



Flexible & Home Working Policy and Procedure

Approved by:	Board of Trustees	Date: June 2020
Last reviewed on:	June 2020	
Next review due by:	June 2022	
Monitoring & Review	HR Director, People & Resource Committee	
Links	Equality & Diversity Policy; Maternity and Adoption Provisions	
Staff responsible	HR Director, HRBPs, Operations & Business Managers, Principals	

Contents

1. Policy Statement.....	3
2. Legal Framework and Definitions	3
3. Scope of this Policy	3
4. Type of Flexible and Home Working	3
5. Eligibility to Make a Formal Flexible/Home Working Request	4
6. Application Process	4
7. Home Working	4
8. Assessing Suitability for Home Working	5
9. Health and Safety of Home Workers	5
10. ICT Equipment and Materials	6
11. Security	6
12. Tax Relief.....	6
13. ICT Equipment and Materials	6
14 Visits to our Trust Premises and Your Home	7
15. Mortgage / Rental Agreement, Insurance and Other Costs	7

16. Trial Period – The Right to Make Further Changes.....	7
17. Grounds for Declining a Request	8
18. Right of Appeal	8
19. Applications from Employees Who Are Not Covered by the Statutory Right to Request	8
20. Pension Implications.....	8
APPENDIX 1 – Tips for Working from Home, including Health & Wellbeing.....	9
APPENDIX 2 – Flexible and Home Working Application Form.....	11
APPENDIX 3 – Remote Working Risk Self-Assessment Checklist.....	13
APPENDIX 4 – Ad hoc Home Workers Only – Self Assessment Checklist.....	17

1. Policy Statement

Summit Learning Trust is committed to providing equality of opportunity in employment and to developing work practices and policies that support work-life balance.

We recognise that it can be beneficial for our people to work flexibly, including working partly or wholly from home, provided that such an arrangement is suitable for both parties and is likely to facilitate effective and efficient working.

In addition to helping balance work and personal lives, this type of flexible working can raise morale, improve health, reduce absenteeism and improve retention.

This policy gives our people an opportunity to formally request a change to their working pattern or arrangements, including requests to work either partly or wholly from home, in accordance with the statutory procedure for such requests. As every job is different and as each personal request is different, we cannot guarantee to agree every request.

People who work from home will be managed consistently as with their Academy/office-based colleagues, and no-one who makes a request for flexible working will be subject to any detriment or loss of career development opportunities.

This policy does not form part of the contract of employment and may be amended at any time following consultation.

2. Legal Framework and Definitions

This policy has due regard to statutory legislation, including, but not limited to:

- The Flexible Working Regulations (2014)
- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- Health & Safety at Work Act (1974)
- Working Time Regulations (1998)

Where this policy refers to 'employees', 'staff' 'our people' or 'colleagues', this should be taken to include any member of our Trust's staff, but does not include consultants, agency workers or self-employed contractors.

3. Scope of this Policy

This policy applies to all employees. It does not apply to agency workers, consultants or self-employed contractors.

Employees with at least 26 weeks' continuous service have a statutory right to request flexible / home working. That right is recognised by the formal procedure in this policy, and the criteria for deciding who is eligible to follow the formal procedure is set out in paragraph 5.

Any employee interested in flexible working can request an informal meeting with their line manager to discuss the different options and the effect of their proposed work pattern on colleagues and service delivery before submitting a formal request.

4. Types of Flexible and Home Working

Flexible/home working can incorporate a number of possible changes to working arrangements:

- reduction or variation of working hours
- reduction or variation of the days worked
- working from home, or from a different location within our Trust

Such changes may also involve starting a job share; working a set number of hours a year rather than a week ("annualised hours"); working only during term time; part time working; working compressed hours, working flexi-time. Some of these arrangements may not be possible due to the nature of the work undertaken by the person making the request.

This policy recognises two categories of home working:

- (i) **Ad-hoc Home Working** - where a person works at home on an ad hoc basis (for example, to complete a particular piece of work, or for another specific reason).
- (ii) **Regular Home Working** – where a person’s home is their main place of work, or where a person is based at home in order to travel to different Academies/offices.

