

## Health and Safety Guidance

### Home Working Arrangements

#### 1. Introduction

The Health and Safety At Work etc. Act 1974 places a duty upon the Local Education Authority as the employer to protect the health, safety and welfare of staff wherever their place of work may be. With regards to Home Working, particular arrangements need to be in place to reduce the risks that staff may face and for the LEA to discharge adequately its duty of care.

#### 2. Remodelling Programme

As part of the remodelling programme the instances of school staff working from home may increase and the LEA will be requiring that staff who may be working from home undergo a series of checks.

The risks in a home environment cannot be controlled in the same way as in a work environment and therefore we would request that wherever possible staff who require quiet areas for planning, preparation and assessment time use areas within Authority Buildings. Such areas may include:-

|                             |   |   |
|-----------------------------|---|---|
| Tredomen Council Offices    | } | Contact Dorothy Phillips<br>Committee Services 01443 864241 |
| Pontllanfraith Civic Centre |   |   |

Alternatively, consider using other Education Premises including secondary schools in the area, where the headteacher identifies that there is spare accommodation available, or local libraries.

#### 3. Arrangements for Home Working

Where working from home is required, the following arrangements must be in place before any member of staff is permitted to work from home: -

- a) The member of staff must complete a health screening questionnaire and return it to the Occupational Health Nurse. **This is a legal requirement** to ensure that there are no medical conditions that may cause concern if the member of staff worked alone at home.
- b) Following this the member of staff will need to complete a risk-assessment of the work area at home to ensure that it is suitable for home working including display screen equipment (DSE) work.
- c) A guidance note will be provided to staff who work from home and a list of staff who regularly work from home will be retained by the Health and Safety Section.