

Managers' Briefing

Working well from home



24 August 2020

To support public health and reduce the spread of the virus the council is continuing with interim homeworking in line with the current government advice and homeworking guidance. In short, the government's position throughout the route map out of lockdown including to the end of phase four is for employers to maximise homeworking in their organisations, where feasible.

Those who are working from home are contributing to the public health effort, just as those returning to the workplace are. People working from home are making it safer for those workers who cannot work from home – it is an effort we must continue.

As we reopen services following our renewal plans we expect that working from home and working flexibly will remain the default position for this interim period.

You can read the government's route map out of lockdown [here](#).

Your role

You need to continue to identify and review roles that are suitable for homeworking, as homeworking is likely to continue for some time, as part of your operational renewal planning.

We've created new Interim Homeworking Guidance to support you and your staff to work well from home. This sets out our approach for homeworking during this period, as well as responsibilities for everyone.

Our homeworking arrangements need to be flexible to make sure that homeworking is working well for everyone and following the government's current advice. Homeworking may be on a full or part-time basis (flexible homeworking) with only occasional visits to the council work place or a combined approach, for example on a rota basis between home and workplace. Terms and conditions of employment will not be affected. You can read the [Interim flexible homeworking guidance here](#).

What to do with this guidance

1. Review the homeworking guidance and share this with everyone in your team who is currently working from home, on a full or part-time basis.
2. Complete the [Health and Safety Interim Homeworking DSE Assessment](#) (a summary is provided below) with all your staff currently working at home and keep this under review.
3. Discuss, agree and confirm details of homeworking arrangements with your staff and agree when the arrangements will be reviewed.
4. Use this new guidance and DSE assessment together with the [return to workplace planning guide](#) to support your operational planning.

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Interim homeworking DSE explained

It is important to assess and mitigate any health and safety risks for staff working at home, on any basis. The Health and Safety Executive has recognised that we remain in temporary and emergency arrangements for homeworking and so a full display screen equipment assessment is not required. However, employers should provide staff with advice on completing their own basic risk assessments at home and to make sure that practical assessments and risk mitigations are carried out, where possible.

This assessment will help you to assess if an individual can or can continue to work from home safely and what you can do to offer them more support to make sure they are working safely.

The risk assessment should be completed by you with the individual working at home.

You can download the [interim homeworking DSE assessment here](#).

Remember, you are responsible for the health and safety of your staff no matter where they are working and you should do the following to mitigate potential homeworking risks:

- Remind staff to take breaks as usual
- Remind staff to keep to normal total working hours as far as is possible
- Mitigate the impacts of staff not having their ordinary or full work equipment
- Remind staff of the need for adequate light while working
- Take account of and mitigate risks posed by isolation.
- Complete the Interim homeworking DSE assessment.

Keep DSE arrangements under review

You need to have regular discussions with staff to assess whether additional steps are needed, for example where they report:

- aches, pains or discomfort related to their temporary DSE arrangements
- adverse effects of working in isolation, on remote IT systems
- working longer hours without adequate rest and recovery breaks.

Refer back to the homeworking guidance for more information and support.

Workstation safety – using display screen equipment

There are some simple steps staff can take to reduce the risks from display screen work and these are explained in the [staff guide – working from home using display screen equipment](#). You should remind your staff about this guidance.

Safer return to the workplace

If staff are returning to the workplace for any time then you need to communicate the changes in the workplace to them. A staff guide and video has been produced to help you to do this. You'll also find updated questions and answers on the website. Any questions can be sent to

insider@glasgow.gov.uk

KEEP UPDATED

at all times on the website

[**www.glasgow.gov.uk/staffupdates**](http://www.glasgow.gov.uk/staffupdates)

