

Homeworker Issues – manager checklist

# working Pattern

Have you had discussions with staff to discuss:

[ ] Can your staff carry on business as usual and maintain the same work pattern?

 Points to consider:

[ ] Hours of work.

[ ] Flexibility for start and finish times.

[ ]  Managing work time at home, while managing work requirements

[ ]  Legally required work breaks

* At least 20 minutes break for every 6 hours worked;
* Time period between stopping work one day and beginning the next is not less than 11 hours
* Have at least one complete day each week when no work is done

[ ]  Added pressures of having to deal with the potentially conflicting demands of work and looking after children or other dependents. This may have to be reviewed as schools partially reopen

# Support for managers

Have you considered the following:

[ ]  How to manage teams when homeworking (where to find support and guidance)

[ ]  How workload and output will be agreed and monitored appropriately during remote working

[ ]  How to ensure regular communication with employees and teams

# Contact with Work

Agree a schedule for:

[ ]  Updates

[ ]  Team Meetings using appropriate and available technology

[ ] Regular 1-2-1 contact with staff so they can discuss any issues. Regular contact will be important so that employees do not experience feelings of isolation because of working at home.

# Sickness

Are you aware of:

[ ]  Sickness reporting arrangements

# Equality Act and Reasonable Adjustments

[ ]  you have discussed with relevant employees whether any reasonable adjustments to accommodate a disability are required. It may be appropriate to revisit this if working at home is prolonged.

# security

Employees who work from home should know that they are responsible for keeping all information associated with the organisation secure at all times.

Have you made staff aware of the need to:

[ ]  Maintain service user confidentiality

[ ]  Carry out sensitive conversations in confidence.

[ ]  Store confidential files (paper or electronic) securely and use agreed methods of encryption.

[ ]  Comply with password policies for work computer / system / homeworking portals (etc.) and any other digital devices.

# Health and Safety

Have you considered the following:

[ ]  Risk Assessments (this includes if circumstances change, for example, when a temporary arrangement becomes more permanent.)

 Explaining the risk and controls from the risk assessment to your staff.

[ ]  Advice on managing screen time

[ ]  Advice on proper breaks

[ ]  Reporting procedure for any work-related accidents that occur at home

[ ] Have you discussed with staff any issues they are having whilst working from home, e.g. equipment, support, isolation?

# Wellbeing

Are you aware of the following sites for wellbeing support and information:

[ ]  People Anytime (<https://peopleanytime.aberdeencity.gov.uk/>)

[ ]  Intranet (<https://aberdeencitycouncilo365.sharepoint.com/>)

# In-house professional advice and support

Are you aware and have you made staff aware of:

[ ]  the range of in-house sources of professional advice and support that they can continue to access while working from home. Examples include, Health & Safety, Human Resources, and Occupational Health Services.