



HOME WORKING POLICY

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Destroy All Previous Issues

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Glossary

Term	Description

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1 PURPOSE

For all employees of Badger the same legal requirements apply regardless of the working environment and include making adequate arrangements for those who choose to or are required to work from home.

2 SCOPE

All Badger employees who are required to regularly work from home or their vehicles as part of their normal duties.

3 REFERENCES

- The Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (amended 2003, 2006)
- Display Screen Equipment Regulations 1992 (amended 2002)
- Manual Handling Operations Regulations 1992 (amended 2002)
- Provision and Use of Work Equipment Regulations 1998 (amended 2002)
- First Aid at work Regulations 1981
- Control of Substances Hazardous to Health Regulations 2002 (amended 2003, 2004)
- Homeworking guidance for employers and employees on health and safety INDG226

4 DEFINITIONS

None

5 GENERAL

5.1 Risk Assessment

A self-assessment checklist (H&S-F-009-Home Worker Self-Assessment Form) will be completed by the employee prior to any homeworking. This may be repeated if the form changes or every 12 months. The employee should inform their manager if any changes have occurred. The form is located on the intranet.

Upon review of the form by the Health and Safety Representative a more detailed visit and specific risk assessment may be required. This will be discussed with the employee directly.

5.2 First Aid

Badger will ensure that adequate first aid provisions are made for home workers depending on the nature of the work activity and the risks involved. Pouch style first aid kits are available which are also useful for staff required to drive as part of their activities.

5.3 Management

Home workers will be consulted by Badger on health and safety matters. The Company will ensure that suitable supervision is provided. It is important that regular contact is made between supervisors, managers and home workers to ensure that communication channels are kept open and problems can be discussed.

5.4 Welfare/Fire

Working temperatures, ventilation and lighting should be suitable, comfortable and adjustable. There should also be sufficient storage. Slip or trip hazards should be cleared, removed or tidied. Smoke detectors may be necessary in unattended areas where there is a fire risk and fire escape routes should be suitable and clear. Fire extinguishers may

need to be provided where risk assessment suggests that they are necessary. The employer may conduct an inspection of the home office to confirm any of the issues identified in this document.

5.5 Environment, Activities and use of Equipment

The working environment, workstation, activities and equipment to be used will all be risk assessed before allowing any homework, this should be discussed with your manager or the H&S representative. Where the home-working area is an 'office' type situation the home worker themselves can assist with the risk assessment e.g. by carrying out a self-assessment Display Screen Equipment (DSE) checklist. The requirements to manage e.g. hazardous substances, manual handling, provision of work equipment and electrical safety will all apply. Effective risk assessment will highlight any additional issues for each site.

5.6 Defective Equipment

Equipment should be immediately withdrawn from use, marked as unserviceable and returned to the person responsible for that equipment.

6 TYPICAL HAZARDS AND CONTROLS IN REGARD TO HOME WORKING

Hazards	Controls
Manual Handling – handling loads that are heavy, bulky, difficult to grasp, or unstable. Awkward lifting, reaching or handling. Pushing or pulling. Repetitive handling that does not allow rest between loads. Twisting and stooping.	Safe lifting technique: <ul style="list-style-type: none"> • Keep feet apart, bend the knees and keep the back as straight as possible. • Keep the load close to the body. • Keep twisting to a minimum. • Lift and carry in small amounts. • Wrap the load or use gloves if it has sharp edges. • Use a table or bench as a resting point.
Work Equipment – hazards associated with the equipment.	<ul style="list-style-type: none"> • Equipment should be correct for the work. • Proper information, instruction and training will be given on the safe use of equipment. • The equipment will be checked and maintained regularly by competent persons if required. • Machines should be properly protected (e.g. guarding). • PPE should be provided where necessary (e.g. suitable gloves). • There should be clear marking on the equipment and any controls.
Electrical Equipment – faulty equipment can cause electric shocks (injury/death) and fire. (The company is only responsible for the equipment which it provides – home workers are responsible for their own domestic electrical system (e.g. sockets etc.))	<ul style="list-style-type: none"> • Turn off equipment before checking it, maintenance or cleaning. • Check plugs are not damaged and correctly wired. • Electrical system should be adequate for equipment. • Check the wire is gripped where it enters the plug or equipment. • Check the equipment is not damaged. • Check leads, wires or cables are not damaged. • Check for burn marks or staining (overheating). • Ensure repairs are carried out. • Secure or tuck away trailing cables to prevent trips. • There should be sufficient sockets.
Hazardous Substances – May be flammable, toxic or corrosive.	<ul style="list-style-type: none"> • Check labels and any material safety data sheets (MSDS) from the supplier for any hazards associated with the substance. • Check if fumes are given off. Ensure substances are stored correctly (including away from children).

	<ul style="list-style-type: none"> • Consider any symptoms like dizzy spells, feeling sick, headaches, rashes, irritation or asthma – stop using and seek guidance. • PPE (e.g. suitable gloves) –must be worn where provided, ensure adequate ventilation (LEV (Local Exhaust ventilation) where necessary), provide suitable information, instruction and training and any exposure monitoring or health surveillance where necessary.
<p>Display Screen Equipment – Upper limb disorders (including pains in the neck, arms, elbows, wrists, hands, fingers) and often known as repetitive strain injury or RSI, backache, fatigue, stress, temporary eye strain (not damage) and headaches.</p>	<p>Badger will ensure workstations are assessed to ensure they are suitable. Remember to stretch and change position to reduce tiredness in your limbs. Place screens and monitors where lighting will not cause reflections or glare.</p> <p>If employees use screens for a large proportion of their working day they can request an eye examination through the Company.</p> <p>Checklist:</p> <ol style="list-style-type: none"> 1. Is the screen clear and readable, and without flicker? 2. Is the screen free from glare and reflections? 3. Are contrast and brightness controls properly adjusted to prevent eyestrain? 4. Is lighting suitable so that fine detail can be read on the screen? 5. Is the keyboard placed in the right position to allow comfortable working? 6. Is the screen and computer free from dust and dirt? 7. Can the chair be adjusted to the correct height for comfortable working? 8. Is the screen at the right height and angle for comfortable working? 9. Enough space under the desk for free movement? 10. Enough space in general for free movement?
<p>New and Expectant Mothers – may be especially vulnerable under certain conditions.</p>	<p>Badger will need to ensure that a suitable and sufficient risk assessment is carried out and adequate controls implemented.</p>