

Working From Home Policy

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V2	May 2022, HR Dept	Scheduled review	Head of HR	May 2025 and as required
V1	17/03/2020, ExCo	Date of Creation	Head of HR	Annually and as required
Related policies				
Sickness absence Policy				
External Reference				

1. Purpose

The purpose of this policy and procedure is to ensure that all ICMP employees are aware of their responsibilities and to describe ICMP's approach to the management of risks associated with working from home.

2. Scope

ICMP recognises that, on occasion, there may be circumstances when it would be more beneficial for employees to work from home in order to complete a particular task or due to lack of desk space in the office. There may also be circumstances when an employee regularly works a day per week from home, with the agreement of their line manager.

Due to the coronavirus outbreak and as a result of government advice, it will now be necessary to work from home on a more regular or sustained basis.

3. Responsibility

Employee

All employees are responsible for complying with the requirements of this policy as it applies to them and their circumstances.

Line Manager

The line manager is responsible for maintaining contact with their team while they are working from home, ensuring they have an appropriate amount of productive work to complete, they are available to answer questions and they are monitoring the wellbeing of their team.

Facilities Team

The facilities team will make every effort to supply the equipment required by employees working from home.

ICMP

ICMP is responsible for ensuring that workplaces, as far as is reasonably practicable, do not have a negative impact on employee health, safety and wellbeing.

ICMP will make all reasonable effort to ensure that all employees required to work from home are provided with the relevant equipment needed in order to fulfil their role responsibilities, e.g. laptop.

4. Procedure

4.1 Approval

Under normal circumstances employees must gain approval at least 24 hours in advance from their line manager, for each occasion that they wish to work at home. You should not work from home without prior formal approval other than in exceptional circumstances.

All days working from home or self-isolating should be logged in People HR, in the same way that sick days or leave days are logged in People HR (see appendix).

You should notify your line manager of the hours of work and location when working from home and keep your mobile phone charged and switched on at all times. Should you need to divert your phone to a colleague, please request the help of the IT Manager.

When granting approval for an employee to work from home, the line manager should ensure that the employee has sufficient work, will work productively and is easily contactable while at home.

Employees should ensure that they are able to carry out the tasks allocated to them when working from home. If this is not possible, you should contact your line manager for other work.

4.2 Maintaining contact

Being contactable means that being out of the office has little to no impact on working relationships both with colleagues and counterparties, it also means that line managers can maintain contact with their team, ensuring that people do not become isolated and assistance can be provided if possible.

Line managers, supervisors and other senior members of staff must also be contactable when working from home in order to provide advice and respond to questions.

You should be available to be contacted during core working hours (9.00am – 5.30pm Monday to Thursday and 9.00am to 5.00pm on Friday) via mobile, email or Teams and ensure that your mobile number is included in your email signature.

When working from home, you should always be prepared to come into the office if requested by your line manager or a senior member of staff.

4.3 Equipment

You are expected to take reasonable care of all ICMP equipment used while working at home, to keep it secure and to use it in accordance with operating instructions. All staff must ensure that any such equipment provided is returned to the office when requested. Staff may use their own equipment but should ensure they are familiar with and comply with the ICMP ICT Acceptable Use policy.

4.4 Sickness

If you are sick during a period of working from home the normal sickness reporting rules must be followed. Similarly requests for leave and TOIL should follow the normal process.

4.5 Health and Safety

Employees are responsible for their own health and safety when working from home. Please see the ICMP Homeworking Checklist (below) and advise your line manager or

a member of the Human Resources team as soon as possible if you feel that working from home is having an impact on your health or wellbeing.

4.6 Caring for dependents

Employees working from home are expected to make arrangements to ensure that their working day is not disrupted by the requirement to care for children or other dependents. Unless in exceptional circumstances, the care of children should not be combined with work. If your child or a dependent is unwell and at home, you should discuss with your line manager the arrangements for that day of work.

Homeworking Checklist

Please take a few minutes to complete this checklist and review the following risk assessment to ensure that you are sure you have everything in place before you start working from home.

Questions	Yes	No
1. Do you have a ICMP laptop?		
2. Do you have a mobile phone?		
3. Do you have access to internet?		
4. Do you know how to access Teams?		
5. Do you have the contact details for the IT Manager in case of an IT issue?		
6. Do you have your line manager's mobile number and do they have yours?		
7. Do you have a separate room from which you can work?		
8. Do you have a suitable desk from which you can work?		
9. Do you have a suitable chair that will allow you to work comfortably for long periods?		
10. Do you have enough natural light and good ventilation in the area where you work?		
If not, is the lighting sufficiently good to enable you to work without straining your eyes?		
11. Is the lighting likely to cause a glare problem when you are working?		
If yes, are you able to adjust the lighting to prevent the glare?		
12. Are there any trip hazards (e.g cables) in your working area?		
13. Do you have a smoke alarm fitted and maintained, and are emergency routes clear from obstruction?		
14. Do you have carbon monoxide detectors fitted and maintained?		
15. Will you be alone in your home whilst working?		
If yes, do we have up to date emergency contact details?		

