

**Short Term Homeworking Guide**

Tips for effective homeworking

Some general guidelines which may provide a useful starting point for staff include:

* Make yourself as comfortable as you can. Sitting at a desk or table on a sensible chair is likely to be far more productive than slumped on the sofa with the laptop perched on your lap!
* Try to have a clear boundary between work and home by creating a designated workspace, even if this is simply the corner of a room
* Many people benefit from having a clear structure and routine. It allows them to complete work during working hours and focus on home life at the end of the working day
* If you feel isolated, or believe that you may become isolated, set up regular contact with colleagues and discuss any concerns with your line manager or a member of human resources team
* Do not try to be both a full-time carer and a homeworker: if there are dependants in the home, then separate provisions must be made to ensure that they are looked after during working hours
* Friends and family may need to be reminded that you are working during your contracted hours and you do not have the capacity to complete additional duties
* Take regular breaks - you’d be amazed how many times your working day is broken up in an office environment. While ‘undisturbed’ working time can often be a blessing, it can also be all too easy to ‘burn out’ towards the end of the day without regular self-imposed ‘interruptions’

**Remember** –

* Take your headsets so that you can access Skype for Business.
* If you use a laptop/surface pro remember your charger(s)

A lot of the Colleges services can be obtainable from the College Portal (Staff Advantage, ProMonitor etc).

<https://portal.howcollege.ac.uk/default.aspx>

Access to emails, personal files in OneDrive and Microsoft Office applications can be accesses via Microsoft365.

You can choose to use web-based versions of Office365 or download a copy of the software to your personal devices (up to 5 devices). To install click on the link below

<https://www.office.com/?auth=2>

The college VPN (GlobalProtect) will allow access to the I Drive and Shared Workspaces, college issued equipment will already have it installed. (Obtainable at <https://vpn.howcollege.ac.uk> for personal devices).

IT & Equipment

Your college email address must be used at all times.

**Do not** use your personal email address for college communications or transportation of data.

When working on college systems make sure you are connecting to the college VPN (see staff access guide)

**College files** - do not save any files locally to your personal machine (desktop/documents etc) such items should be saved to OneDrive.

Shared files should be used via Microsoft teams/SharePoint or mapping your I Drive (see page 7 of staff access guide)

GDPR

How does the College protect data?

The College takes the security of data seriously. The College has internal policies and controls in place to try to ensure that data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. The Data Protection (GDPR) Policy is available to view on our website.

In a small number of instances, some staff may require access to paper-based files and materials that you cannot access through the VPN or Remote Desktop. If this is the case, agree access to these on a case-by-case basis with your line manager when you discuss homeworking; in some circumstances we will allow you to take files and materials home, provided you restrict access to them and keep them secure.

Please refer to the GDPR Frequently asked questions on the College portal

<https://portal.howcollege.ac.uk/gdpr/_layouts/15/start.aspx#/Lists/GDPR%20Frequently%20asked%20questions>

Health & Safety

To comply with the necessary statutory obligations, home workers are required to carry out an assessment of the equipment and facilities needed for business use, at the home. This will include an assessment of items such as IT equipment, furniture, lighting, heating, space and storage.

Further Health & Safety information can be found on the College portal.

<https://healthandsafety.howcollege.ac.uk/SitePages/Home.aspx>

Please complete the ‘Home Working Safety Assessment’ below and return to HR – HR@howcollege.ac.uk

Heart of Worcestershire College

**Home Working Safety Assessment**

Use the following simple checklist to ensure a safe home working environment.

Look at the risk topics in the first column and tick to acknowledge the recommendation, if you need to discuss any of the topic areas please do so with your Line Manager who will support you.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**  |   | **Date**  |   |
| **Location (address)**  |   |
| **Postcode**  |   | **Job title**  |   |
|   |   |   |
| **Risk topic**  | **Checked** **(Please tick)**  | **Notes, observations or action required**  |
| **Desk or Work Area**  |
| Ensure you have adequate space to work comfortably.  |   |   |
| Ensure there enough space underneath your desk or work table to stretch your legs.  |   |   |
| Ensure cables are not trailing and causing a trip hazard.  |   |   |
| Ensure that your working area warm, well-lit and well-ventilated.  |   |   |
| Ensure that your working area clutter free so that you can focus easily on the task.  |   |   |
| **Display Screens Set-Up**  |
| Ensure your chair is comfortable and that your lower back is supported and that your feet are flat on the floor when sitting.  |   |   |
| Ensure that your screen is clean and positioned so there is no glare from a window or light.  |   |   |
| In order to reduce any discomfort to your neck or head, ensure that your display screen is level with your eyes.    |   |   |
| **Fire and Electrical Safety**  |
| Ensure that any electrical equipment used does not show signs of a fault or damage.  |   |   |
| Ensure that you switch off electrical equipment when not in use.  |   |   |
| **Stress and Welfare**  |
| Ensure that you are take regular breaks away from your workstation/area/computer.  |   |   |
| Ensure that you sit with a good posture and not hunched over the desk.  |   |   |
| Ensure that you can easily reach everything that you need to reduce twisting and straining your upper body.  |   |   |
| **Slips, Trip and Falls**  |
| Ensure to take care when carrying hot drinks and food to reduce the risk of tripping.  |   |   |
| Ensure that the floor area around your working area is clear.  |   |   |
| **Lone Working**  |
| Ensure that you have the contact details of your Line Manager so you can get in touch with them easily.  |   |   |
| Agree with your Line Manager a system/process for regularly ‘checking in’ with the College and each other if you are not visibly online each day.  |   |   |
| Ensure that important files and laptops are kept secure when not in use?  |   |   |
| **Based on this assessment; do you consider your home working environment to be safe and suitable? \***  |   |  **Sign:** **Date:**  |

\*Significant concerns should be discussed with your manager and/or Health and Safety

Please return completed form to: HR@howcollege.ac.uk