

# Home, remote and lone working policy



# Home working

A business needs to recognise the importance of ensuring that all home working activities are identified and managed appropriately to minimise the risks to both the employer and employee. The health, safety and welfare of home workers who are contracted or routinely work from home or away from their normal place of work will be carefully considered with the aim to provide the same levels of protection as employees who work on-site so far as reasonably practicable.

Home working offers many advantages to both the employer and employee, but it also brings its own health & safety hazards. Common hazards associated with home workers include working in isolation, stress and mental well-being, lone working, use of computers, work equipment, fire, manual handling, and a lack of control over the working environment.

Due to the many activities and hazards which may arise from working at home, this policy should not be read and acted upon in isolation, but cross referenced to other relevant sections within this policy including the section on lone working and display screen equipment.

All employees who are contracted or routinely work at home shall discuss the health and safety risks of doing so with their manager/ supervisor prior to the introduction of home working. Employees must cooperate with management to enable them to comply with their health and safety duties in respect of home working.

The risks associated with home working will be managed through the following means:

- Risk assessments and homeworkers checklist will be carried out for all home working activities where the employee is contracted to work from home, or who works from home for more than two days per week on a regular basis. This will establish the degree of risk and allow the employee and their manager/ supervisor to put in place the control measures required to reduce the risk to an acceptable level.
- Employees working from home must have suitable communication equipment to enable employees to be communicated with at suitable intervals (the degree of risk determines what constitutes a suitable interval).
- Only competent and authorised persons will be permitted to work at home.
- Training and/ or information and instruction will be provided following the satisfactory completion of a suitable and sufficient risk assessment and home working checklist for employees who are contracted or routinely work from home.
- Checks will be made to ensure that any home workers have no medical condition which makes them unsuitable for home working.
- Procedures will be put in place to monitor home workers to ensure they remain safe.

The person responsible for ensuring that all of the above steps are taken is the employee's manager/ supervisor:

Home working risk assessments and checklist will be reviewed annually and appropriate records will be kept. Employees must take appropriate action to notify their manager/supervisor on any such matters which may affect their ability to work safely when away from the company head office.

# Remote working

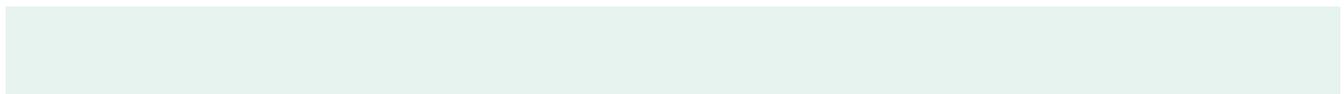
A business needs to recognise the importance of ensuring that all remote working activities are identified and managed appropriately to minimise the risks to both the employer and employee. The health, safety and welfare of remote workers who are contracted or routinely work from the office or away from their normal place of work will be carefully considered with the aim to provide the same levels of protection as employees who work on-site so far as reasonably practicable.

Remote working offers many advantages to both the employer and employee, but it also brings its own health & safety hazards. Common hazards associated with remote workers include working in isolation, stress and mental well-being, lone working, use of computers, work equipment, fire, manual handling, and a lack of control over the working environment.

Due to the many activities and hazards which may arise from working remotely, this policy should not be read and acted upon in isolation, but cross referenced to other relevant sections within this policy including the section on lone working and display screen equipment.

All employees who are contracted or routinely work remotely shall discuss the health and safety risks of doing so with their manager/ supervisor prior to the introduction of remote working. Employees must co-operate with management to enable them to comply with their health and safety duties in respect of remote working.

The person responsible for ensuring that all of the above steps are taken is the employee's manager/ supervisor:



Remote working risk assessments will be reviewed annually and appropriate records will be kept. Employees must take appropriate action to notify their manager/supervisor on any such matters which may affect their ability to work safely when away from the company head office.

The risks associated with remote working will be managed through the following means:

- Risk assessments will be carried out for all remote working activities. This will establish the degree of risk and allow the employee and their manager/ supervisor to put in place the control measures required to reduce the risk to an acceptable level.
- Employees working remotely must have suitable communication equipment to enable employees to be communicated with at suitable intervals (the degree of risk determines what constitutes a suitable interval).
- Only competent and authorised persons will be permitted to work remotely.
- Training and/or information and instruction will be provided following the satisfactory completion of a suitable and sufficient risk assessment for employees who are contracted or routinely work away from the office or normal place of work.
- Checks will be made to ensure that any remote workers have no medical condition which makes them unsuitable for remote working.
- Procedures will be put in place to monitor remote workers to ensure they remain safe.

# Lone working

A business needs to recognise the importance of ensuring that all regular and planned lone working activities are managed appropriately to minimise risk to ensure the safety of lone workers as far as reasonably practicable. The company's legal obligation to ensure the safety of lone workers does not differ much from that of the responsibility to ensure the safety of employees working in a group or under close supervision within the workplace.

All employees likely to work alone on a regular basis shall be identified by their manager/ supervisor and consulted with prior to the introduction of lone working. Employees must co-operate with their manager/ supervisor to enable them to comply with their health and safety duties in respect of lone working. Employees must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions when working.

The risks associated with lone working will be managed through the following means:

- Risk assessments will be carried out for all regular and planned lone working activities. This will establish the degree of risk and allow the employee and their manager/ supervisor to put in place the control measures required to reduce the risk to an acceptable level.
- Employees who are lone working must have suitable communication equipment to enable employees to be communicated with at suitable intervals (the degree of risk determines what constitutes a suitable interval).
- Only competent and authorised persons will be permitted to work alone. Training and/or information and instruction will be provided following the satisfactory completion of a suitable and sufficient risk assessment.
- Checks will be made to ensure that any lone workers have no medical condition which makes them unsuitable for lone working.
- Procedures will be put in place to monitor lone workers to ensure they remain safe.
- Managers must regularly review and, where necessary, modify risk assessments, especially where there is reason to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates.

Whether or not a person will be permitted to work alone in or out of normal hours, will depend on the degree of risk posed by the work, the working environment and on the individual.

The person responsible for ensuring that all of the above steps are taken is the employee's manager/ supervisor:

Lone working risk assessments will be reviewed annually and appropriate records will be kept. Employees must take appropriate action to notify their manager/ supervisor on any such matters which may affect their ability to work safely when working alone.

This is a marketing communication.

The information contained herein is based on sources we believe reliable and should be understood to be general insurance and risk management information only. The information is not intended to be taken as advice and cannot be relied upon as such.

Statements concerning legal, tax or accounting matters should be understood to be general observations based solely on our experience as insurance brokers and risk consultants and should not be relied upon as legal, tax or accounting advice, which we are not authorised to provide.

Marsh Commercial is a trading name of Jelf Insurance Brokers Ltd, which is authorised and regulated by the Financial Conduct Authority (FCA). Not all products and services offered are regulated by the FCA (for details see [marshcommercial.co.uk/info/regulation](https://www.marshcommercial.co.uk/info/regulation)). Registered in England and Wales number 0837227. Registered Office: 1 Tower Place West, London EC3R 5BU.

Home, remote and lone working policy