**Working from Home**

April 2020

**Purpose**

Daniel Thwaites Plc ("the Company") will operate the following policy in relation to working from home.

**Scope**

The policy applies to all employees within the Thwaites group of companies.

Principles

This policy is correct at the time of writing on 6th April 2020

# The Policy

Working from home

**Procedure**

**The 2020 COVID-19 pandemic has led to a number of our colleagues needing to work from home. Daniel Thwaites PLC can only influence the condition of the equipment provided for working out of the office but realises that we have a duty of care to our teams to provide guidance and control measures to ensure the safety of our teams and families during this process.**

**Key Hazards**

* Electricity
* Slips, trips and falls
* Isolation – stress/depression
* Musculoskeletal Disorders (MSD’s) from inadequate workstations
* Manual handling
* Eye strain/damage

**Control Measures**

**Equipment**

* Ensure that visual checks of the domestic electrical systems are adequate for the electrical equipment provided (e.g. laptops, printers, charging phones/tablets)

- plugs are correctly wired and maintained;

- Leads, wires and cables are appropriately covered and not damaged

- plugs, leads, wires and cables are checked regularly and kept in a condition that does not cause harm

- No evidence of damage to plug sockets (cracks or scorching)

- Items belonging to the company should be PAT tested.

* report any defects or safety concerns, and don’t use equipment again until it is safe to do so

**Environment**

* Keep work areas tidy and clear of obstructions or objects lying around that may cause person to trip.

- clean spills up immediately

- consider appropriate storage cupboards/containers

- arrange furniture in order to avoid trailing wires

- ensure mats/rugs are securely fixed and do not have curling edges

- try to avoid changes of floor level

- ensure suitable footwear

- ensure adequate lighting

* Position your workstation away from windows to avoid glare or have blinds/curtains available to avoid this.
* Take extra care if children are present in the home (e.g. switch off and unplug equipment when not in use
* Don’t store items on tables/desks that could be pulled landing on children and causing harm (e.g. work bags or hot drinks)

**Workstations**

* Display Screen Equipment (DSE) – Ensure;

- The brightness/contrast of the screens is adjusted correctly to prevent eye strain;

- Suitable lighting

- suitable positioning of keyboard

- If the chair can’t be adjusted make yourself comfortable using pillows or cushions.

- is there enough space on the desk to allow free movement?

 - when working at home take regular breaks;

**Work Life Balance**

* Regular face to face contact between company representatives and employee

- provide the same information and support for workers at home as on-site workers, including information for social events

- facilitate communication with other workers and on-site workers.

* Maintain a good structure throughout the working day, replicating that of a day in the office. Without in-person meetings scheduled to break up the day, the inability to focus may occur
* Regular face to face contact between company representatives and employee working at home

- provide the same information and support for those working at home as on-site workers, including information for social events

- facilitate communication with other at home and on-site workers.

**Accidents/Incidents**

* Any accidents or incidents must be reported to your Line Manager and in turn to Bill Holt who will log the details on the accident and incident reporting system.