

## **Health & Safety – Frequently Asked Questions**

### **Who is responsible for my Health and Safety when working from home / remotely?**

Wherever you are working, your manager has to agree safe working arrangements and provide any necessary information, instruction, training and equipment. Your manager is also required to actively seek confirmation of safe working practice by communicating regularly and effectively about health and safety issues. Likewise, you as an employee have a responsibility, in law, to take reasonable care of yourself and others who may be affected by your work. You are required to co-operate and communicate with your manager in health and safety matters to ensure your safety and well-being.

### **If I am disabled and I am contracted to work from home, is Warwickshire County Council responsible for ensuring that my home is accessible?**

The Equality Act 2010 requirement for employers to make their premises accessible to disabled workers doesn't extend to private homes. However, managers should ensure that a disabled person isn't disadvantaged by Modern and Flexible working arrangements and should consider all reasonable adjustments, e.g. extra equipment or adjustments to improve safety or security in the same way as a person working from a fixed base.

### **I work from home – do I need to complete a DSE (Display Screen Equipment) Assessment?**

All staff who are "Defined" DSE Users must complete the DSE Elearning modules, quiz and self-assessment on WILMa.

For those who cannot access WILMa, a paper DSE self-assessment must be completed. This is to ensure that workstations can be set up properly and the risks reduced to prevent injury or ill-health. This also applies to working on laptop computers. Further information on the DSE policy is available on the DSE Intranet page.

### **I work from more than one location – do I need to complete more than one DSE Assessment?**

If you work from more than one workplace, e.g. if you base yourself from 2 different offices during the week, or If you work part time in an office and work part time from home, a DSE self-assessment must be completed for each location.

The exception to the above rule is for staff who hot desk on a regular basis and are therefore continuously using different workstations. It has been agreed that it would be unrealistic to expect people who hot desk frequently to undertake the DSE assessment on each occasion, unless they have specific individual requirements.

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Therefore, if a person hot desks then they will need to undertake the Eleaning, quiz and self-assessment at the workstation they use most frequently and apply the principles of this when setting up a new workstation, to ensure that it is fully adjusted to suit individual needs before commencing work. Staff can refer back to the training modules at any time if they require clarification (without having to complete the assessment again) Further information on the DSE policy is available on the DSE Intranet page

**What if I have an accident whilst working at home – do I need to report it?** All incidents and near-misses that take place during working hours must be reported on the WCC Accident/Incident Recording System, which can be found on Lotus Notes, under Corporate Databases (More...). Further information on Accident Reporting is available on the Accidents Intranet page.

**Who is responsible for the electrical equipment that I use at home?**

Warwickshire County Council is responsible for all of the equipment that they supply and this equipment will fall within the portable appliance testing regime. All other electrical equipment, such as electrical sockets, your own equipment and other parts of a domestic electrical system are your own responsibility.

**How often do I need to review the Home and Flexible Working Risk**

**Assessment?** This risk assessment must be reviewed at least annually or when there is a change in circumstances meaning that they are no longer valid or following an accident/incident.

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