

## 1. Introduction

- 1.1. This policy has been written for those direct employees work from home on a full time/permanent basis. It should be read in conjunction with other Company health and safety policies.
- <<Insert Company Name>> recognises and accepts its responsibilities to its employees under the Health and Safety at Work etc. Act 1974, and its underlying regulatory framework including the Management of Health and Safety at Work Regulations 1999; the Health and Safety (Display Screen Equipment) Regulations 1992; the Health and Safety, (Display Screen Equipment) Regulations 1992; the Manual Handling Operations Regulations 1992; the Provision and Use of Work Equipment Regulations 1998; the Personal Protective Equipment Regulations 1992 (as amended); and any other regulations.
- 1.2. The Company accepts its responsibilities to its employees who work from home, and will ensure so far as is reasonably practicable:
- 1.2.1. the provision of suitable equipment for the employee to carry out their work. Such equipment may include a desk, chair, keyboard, mouse, monitor, telephone, copiers as needed. The Company will ensure any equipment provided is maintained in accordance with instructions.
  - 1.2.2. the provision of a safe and sound working area at home in a safe and sound working area. Such furniture may include an office chair and, where appropriate, a desk.
  - 1.2.3. the Company will conduct a risk assessment of the working area at home. Such assessment may include footrests, as needed.
  - 1.2.4. the provision of suitable equipment for the employee to carry out their work. Such equipment may include a desk, chair, keyboard, mouse, monitor, telephone, copiers as needed. The Company will ensure any equipment provided is maintained in accordance with instructions.
  - 1.2.5. the provision of a safe and sound working area at home in a safe and sound working area. Such furniture may include an office chair and, where appropriate, a desk.

## 2. General Health and Safety

- 2.1. The overall responsibility for the health and safety of employees within the Company lies with the Managing Director/Senior Manager <<Insert Name>>.

and Role of person with day to day responsibility for managing health and safety

- 2.2. The Company will ensure that where reasonably practicable, that all employees working from home have
- 2.3. The Company will appoint
- 2.4. The Company will ensure that where reasonably practicable, that the employee has a suitable area at home and it is set up to an adequate standard to suit the work

> has day to day responsibility for managing health and safety of members who work remotely.

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### 3. Employee's Duties

- 3.1. Where reasonable, the employee must ensure that any parts of their home designated as 'work' areas are maintained to a standard that is suitable for client/customer interfacing, the specified areas are used solely for the company business. It will be the responsibility of the employee to ensure the health and safety of any 'work' area.
- 3.2. If any part of the employee's home is used for client/customer interfacing, the specified areas are used solely for the company business. It will be the responsibility of the employee to ensure the health and safety of any 'work' area.
- 3.3. The employee must take responsibility for their own health and safety and that of their family members.
- 3.4. The employee must ensure that equipment or appliances supplied by the Company are not used in a way that may cause harm or injury to the employee or any family member.
- 3.5. The employee must work in accordance with the instructions or training given to them by the Company, including the use of any aids as provided. The employee must use safety equipment or aids provided by the Company, the employee must not misuse or damage any aids as provided. The employee must use safety equipment or aids provided by the Company, the employee must not misuse or damage any aids as provided.
- 3.6. If equipment or appliances supplied by the Company are not used in a way that may cause harm or injury to the employee or any family member.
- 3.7. The employee is to use equipment or appliances supplied by the Company, the employee must not misuse or damage any aids as provided. The employee must use safety equipment or aids provided by the Company, the employee must not misuse or damage any aids as provided.
- 3.8. The employee must inform their line manager as soon as reasonably practicable if they feel their mental health is being adversely affected by any work-related factors.
- 3.9. If any part of the working area is used for client/customer interfacing, the specified areas are used solely for the company business. It will be the responsibility of the employee to ensure the health and safety of any 'work' area.
- 3.10. The employee is to ensure that equipment or appliances supplied by the Company are not used in a way that may cause harm or injury to the employee or any family member.

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This policy will be reviewed annually or as required by legislation.

**Employee Name:** <<Insert Full Name>>

**Date:** <<Date>>

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**Signature:**

**Employer  
Position:**

**Date:**

**Signature:**

<<Insert Full Name>>

<<Date>>

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