



HOME WORKING GUIDE

Employers have the same health and safety responsibilities for home workers as for any other workers.

When someone is working from home temporarily, consider:

- How will you keep in touch with them?
- What work activity will they be doing?
- Can it be done safely?
- Control measures need to be put in place to protect them

LONE WORKING WITHOUT SUPERVISION

There will always be greater risks for lone workers with no direct supervision or anyone to help them if things go wrong.

Keep in touch with lone workers, including those working from home, and ensure regular contact to make sure they are healthy and safe.

If contact is poor, workers may feel disconnected, isolated or abandoned. This can affect stress levels and mental health.

WORKING WITH DISPLAY SCREEN EQUIPMENT

There is no increased risk from display screen equipment (DSE) for those working at home temporarily. So employers do not need to do home workstation assessments.

You could provide workers with advice on completing their own basic assessment at home. A practical workstation checklist will help but employers do not have to provide this for those working temporarily at home. See portable checklist:

<https://www.hse.gov.uk/pubns/ck1.pdf>

Other simple steps you can take to reduce the risks from display screen work:

- breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity
- avoiding awkward, static postures by regularly changing position
- getting up and moving or doing stretching exercises
- avoiding eye fatigue by changing focus or blinking from time to time

SPECIALISED DSE EQUIPMENT NEEDS

Employers should try to meet those needs where possible. For some equipment (e.g. keyboards, mouse, riser) this could mean allowing workers to take this equipment home.

For other larger items (e.g. ergonomic chairs, height-adjustable desks) encourage workers to try other ways of creating a comfortable working environment (e.g. supporting cushions).

STRESS AND MENTAL HEALTH

Home working can cause work-related stress and affect people's mental health. Being away from managers and colleagues could make it difficult to get proper support.

You can access guidance from the organisation MIND for better mental health **here** <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>

KEEP IN TOUCH

Put procedures in place so you can keep in direct contact with home workers so you can as early as possible. It is also important to have an emergency point of contact and to share this so people know how to get help if they need it.

HSE Guidance on home working can be found **here**: <https://www.hse.gov.uk/toolbox/workers/home.htm>