Additional tips about home working can be found at **Appendix 1**

5. Eligibility to make a Formal Flexible/Home Working Request

Requests under the formal procedure set out in section 6 and Appendix 1 of this policy can only be made by employees who meet the criteria set out below.

To be eligible to make a request under the formal procedure, you must:

- be an employee
- have worked for us continuously for 26 weeks at the date your request is made
- not have made a formal request to work flexibly during the last 12 months.

6. Application Process

It is the responsibility of employees to ensure that they consider and prioritise the needs of their service when making an application to change their working arrangements, taking into account the implications for their colleagues. Employees should submit their application in good time for it to be dealt with during the term time periods.

If you wish to formally request a change to your working arrangements you should provide the following information in writing, using the **Flexible & Home Working Application Form (see attached Appendix 2)** in submitting the following information:

- The change in working arrangements that you are requesting (including whether the change is requested on a permanent or temporary basis); provide as much information as you can about your current and desired working pattern, including working days, hours and start and finish times,
- The date on which you would like the proposed change to become effective;
- What effect you think the new working pattern might have on the Academy and/or the Trust and how in your opinion this might be dealt with, considering any impact on your colleagues, department and team and on service delivery. If you have any suggestions about dealing with any potentially negative effects, please include these in your written application.
- Whether the request is in relation to the Equality Act 2010 (e.g. as a reasonable adjustment for a disability)
- Whether you have made a previous formal request for flexible working and, if so when,
- Submit your request in good time and ideally a full term in advance (for planning purposes) before you wish the changes you are requesting to take effect.

7. Home Working

One type of flexible working is working from home. This may be on a regular basis, when your main place of work is your home, or on an ad-hoc basis to allow you to complete specific tasks at specific times (see definitions in paragraph 4).

If you wish to work from home on a regular basis you can apply to do so by making a formal work from home request (see Appendix 1).

If you only wish to work from home on an ad-hoc basis you may not need to make a formal request for flexible working, however, you should discuss this with your line manager.

Should your request to regularly work from home be accepted following your formal application (see **Appendix 2**), then the way your expenses (travel for business purposes) are calculated may change due to tax implications (please refer to our Expenses Policy).

8. Assessing Suitability for Home Working

There are several job characteristics which can help identify a role as being suitable for home working. These include (but are not limited to):

- a) Self-contained duties
- b) A high level of handling, processing or creating information
- c) An absence of physical requirements to the role, such as the use of bulky equipment or manual handling duties, or direct classroom teaching or pupil support
- d) Easily defined output and work deadlines
- e) The ability to conduct most communication effectively via the internet or phone

In addition to considering the job characteristics, the demands of the role should also be taken into consideration, important factors to consider include (but are not limited to):

- How home working will impact your ability and availability to communicate with colleagues and/or the children and young people in your Academy.
- What arrangements will be made to facilitate communication between you and your line manager, and the frequency of any line manager or team meetings
- What equipment you will require, and the practicality (including financial implications) of providing these.
- Whether you require access to resources or information which cannot be readily accessed away from the Academy/office.

As well as practical considerations, social, environmental and emotional factors should also be taken into account. A person working from home needs to be able to cope with regularly working on their own and with little supervision, and therefore you should consider if you:

- have access to a suitable workspace – somewhere safe and secure where you can concentrate and work confidentially, free from distractions, with readily available access to the internet and other resources
-
- are able to spend long periods on your own and are confident working without supervision
- are able to easily access support from your line manager or colleagues
- are self-disciplined and self-motivated
- are well-organised and able to manage your time effectively
- have the ability to separate work from home life.

There can also be financial implications when working from home, which should be carefully considered, see paragraph 12. You may be able to claim for reimbursement of utilities costs via a self-assessment tax return.

9. Health and Safety of Home Workers

We have a duty of care to all colleagues, and as such are obliged to ensure the health and safety of home workers in the same way as their Academy/ Office based colleagues.

