

Guidance Notes Working from Home

For: Employees Covid-19 Restrictions

In the current crisis caused by the Covid-19 pandemic, many employees are being asked to work from home. As an employer you are responsible for the health and safety of your employees when they are working temporarily from home. As this situation has arisen, it is likely you will have had a chance to properly consider any health and safety issues your working staff may face.

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You will need to consider such things as:

- How will you keep in touch with your staff?
- What work activity will they be doing?
- Can it be done safely?
- Do you need to put control measures in place to protect them?

protect them?

1. Using IT Equipment

Generally speaking, there is no need for an employer to do a DSE assessment on the home 'workstation'. However, if the workstation is not at the correct height to work for long periods, sitting in a lounge chair/settee etc. can create health problems.

screen equipment (DSE) for your employees. There is no requirement to do a DSE assessment on the home 'workstation'. However, if the workstation is not at the correct height to work for long periods, sitting in a lounge chair/settee etc. can create health problems.

Consider the following:

- Breaking up long spells of DSE work (at least 5 minutes or changes in activity).
- Avoiding awkward, static postures.
- Getting up and moving or doing other tasks regularly.
- Avoiding eye fatigue by changing tasks from time to time.

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If it appears staff may need to work from home for a prolonged period of time, you should consider allowing staff to take some time to set up their workstation. This may include specialised equipment such as keyboards or mice or possibly monitors. It may also be necessary to supply the homeworking employee with a desk or even ergonomic chairs to use at home.

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2. Homeworking and Supervision

It is suggested that you should create a clear communication channel between staff members and any central office. There are many communication platforms available now, many of which are free to use.

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people's mental health, as being available for support.

It is important to make sure you keep contact as good as possible. If working from home, if contact is poor, staff may feel disconnected, isolated, but will also adversely affect their ability to work.

Put procedures in place so you can assist you in recognising any signs of stress, an emergency point of contact and need it.

make it difficult to get proper support.

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with home workers and this should be made as easy as possible. It is also important to have procedures in place so people know how to get help if they need it.

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