Risk assessment

The following generic risk assessment **must** be reviewed, amended and update to suit your home working circumstances.

S=Severity L=Likelihood R=Risk

Risk rating is a scale of 1 to 4 where 1 is low and 4 is high

Severity: 1=Minor 2=Major 3=Severe 4=Fatal

Likelihood: 1=Extremely remote 2=Remote 3=Reasonably probable 4=Probable

Hazard(s)	Potential consequences	Persons at Risk	Risk Rating SxL = R			Controls	Additional actions
			S	L	R		
Trip hazards (e.g. cables)	lacerations, bruising, breaks and sprains. Worst case scenario would be death through head trauma injury	Employee	4	2	8	Eliminate trip hazards. Ensure walkways, and areas around desk are free of trip hazards.	
Use of computer (DSE)	musculoskeletal damage, eye strain / damage, stress, circulation issues. Stress and related consequences	Employee	2	3	6	Ensure that the Display Screen Equipment checklist is applied and complied with. Seek additional training if needed.	
Lone working	Inability to report emergency / seek assistance Loneliness / disengagement from team impacting on wellbeing	Employee	2	2	4	Notify manager, or agreed alternative, if lone working Implement a contact system so that emergency response can be escalated if contact lost. Manager to maintain contact when working from home is frequent and/or as needed.	

Hazard(s)	Potential consequences	Persons at Risk	Risk Rating SxL = R			Controls	Additional actions
			S	L	R		
Moving heavy objects (manual handling)	musculoskeletal injuries, trapping/impact injuries	Employee	2	2	4	Eliminate. No manual handling to be completed when working from home	
Falls from height (anything above ground level)	lacerations, bruising, breaks and sprains. Worst case scenario would be death through head trauma injury	Employee	4	2	8	Eliminate. No working at height to be complete when working from home.	
Fire	Worst case scenario would be death. Burns, smoke inhalation.	Employee and others in building	4	2	8	Reduce. Ensure electrical equipment is in good working order. Portable equipment to be regularly visually inspected by user and PAT tested by company. Replace if damage found. Do not leave power sources / chargers on when unattended (including overnight) Emergency routes to be clear. Fire alarms to be present and regularly tested. Boilers, heating, fires, cookers (any source of fire) to be maintained in good working order.	
Electrocution	Worst case scenario would be death. Electrocution Burns	Employee and others in building	4	2	8	Use equipment in accordance with manufacturers guidelines Ensure mains electric supply is safe and maintained in good working order Ensure electrical equipment is in good working order. Portable equipment to be regularly visually inspected by user and PAT tested by company. Replace if damage found.	

Declaration

- a) I confirm that the information provided here is accurate to the best of my knowledge.
- b) When working from home I will comply with all applicable company policies, procedures, behaviours and any other company requirements which may apply.
- c) That the working environment is a suitable working environment free from distraction.

Name: _____ date: _____

Line manager review and approval

I have reviewed the information provided here and approve the request to work from home.

Name: _____ date: _____

Useful information

ICMP

- Link to ICMP phone directory is found on the Staff Zone > facilities > telephone help

Employee Assistance Programme (through Healthshield)

Healthshield

- www.healthshield.co.uk/members

Appendix 1

How to Log WFH & Absences on PeopleHR

Log in to PeopleHR- Click on the **Planner Tab** on the Left-hand side

The screenshot shows the PeopleHR Planner interface. On the left-hand side, there is a navigation menu with various tabs. The 'Planner' tab is highlighted with a red circle. The main area displays a calendar for January 2020 to December 2020. At the top of the main area, there are several summary cards: 'Sickness' (0%), 'Holidays (Days)' (26.75), 'Bradford Factor' (0 Points), and 'Sick Days Heat Map'. Below these cards, there is a calendar grid with rows for 'Type', 'Holidays', 'Other Events', 'Sick', 'Late', and 'Public Holidays'. The 'Other Events' row is highlighted with a red circle.

If you are Working From Home- Click the start date on the **Other Events** row

This screenshot is a closer view of the 'Other Events' row in the calendar grid. The 'Other Events' row is highlighted with a red circle, indicating where to click the start date for logging Working From Home.

Fill in the mandatory fields * Reason: **Work From Home**

Other Event

Details Files (0)

Reason * Select

Duration ☒ Days ☐ Hours

From * 19/03/2020 First date of this leave

To * 19/03/2020

Total Duration 1 day

Comments

Cancel Save

When you click **Save** your manager will be notified.

If you are **Self Isolating**- this needs to be logged separately even if it's the same days you may be WFH.

Click the start date of the day you are self-isolating- Click **Add** and fill in the details – Reason: Self Isolating

People - ICMP

Dashboard News Employees Me Documents Thanks Planner Tasks Cases Authorisations Expenses Reports Quizzes

Overview Planner Personal Documents Logbook Employment

March

14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Type S S M T W

Holidays

Other Events

Sick

Late

Public Holidays

Maternity/Paternity

Timesheet/Assignment

Work from home

Add

April

May

June

If you are **sick** you should not be working. Please inform your line manager, who will need to record this on PeopleHR in the normal way.

If you have any issues please contact Human Resources.