Regular Home Working: Your line Managers will be responsible for ensuring that the Remote Working Risk Self-Assessment Checklist is completed with you (**see Appendix 2**). This may include visiting your home .

Ad-hoc Home Working: You will be asked to complete a self-assessment check list form and submit this to your line manager (**see Appendix 3**).

To ensure the safety of all our people working from home, it will only be possible where;

- (i) An appropriate risk assessment/self-assessment has been undertaken; and
- (ii) It has been established that such working will not unreasonably impact on your health and safety; and
- (iii) You have suitable facilities at home to effectively carry out your role; and
- (iii) Effective mechanisms for communication and support are in place.

When working at home you have a duty to ensure, insofar as is reasonably practicable, that you work in a safe manner and in adherence of the Trust's Health and Safety Policy, and any other health and safety instructions we issue.

We reserve the right to refuse or revoke a home working application should we have reason to believe that your health and safety is at risk, or if issues arising from a risk assessment are not satisfactorily addressed.

10. ICT Equipment and Materials

Regular Home working: You will be provided with computer equipment and materials necessary for you to work from home.

You are required to ensure that proper care is taken of the equipment and materials provided, and any costs incurred relating to lost or damaged equipment may be recharged to you.

Where you have been provided with computer equipment and materials you must ensure they are used only for work-related purposes. Such equipment must not be used by any other member of your family at any time, or for any purpose.

Upon termination of employment for any reason, all equipment and materials must be returned to the Academy of employment, or the Central Trust IT team.

Ad-hoc Home working: you may be permitted to use your own computer equipment, subject to you being able to connect securely to the Trust's/Academy server.

You will in all cases be required to adhere to the social media policy and the safe use of IT policy, and to adhere to the requirements of GDPR.

11. Security

When working from home you are responsible for the security of all data, whether held on laptops, encrypted memory stick or paper, and must ensure it is stored securely to maintain confidentiality at all times.

Sensitive material, or personal data, must be disposed of appropriately and in accordance with Trust's Data Protection policy.

Specifically you are required to:

- keep all documentation and equipment belonging to the organisation under lock and key at all times except when in use
- set up and use a unique password for your computer and any other digital devices' and not share this password with any parties
- store and transmit documents and other information securely in accordance with the Trust's Data Protection Policy
- take due care and attention of portable computer devices when moving between your home and the Academy/office
- Never leave Trust property, including portable computer equipment and any Trust documentation unattended in a car, or publicly accessible spaces
- Adhere to the Trust's Data Protection Policy at all times.

12. Tax Relief

You may be able to claim tax relief for any household expenses incurred as a result of working from home, provided the expenses are solely work related. If colleagues wish to benefit from this tax relief, see the Government's guide on claiming tax relief for your job expenses at www.gov.uk/tax-relief-for-employees/working-at-home

13 Visits to our Trust Premises and Your Home

Regular Home working: You will be required, on request, to attend your employing Academy/Head Office for purposes such as training, performance assessment and team briefings. The frequency of these visits will be at our discretion and may be subject to change in accordance with the needs of the business.

It is a condition of any home working agreement that you agree to accept visits from your line manager or other senior colleagues at home. Such visits will be minimal and will be for the purposes of:

- Initial set up (if required)
- Maintenance and safety testing of equipment
- delivering and collecting work
- providing a channel for reporting, performance monitoring and feedback
- general discussions about work-related matters
- ensuring health, safety and security; or
- any other work-related purposes we consider reasonable and appropriate.

14. Mortgage / Rental Agreement, Insurance and Other Costs

Regular Home working: You are responsible for checking applicable mortgage or rental agreements to ensure that you are permitted to work from home, and for obtaining any requisite permissions to work from home. We are not liable for any related costs.

You are also responsible for checking that all home and contents insurance policies provide adequate cover for you to work from home. We will not be liable for any costs in relation to increases in insurance premiums.

We will not provide furniture or pay for the installation of the internet or phone lines, nor will we make contributions to any running costs (for example, internet, lighting or heating). These costs remain your responsibility.

15. Timetable and Procedure

- You should submit your completed application form to your Principal/line manager for consideration. On receipt of the request, the Principal/line manager should send a letter of acknowledgement to the employee, inviting them to discuss the request as soon as possible, but usually within 28 days. This discussion does not need to be face-to-face and can take place by telephone if you are in agreement.
- The consideration process, including the outcome of any appeal, must be completed within 3 months of the request being received by the manager. (This time limit can be extended, if needed providing the employee is in agreement).
- Where a meeting is arranged to discuss the flexible working request, you may be accompanied by a work colleague or Trade Union representative.
- If you fail to attend a meeting, including an appeal meeting, and then fail to attend a rearranged meeting without good reason, your application will be deemed to have been withdrawn.

16. Trial Period - The Right to Make Further Changes

- The Trust recognises that situations change. Therefore, when a flexible working application has been agreed, the arrangements will be reviewed on an annual basis to ensure they still support the service delivery of the department. However, depending on the circumstances, a trial period may be set for the new arrangements and the situation may be reviewed at least on an annual basis. This will allow the Principal to reconsider the operational circumstances and in some cases it may be necessary to renegotiate working patterns. Equally, after some time, you may wish to request an increase in hours, for example, if caring or other responsibilities have reduced.
- A trial period can be beneficial for both parties, especially where there is some doubt as to the viability of the working arrangements requested by the member of staff. It can provide both the line manager along with HR and the member of staff with an opportunity to review how the arrangements work in practice, and whether or not they are likely to create any practical difficulties for the team or the academy as a whole.

At the end of any agreed trial period, the line manager and HR (where beneficial/if applicable)

- should hold another meeting with the member of staff to review how the revised working pattern has worked out, and whether or not to make the arrangement permanent. If the trial period is agreed, HR will write to you to confirm that the new working pattern has been put in place as a temporary variation to their contract. The start and end date of the trial period should be stated, along with the changes that have been agreed. It should be clearly recorded that the academy

reserves the right, at the end of the agreed trial period, to require you to revert to your previous working pattern if, in the academy's view, the changes have not proved to be workable. In such cases, you shall retain the right to raise an appeal.

17. Grounds for Declining a Request

It will not be possible for a Principal to agree to a new working pattern in every circumstance. The reason why a request cannot be granted will be made clear to you along with the reasons justifying the rejection of your request, which will be based on one or more of the following reasons:

- Burden of additional cost (e.g. substantial training costs);
- Detrimental effect on the Academy's ability to meet 'customer' demands (e.g. inability to re-organise timetable/work schedule without having an adverse impact on colleagues/pupils);
- Inability to reorganise work amongst existing staff;
- Inability to recruit additional staff;
- Detrimental impact on quality (e.g. on teaching and learning);
- Detrimental impact on performance;
- Insufficiency of work during the periods the employee proposes to work;
- Planned structural changes.

18. Right of Appeal

- You have the right to appeal against the decision of your request for flexible/home working request being declined and will be made aware of this at the time of providing you with the outcome of your application.
- Where you wish to submit an appeal, this should be sent to the Principal or Director of HR (for Trust staff), in writing within 5 days of receiving the decision letter and you should include the grounds of the appeal (e.g. the request has been refused for a reason outside of the eight detailed within this policy, the decision was based on incorrect information).
- The appeal must be heard and completed within 2 months of the date on which you submitted your flexible working application, unless an extension has been agreed with you and confirmed in writing, outlining the reasons for the delay. Appeals will be heard by a panel consisting of a Governor; Principal; and an Executive team member
- You have the right to be accompanied at the appeal by a work colleague or Trade Union representative.
- A written notice of the appeal outcome constitutes the Academy's final decision and is effectively the end of the formal procedure.

19. Applications from Employees Who Are Not Covered by the Statutory Right to Request

- Summit Learning Trust recognises that employees who are not covered by the statutory right (i.e. if you have not worked for the Trust for a period of 26 weeks) may wish to request a change in their working arrangements. Such requests will be considered within a reasonable timescale and will take account of prevailing service needs.

20. Pension Implications

- Flexible/home working will have an impact on pension benefits only if you have reduced your working hours, and therefore you are strongly advised to contact the relevant pensions' team for further advice.

Tips for working from home, including Health & Wellbeing

Work expectations

Colleagues should be available for contact during their normal working hours (with any agreed exceptions as above). Line managers will agree with staff the types of work which can be undertaken at home.

Practices to aid successful home-working

To promote healthy and successful practices for working at home, the following measures are recommended:

- Follow a normal routine – set your alarm in the morning for the normal time, eat breakfast and get dressed for work. Enter your workspace with the right mind-set for work.
- Set up a comfortable work space - ensure this is somewhere quiet and appropriate, such as an office desk or alternatively, a kitchen or dining room table. Make sure your workspace is an area where you will be able to concentrate without too many interruptions.
- Where possible, create a work space which is distinct from other living/relaxation areas in your home, to create an appropriate area and to help you follow a normal routine of 'going to work'.
- Pay particular attention to the health and safety aspects of working in your home environment, e.g. trailing computer cables, use of an appropriate chair at a desk/table
- Prepare yourself – make sure you have everything you need to hand such as stationery, IT equipment, etc.
- Set boundaries and structure your day as you would do if you were at work. Switch your mobile phone to off/silent to minimise possible distractions and only look at it during specific periods of the day.
- Set specific tasks and goals to work towards each day and overall weekly aims. Review your progress against these goals at the end of each day and at the end of each week. Assessing your weekly progress and workload achievements can help to sustain your motivation.
- Stay connected – make use of email, phone calls, conference calls, Micro-soft teams, etc. to communicate with colleagues. Keep in regular contact with your line manager.

Health & well-being whilst working from home

As in normal circumstances, colleagues should take appropriate measures to ensure that their well-being is supported whilst working from home. The following measures are recommended:

- Look after your posture whilst working – avoid slouching or slumping to avoid back pain. Try not to cross your legs or feet whilst sitting down. Avoid using your laptop for long periods on your lap!
- Take regular breaks – ensure that you regularly stretch, change position, or stand up and move around the house, or even go for a short walk.
- Prevent eye strain by blinking and taking regular eye breaks each hour when using a screen. Focus your eyes on an object in the distance for a few seconds, before adjusting your eyes to an object nearby. Do this two to three times, each hour.
- Ensure your work area is within a well-lit area to reduce the possibility of eye strain.
- Look after your diet - eat regularly, and have healthy snacks and meals. Ensure you are drinking enough fluids throughout the day.
- Avoid working excessive hours just because you're in your home environment. Remember, try and stay fit and healthy and always be mindful of your wellbeing.

Contact with your line manager

Maintain regular contact during the week with your line manager to discuss your well-being and to review work completed and discuss further work as appropriate. Please ensure your line manager has an up to date phone number to enable them to contact you. If you become unwell whilst working from home, please report this to your line manager as soon as possible.

Internet and e-mail use

Work should only be undertaken via your normal academy/Trust email account, the academy's /Trust's online platforms or telephone equipment. You should not use any personal email accounts or personal social media accounts to undertake your work. The Trust's Social Media Policy should still be followed at all times. If you have any concerns about your IT access whilst working at home, please contact your line manager.

GDPR considerations

All staff still have a duty to ensure they keep personal information safe, even when working from home. The expectations in our data protection policy and [staff guidance](#) still apply.

In particular:

- Sensitive personal information should not be taken off-site. You should be able to access many of our systems directly from home, and you can save files to OneDrive to make sure you can access them at home. If you believe it is necessary to take information off-site in hard copy, please discuss this with your Line Manager.
- If you are working from a personal device, you must not save work-related files to that device. Again, you can save files to OneDrive instead.
-
- Do not allow others to access to account you are using for work purposes. Be mindful about the information others may be able to see on your screen.

Professional expectations

It is important for colleagues to understand they are still representing their academy and the Trust whilst working from home and participating in video conferencing. Therefore, the same expectations around staff conduct and professionalism still apply and staff are expected to act in accordance with the Trust Staff Code of Conduct, which includes appropriate dress code when participating in video conferencing.



Flexible & Home Working Application Form

1. Personal Details

Name: _____ Academy: _____
Principal: _____ Date: _____

All applicants must complete the following sections in line with their request for either **a)** a variation of working hours and/or working days or **b)** to work from home, or from a different location within our Trust

2a. Describe your current working pattern (days/hours/times worked):

2b. Are you requesting to work from home? YES/ NO

If yes, then please provide details of your request below including any adjustment to your working hours and days, providing as much information as possible

If your request relates only to a change in working pattern and hours, then please provide details as requested below

2c. Describe the working pattern you would like to work in future (days/hours/times):

2d. Please complete as appropriate:

I would like this working pattern to commence from: Date _____

I would like to work from home effective from: Date _____

3a) Impact of the new working arrangements

I think this change in my working arrangements will affect my employer and colleagues as follows:

3b) Accommodating the new working arrangements:

I think the effect on my employer and colleagues can be dealt with as follows:

3c) Confirm if the request is in relation to the Equality Act 2010: (e.g. adjustment of hours to care for a disabled child)

YES/NO - If yes, please provide details:

Signed: _____ Date: _____

Once completed, please pass this application to your Principal



APPENDIX 3

Summit Learning Trust : Remote Working Risk Self-Assessment Checklist

This form will be used to assist you and your manager to ensure that your remote working conditions comply with current best practice. ***Please note – you must read the Data Protection Policy prior to completing this form in relation to personal data being collected; stored; shared and disposed of.***

shared and disposed of.

Line Manager	
Employee	
Address where assessment was undertaken	
Date completed	
Review date	
Equipment	Please confirm what IT equipment you will require and or will be using in your remote home setting:

Working Practices	Yes	No	Comments / Actions Required	Date Completed
Do you use Display Screen Equipment (DSE) more than one hour per day?				
I spend 5-10 mins doing work other than DSE each hour.				
Health	Yes	No	Comments / Actions Required	Date Completed
I am free of sore hands, joints or impaired grip				
I am free of aches and pains, pins and needles in the neck, back, shoulder or arms				

I am free of visual problems such as headache, focusing difficulties or eye discomfort				
I have had an eye test in the last two years.				
I have read health and safety information covering the safe use of DSE.				
I have arrangements for regular contact with my line manager.				
I am able to keep up to date and informed about my team and colleagues e.g. by attending team meetings.				
Workstation	Yes	No	Comments / Actions Required	Date Completed
The design of my workstation allows me to work comfortably and efficiently.				
I have sufficient room around the workstation to arrange the desk and chair comfortably.				
Cords and wires are positioned safely to prevent trips and falls.				
The room had adequate lighting.				
The room is a comfortable temperature for working.				
Work Equipment	Yes	No	Comments / Actions Required	Date Completed
My chair is stable with adjustable height and back support.				

My chair is properly adjusted and is comfortable for my work.				
I can rest my arms on the desk between tasks.				

The writing on the display screen is easy to read.				
The screen is free of reflection or glare from windows and lights.				
I do not need an anti-glare screen.				
I can easily read the keyboard.				
I can adjust the keyboard and screen to a comfortable position directly in front of my seating position.				
I do not need a document holder.				
When I work, my feet can rest flat on the floor or I have a foot rest to support my feet.				
My mouse is used within forearm radius from the edge of my desk.				
My mouse is used with my hand flat on the desk and directly in front of the mouse.				

I have a docking station for my laptop computer that I can use to connect to a full size keyboard and mouse.				
My screen is at the correct height i.e. the top of the screen is level with my eyes or slightly lower.				

Electrical Safety	Yes	No	Comments / Actions Required	Date Completed
My equipment has been electrically tested (date).				
Security of information	Yes	No	Comments / Actions Required	Date Completed
Is your home secure from intruders?				
Do other people in your accommodation have access to the area where you will be undertaking Trust/academy work?				
Confidentiality	Yes	No	Comments / Actions Required	Date Completed
I will only use encrypted equipment supplied by the Trust/academy for work purposes.				
My passwords / PIN numbers etc. are kept secure and not divulged to anyone.				
I can confirm that I will not transport any confidential data on non-encrypted storage devices e.g. memory stick or CD.				

I will shred confidential documentation.				
My computer will be locked when I am away from the workstation.				
Accidents / first Aid	Yes	No	Comments / Actions Required	Date Completed
I know the procedure for reporting any accidents or work related illness				
I have a first aid kit available when working at home.				

I can confirm that I read and understood the Data Protection Policy in relation to the key principles of data protection law.

Signed (employee)_____ Date_____



Summit Learning Trust - Ad-hoc home workers only

Self-Assessment Checklist

Thank you for completing this form. It will be used to assist your Manager in ensuring that your working conditions at home comply with current best practice.

Name:	Date of completion:
Address:	Job Title:
	Department:

Fire	Yes	No	Comments
Is the work area tidy?			
Are waste materials regularly disposed of?			
Are exit routes clear?			
Do you have an escape plan?			Know exactly what to do in an emergency
Is a smoke alarm fitted?			Alarms should be tested weekly & batteries as required or at least annually

Electrical Equipment (either the Trust's or your own but used for Trust work).	Yes	No	Comments
Any apparent damage?			Cracked casing, missing screws, etc.,
Any evidence of overheating?			Look for discolouration
Any obvious damage to leads or plugs?			
Are the cables secure in all plugs?			

Slips Trips & Falls (Work areas)	Yes	No	Comments
Floor coverings sound, and without defects?			

Are walkways clear of tripping hazards, e.g. trailing cables?			
When seated at your work place can you move your legs & upper body together without twisting?			

Working Environment	Yes	No	Comments
Is this comfortable and acceptable for the amount of time used?			
Do you have adequate lighting, including any necessary task lighting?			

Manual Handling	Yes	No	Comments
Do you carry out any abnormal Manual Handling activities?			
Have you attended the Trust's manual handling training?			

Display Screen Equipment	Yes	No	Comments
Do you use DSE for more than an hour a day on a regular basis?			
Are you aware of the Trusts policy on eye tests			

Driving	Yes	No	Comments
Do you drive on business?			
Is your vehicle insured for "business use"? including contents cover such as laptop etc.			Check documentation
If required, has your vehicle a valid MOT?			
Do you hold a current driving licence?			

Working Alone	Yes	No	Comments
Have you discussed the need for a call in procedure with your manager?			
Do you carry a mobile phone?			
Do you require a personal attack alarm?			

Hazardous Substances / Processes	Yes	No	Comments
Will you be expected to carry out any work with hazardous substances?			Other than normal domestic products or low risk commercial items [tipp-ex etc]
If yes, has a COSHH assessment been completed & passed to you for action?			
If yes, have you agreed with your manager on the provision of any personal protective equipment you may need?			

Accidents / first Aid	Yes	No	Comments
Do you know the procedure for reporting any accidents or work related illness?			All work related accidents [including those that take place in your home whilst working] must be reported
Do you have a first aid kit available when working at home?			Staff are expected to provide normal first aid kits that they would have for their own personal use when at home

Well-being	Yes	No	Comments
Do you suffer any discomfort or ill health that you believe has resulted from your work?			If yes, report to your line manager immediately

Security	Yes	No	Comments
Is final exit door secured by mortice deadlock?			

All other external doors similarly secured by mortice security bolts?			
Do key operated window locks secure all accessible windows? Laptop and confidential files locked away when not in use?			

Trust Supplied Equipment (Please list below)	Serial No.

Any other comments you have regarding your working environment, please list here:

Signature:

Date:.....