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**Working from Home Policy**

## **General Statement**

Dainty Little Hands Ltd. Out of School Clubs is committed to ensuring the health, safety, and welfare of its homeworkers and those affected by homeworking as far as is reasonably practicable. A homeworker is any employee who works at home or in other premises of their choice on behalf of Dainty Little Hands Ltd. Out of School Clubs.

Homeworkers are subject to the same health and safety requirements as workers based on company premises and must be managed accordingly.

All homeworking activities will be considered and assessed for risk. Where there is little or no risk to the homeworker or others in the home environment, no further action will be taken. If a risk assessment indicates the need for action, Dainty Little Hands Ltd. Out of School Clubs is committed to putting in place appropriate controls to reduce the risk as far as is reasonably practicable. Homeworkers are covered by existing health and safety law in the same way as any other worker within the organisation.

The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication.

The person responsible for implementing this policy is the Managing Director, Jayne Dainty.

## **Arrangements for Securing the Health and Safety of Workers**

Dainty Little Hands Ltd. Out of School Clubs will, in consultation with homeworkers and their representatives:

1. Provide information, instruction, training, and supervision.
2. Assess all significant risks, including display screen equipment if used.
3. Make adequate arrangements for putting in place control measures and for managing control measures.
4. Ensure that manual handling loads are appropriate and that appropriate lifting aids and/or training are provided where it is not possible to avoid the risk.
5. Supply all necessary equipment, machinery, and plant.
6. Ensure that all equipment, machinery, and plant is suitable for the job.
7. Ensure that all equipment, machinery, and plant is safe, regularly maintained and appropriately guarded.
8. Arrange for the maintenance of all electrical equipment supplied for use in the employee’s home.

**Note:**

The hard-wired electrical sockets and ring mains supplies are the employee’s own responsibility, but the employer’s representative will advise on cabling and socket usage in the risk assessment.

1. Ensure that any substances provided are assessed and suitably controlled.
2. Supply personal protective equipment (PPE) if needed.
3. Provide, where practicable, scope for varying work patterns and to allow employee input into how the work is carried out, to ensure homeworkers take periodic breaks during the working day.
4. Ensure that homeworkers have the opportunity to be kept informed of what is going on within the company via the Management team.
5. Review risk assessments whenever there are significant changes and at least annually.

## **Duties of Managers and Supervisors**

1. Dainty Little Hands Ltd. Out of School Clubs is responsible for the health, safety and welfare of homeworkers as far as is reasonably practicable.
2. Support Manager(s) and the Managing Director are responsible for ensuring homeworkers receive the appropriate training and information.
3. Support Manager(s) and the Managing Director are responsible for facilitating risk assessments and putting in place appropriate controls.
4. If the Support Manager(s) is unable to deal with problems uncovered in the risk assessment, the Support Manager(s) should refer these problems to the Managing Director.
5. The Managing Director is responsible for undertaking risk assessments of homeworkers on behalf of the Support Managers, who may be requested to work from home.
6. The Managing Director should advise the Support Managers of risks and their appropriate controls.

## **Duties of Employees**

1. Homeworkers are responsible for their own health, safety, and welfare and that of others affected by their work while working at home.
2. Homeworkers are required to report any problems directly to the Managing Director. This will include incidents and near misses.
3. Homeworkers are required to follow all training and instruction received.
4. Homeworkers are required to use PPE when appropriate.
5. If the homeworker is unable to follow the work arrangements, training and instruction, the homeworker must cease work and report the problems to the Managing Director immediately.

## **Information and Training**

1. Suitable information and training will be provided to all homeworkers in the tasks that they are employed to do and the equipment they will be using.
2. Training needs will be identified and reviewed by a responsible person.
3. Homeworkers will be trained in emergency procedures in case of an accident in the home.
4. Refresher training will also be given at reasonable intervals.
5. The Managing Director and Support Managers will be trained in how to deal with employees working off site, e.g., ensuring prearranged regular contact, how to recognise signs of stress in homeworkers, etc.

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| Signed: | \_\_\_\_\_\_\_\_\_\_\_Jayne Dainty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_04/08/2021\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Policy review date: | \_\_\_\_\_\_\_\_\_\_\_\_\_03/08/2022\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |