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Addysg a Gwella Iechyd
Cymru (AaGIC)
Health Education and
Improvement Wales (HEIW)

HOMEWORKING PROCEDURE

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1. Purpose and Scope

1.1 The potential benefits of homeworking include:

- Improved efficiency and effectiveness;
- Time and cost savings on commuting and business mileage;
- Greater freedom to manage workloads, increased job satisfaction and personal responsibility;
- Support of the company's drive to reduce its carbon footprint;
- Improved work life balance;
- Provision of quality time to complete a specific project or write a report;
- Contribute towards a return to work package following periods of absence from work such as sickness absence or maternity leave;
- Potential reasonable adjustment under the Equality Act;
- To minimise disruption caused by inclement weather.

1.2 This procedure applies to all members of staff who undertake work:

- at home, that would normally be carried out in an office type environment;
- from home, in the case of a mobile role, where the employee's home, rather than a central office-based location, is their working base.

1.3 It does not apply to those members of staff who may work at home on an ad-hoc basis.

2. Aims and Objectives

2.1 This procedure aims to give a framework for employees of HEIW to follow when implementing or requesting homeworking and will detail:

- The difference between full time homeworking and occasional homeworking
- The criteria used when deciding homeworking
- Duties and responsibilities of all homeworkers
- Employees duties and responsibilities
- The practical issues to be addressed to make home-working a success

3. Implementation

3.1 A homeworker is defined as an employee who works at home, instead of their employer's premises. This arrangement normally involves an agreement to work at home for a set number of days a week or month.

- 3.2 Home-working can be placed into two main categories:
- Regular / full time homeworking - which is work that is carried out on a regular basis for the whole or a significant percentage of the employee's working week, at the employee's own home. In these circumstances an employee's home will be classed as their contractual office base.
 - Occasional homeworking - which is work which is carried out at home, typically on an ad hoc basis, with the agreement of the Line Manager, for example, to meet deadlines, to facilitate personal or family requirements or undertaking specific project work.
- 3.3 Line managers will be required to assess each requirement or request for homeworking against specific criteria. This will include assessing whether or not the requirement is commercially viable and whether the individual has the self-discipline necessary for this method of working.
- 3.4 Homeworking considerations will also include the issuing of a homeworking questionnaire in order to identify whether the employee's home is capable of complying with current health and safety requirements. This must be completed prior to the commencement of homeworking and considers a number of health and safety factors including the following:
- fire safety
 - ergonomic considerations
 - safety considerations
 - insurance
- 3.5 If a significant element of the homeworking requirement is spent using a computer then the HEIW procedure for use of display screen equipment (DSE) may apply and a separate DSE assessment may be required to be completed.
- 3.6 Where permission has been granted for an employee to work at home, we may require them to demonstrate that they do not have any dependent care responsibilities during their specified working hours. We will also require them to carry out the following at all times:
- Location - Employees must identify a suitable location at home, which should be a separate room. This needs to be adequate to enable the employee to work productively and safely.
 - Equipment - It may be necessary to provide equipment to a homeworking employee, e.g. a legally compliant chair and a computer. Where this is the case, employees are expected to take reasonable care of the equipment provided.
 - Health and safety requirements - Maintain the working environment to previously agreed health and safety standards, including fire safety.
 - Insurance - Where applicable, employees must inform their home contents insurer that extra computer equipment etc. has been provided.
 - Disruption - Employees are expected to inform family and friends regarding their homeworking arrangements in order to ensure minimal disruption.
 - Security – Homeworking employees are expected to ensure the necessary confidentiality and to only use any equipment supplied by us, for our work.
- 3.7 Homeworking practices will be subject to line manager agreement and may be developed to operate on a permanent, temporary or a more ad hoc basis, as appropriate. HEIW reserve the right to withdraw a homeworking agreement – for example, when performance or service delivery is affected.

- 3.8 It must be emphasised that the provision of service delivery must take precedent over other relevant factors in any application for homeworking and there is no automatic right for staff to be a homeworker.
- 3.9 HEIW will not refuse a request for homeworking without giving sound business reasons for doing so.
- 3.10 There may be times when business reasons dictate that homeworking is necessary. All staff affected in this case will be consulted with about any change and given the business reasons for the request.

4. Training

- 4.1 Staff who have responsibilities under this procedure will be provided with specific training in order for them to fulfil their duties.

5. Monitoring

- 5.1 It is the responsibility of the line manager to review the suitability and requirement of each of their homeworkers on a periodic basis – at least annually.
- 5.2 The review should identify the continued need for homeworking and whether adjustments could be made. This review should take into account the initial assessment completed for the work and whether it is still valid or need of review.

Appendix A – Homeworking Questionnaire

Before permission is given for any employee to work at home, the following checklist must be completed and returned to your line manager. This is for us to assess the suitability of any proposed home working arrangement against current health and safety regulations.

We rely on your honesty in completing this checklist and retain the right to revoke any homeworking arrangements given, should any information prove to be inaccurate.

		Yes	No
1	Have you a separate room or a dedicated area that you can work in?		
2	Is there room for a desktop or laptop computer to fit comfortably on a desk?		
3	Is there adequate room for a printer to be situated safely nearby?		
4	Do you have a suitable chair for computer use?		
5	Can all cables and leads be positioned so that they do not present a trip hazard?		
6	Is existing lighting in the area identified for work adequate for computer use and reading?		
7	Are blinds/curtains fitted to windows to prevent glare and/or reflection?		
8	Does your insurance cover currently allow you to work from home?		
9	Have you got a functioning smoke detector installed?		
10	Have you got enough sockets for the computer and other equipment? The use of a single multiplug extension lead is permitted		
11	Have you got an effective circuit breaker (RCD) fitted to your electrical supply?		

Name:

Address:

Approximate (average) number of hours spent at workstation:

Date received by line manager:

Line manager name and signature authorising homeworking: