



## Appendix A

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### Employee self-assessment for homeworking

Not everyone will find that homeworking suits their particular needs. Employees need to consider the following points when considering homeworking.

- Am I able to work on my own with only phone contact to fall back on?
- Am I able to be self-motivated enough?
- Will I be able to organise my work within my hours and not allow work to disrupt my home life outside working hours?
- Am I planning to move home in the immediate future? If so I may incur the extra expense of moving equipment.
- Am I prepared to make the same sort of childcare arrangements as I would if I were going out to work?
- Am I prepared to check my working environment to ensure it complies with health and safety requirements?
- Have I planned to undertake regular checks to ensure it continues to be a safe working environment e.g. disability issues?
- What arrangements will I need to make for regular contact with my manager?

### Pros of homeworking

- No more commuting, saving time and money
- More flexibility of work hours

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### **Cons of homeworking**

- You could experience isolation
- You may find it hard to escape work

### **Useful websites for further information**

- [www.acas.org.uk](http://www.acas.org.uk)
- [www.homeworking.com/library/famil.htm](http://www.homeworking.com/library/famil.htm)
- [www.unison.org.uk/polres/wlb/telework.htm](http://www.unison.org.uk/polres/wlb/telework.htm)



## Appendix B

### Costs of Homeworking/Reimbursement of Expenses

- Reimbursement of Expenses
- Description Basis for Claim Eligibility Evidence Required
- Method of Payment Tax Liability
- Travel Expenses

All mileage expenses will be considered under the union's expenses policy.

Full or partial homeworkers who do not have a dedicated employer-provided workspace

The template below is an example and designed in this format for ease of purpose.

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Description	Basis for Claim	Eligibility	Evidence Required	Method of Payment	Tax Liability
Travel Expenses	Mileage will be reimbursed for all business travel.	All types	As per car user status	Reimbursement upon receipt of claim	Not as long as the Inland Revenue accepts the employees' home is their workbase.
Telephone and internet access	Business calls made from home phone	All types	Phone bill highlighting business calls	Reimbursement upon receipt of claim	No
	Dedicated mobile phone service	Full	None – provided by union	Paid directly by the union	No - if business use only
	Connection fees charged by an Internet Service Provider	All types			No
	Connection through secure link to union network	Full or partial based on business case	Ordered through IT	No charge	

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Description	Basis for Claim	Eligibility	Evidence Required	Method of Payment	Tax Liability
Voicemail	Will be provided where message taking facilities are required as part of mobile phone service	All types	None	Provided directly by the union	No - if business use only
Rent or Mortgage payments	Increase in rent or mortgage payments due to homeworking	None			
Insurance	Increase in insurance premium due to homeworking	None			
Heating/lighting/power and other household expenses	Increase in costs of utilities (gas, electricity, oil etc) as a result of homeworking	Full or partial homeworkers	None required	A flat rate of £ <b>TO BE AGREED</b> a year to be paid on a monthly basis. Part time workers paid the allowance pro rata. Amount to be reviewed each year.	Yes
Office Supplies (Stapler, hole punch, staple remover, stationery etc.)	Required to perform the duties of the job	All types	Management decision	Order through departmental stationery ordering system	No

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Description	Basis for Claim	Eligibility	Evidence Required	Method of Payment	Tax Liability
Computer/Printer	Required to perform duties of job.  (The type of computer, access and support provided will depend on the job and amount of homeworking being done - see IT Access and Support section of this document)	Partial and full	Management decision depending on the job and amount of homeworking	Purchased/provided by the union directly	Not if value of computer and associated equipment is less than £ <b>TO BE CONFIRMED</b>
Desk/Chair	Required to perform duties of job and for health and safety reasons.	Partial or full	Management Decision	Purchased/provided by the union directly.	No

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## APPENDIX C

### Homeworking Risk Assessment Checklist

Name		Department	
Home Address		Phone Number	

The completion of this checklist will enable you to carry out a self assessment of the safety of your work area if intending to work at home. Having completed this you will need to discuss the findings with your line manager.

1. Have you attended the “Commencing Homeworking” training?	Yes No
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**(If you have answered No to the above question, you should not proceed with this questionnaire but report back to your manager for arrangements to be made to attend the training).**

	Employee answers	Managers comments
2. Which room in the house do you intend to use as your work base? Eg spare bedroom, box room, dining room.		
3. How many electrical sockets are available in this room for work equipment?		

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4. Do you believe your electrical wiring is in a safe condition?	Yes	No	
5. Are you satisfied that you can provide sufficient heating, lighting and ventilation for your own comfort and well-being?	Yes	No	
6. What means of communication have you got in an emergency?			
7. Will there normally be someone else in the house, during the working day who can summon assistance if necessary?	Yes	No	
8. Is the home used as a place of work by anyone else?	Yes	No	
9. Will children have access to the work area?	Yes	No	
10. It will be your responsibility to ensure as far as practicable that any equipment that is supplied to you is stored securely within your home? Do you feel that your home is sufficiently secure?	Yes	No	
11. Will you be able to position a computer in such a way that you can eliminate glare and reflections from your screen?	Yes	No	
12. Do you anticipate that there will be noise and distractions when you are working?	Yes	No	
13. Is, or will, the computer be positioned in such a way that there will be sufficient leg room under the desk or work surface?	Yes	No	
14. Is the desk /work surface large enough to allow you to place all your equipment where you want it?	Yes	No	
15. Is the height of the desk /work surface suitable eg you will not have to stoop or sit in an awkward position?	Yes	No	
16. Do you feel you need a foot rest?	Yes	No	
16a. <i>If yes to previous question, have you been provided with a foot rest?</i>	Yes	No	
17. Have you been provided with, or do you already have, a suitable chair, e.g. adjustable height and backrest, with 5 castors, and in a good state of repair ?	Yes	No	

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18. Do you feel you need a document holder?	Yes	No	
18a. <i>If yes to previous question</i> Have you been provided with a document holder?	Yes	No	
19. The Display Screen should be; <ul style="list-style-type: none"> <li>• adjustable for brightness and contrast</li> <li>• able to tilt and swivel easily</li> <li>• should be stable and free from flicker (screen image)</li> <li>• at a height that is comfortable for you.</li> </ul> <i>If any of these are not present please explain briefly in the column.</i>			
20. The keyboard should ;- <ul style="list-style-type: none"> <li>• be separate from the screen.</li> <li>• be able to be raised and lowered.</li> <li>• have clear symbols</li> </ul> <i>If any of these are not present please explain briefly in the column.</i>			
21. Have you been given sufficient information and instruction so that you know how to use the software?	Yes	No	
22. If you were having a problem related to your display screen work, would you know the correct procedure to follow?	Yes	No	
23. If the use of a computer is a major part of your work have you been offered an eye test?	Yes	No	
24. Do you experience any back, neck, arm, elbow, wrist, hand or finger pains?*	Yes	No	

**Please note that when you sign this you are confirming that you are aware that clients, pupils, service users etc must not be invited into your home for work purposes and that meetings must be held at alternative venues to your home.**

I declare that the answers to the above questions are correct to the best of my knowledge. Signature

Date

*\*A display screen incorrectly positioned and used, can aggravate a pre-existing medical condition. It is therefore important that your manager is made aware of any musculoskeletal conditions AND/OR a disability impairment which could affect your ability to use display screen equipment safely, so that they can seek medical advice and, if needed, provide you with equipment which may alleviate any problems.*

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<b>For completion by Manager.</b>	
a. Does the type of work undertaken by the employee mean that there is a need for extra security measures?	Yes    No
b. How many electrical items are to be issued to this employee?	
c. Have all of those been PAT tested?	Yes    No
d. <i>refer to question 3 above.</i> Are there sufficient sockets for the above items?	Yes    No
e. Are you satisfied that the employee will be working in a safe environment?	Yes    No

**If you have answered No to the last question you will need to visit the home to determine whether anything can be done to improve safety or to determine whether homeworking is not possible for this employee.**

Manager's Name ..... Signature .....

Date .....

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## References

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### TUC and the wider Labour movement

- <https://archive.acas.org.uk/index.aspx?articleid=4860>
- <https://archive.acas.org.uk/media/3905/Homeworking---a-guide-for-employers-and-employees/pdf/Homeworking-a-guide-for-employers-and-employees.pdf>
- <https://www.tuc.org.uk/blogs/working-home-heres-what-you-need-know>
- <https://www.tuc.org.uk/news/tuc-advice-people-working-home-during-coronavirus-outbreak>
- <https://www.tuc.org.uk/news/homeworking-more-quarter-last-decade-tuc-analysis-shows>
- <https://www.unison.org.uk/content/uploads/2017/04/Homeworking-Guide.pdf>
- <https://www.tuc.org.uk/research-analysis/reports/tuc-proposals-ensuring-safe-return-work>
- <https://www.tuc.org.uk/workplace-guidance/flexible-working>
- <https://www.acas.org.uk/acas-publishes-coronavirus-home-working-advice>
- <https://www.personneltoday.com/hr/acas-working-from-home-guidance/>
- *Protecting lone workers How to manage the risks of working alone* 03/20 INDG73(rev4) - A web version can be found at [www.hse.gov.uk/pubns/indg73.htm](http://www.hse.gov.uk/pubns/indg73.htm)

### Additional Guidance and Advice

- Homeworkers: Guidance for employers on health and safety Leaflet INDG226(rev1) HSE 2011  
[www.hse.gov.uk/pubns/indg226.pdf](http://www.hse.gov.uk/pubns/indg226.pdf)



- Manual handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations L23 (Third edition) HSE 2004 [www.hse.gov.uk/pubns/books/l23.htm](http://www.hse.gov.uk/pubns/books/l23.htm)
- Violence at work: A guide for employers Leaflet INDG69(rev) HSE 1996 [www.hse.gov.uk/pubns/indg69.pdf](http://www.hse.gov.uk/pubns/indg69.pdf)
- Driving at work: Managing work-related road safety Leaflet INDG382(rev1) [www.hse.gov.uk/pubns/indg382.pdf](http://www.hse.gov.uk/pubns/indg382.pdf)
- Managing work-related violence in licensed and retail premises Leaflet INDG423 HSE 2008 [www.hse.gov.uk/pubns/indg423.pdf](http://www.hse.gov.uk/pubns/indg423.pdf)
- Stress at work – Mental health conditions: [www.hse.gov.uk/stress/](http://www.hse.gov.uk/stress/)
- Working in confined spaces: [www.hse.gov.uk/toolbox/confined.htm](http://www.hse.gov.uk/toolbox/confined.htm)
- Working with substances hazardous to health: A brief guide to COSHH Leaflet INDG136(rev5) HSE 2012 [www.hse.gov.uk/pubns/indg136.htm](http://www.hse.gov.uk/pubns/indg136.htm)
- Working at height: [www.hse.gov.uk/toolbox/height.htm](http://www.hse.gov.uk/toolbox/height.htm) and Working at height: A brief guide Leaflet INDG401(rev2) [www.hse.gov.uk/pubns/indg401.htm](http://www.hse.gov.uk/pubns/indg401.htm)
- Advice for self-employed workers: <http://www.hse.gov.uk/self-employed/what-the-law-says.htm>

### **Other sources of advice**

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- You may find more information from trade associations or employers' organisations, or from trade unions and some charities, e.g. the Suzy Lamplugh Trust at [www.suzylamplugh.org](http://www.suzylamplugh.org)