Company will ensure that, where reasonably practicable, that the Employee has a suitable and safe working environment, and it is set up to an adequate standard.

3. Employee's Duties:

- 3.1 Where reasonable, the Employee must ensure that any parts of their home designated as 'work area' are kept to professional standards.
- 3.2 The Employee should ensure that they take adequate rest breaks throughout each working day in accordance with their employment contract.
- 3.3 The Employee should ensure that they contact with their line manager and notify them if they are unable to perform their duties as required to do.
- 3.4 Equipment provided by the Company remains the property of the Company and must not be used for any other purpose by the Employee's family or other third parties for any purpose.

3.5 The Employee has
and safety and that
whilst they are work

reasonable care of their own health
ome who is affected by their work

3.6 In order to make s
whilst working from

achieves a comfortable posture
uld:

3.6.1 break up lon
minutes eve

ork with rest breaks (at least five
nges in activity;

3.6.2 avoid sitting
may include

regularly changing position – this
round; and

3.6.3 avoid eye f
screen regul

us or by looking away from the

This policy will be reviewed as nec

situation changes.

Employee Name: <<Insert Fu

Job:

Work location:

Date: <<Date>>

Signature:

Employer Name: <<Insert Fu

Position:

Date: <<Date>>

Signature:

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