



# Play in Ltd

## Working from Home Policy

Play In Ltd understands the many benefits to both employer and employee, particularly in reducing overheads, eliminating the need for commuting, offering flexibility in working hours and allowing employees to work when otherwise they might not be able. Home working can be everything from computer-based work (commonly referred to as 'teleworking') to assembling and packaging goods. Home workers are subject to the same health and safety requirements as workers based on company premises and must be managed accordingly.

It is our policy to:

- Ensure that appropriate risk assessments are completed (Self assessment forms or in suitable cases with the permission of the homeworker, employer's assessors).
- Ensure that risk assessments are reviewed annually.
- Ensure home workers are provided with suitable induction training on commencement of employment.
- Ensure appropriate equipment is provided for the home worker's health safety and welfare.
- Ensure all equipment that is provided for use in the employees homes is properly installed and tested.
- Arrange for the maintenance of all electrical equipment supplied for use in the employee's home. **The hard wired electrical sockets and ring mains supplies are the employees own responsibility.**
- Provide, where practicable, scope for varying work patterns and to allow employee input in how the work is carried out to ensure home workers take periodic breaks during the working day.
- Ensure that Managers and home workers have the opportunity to be kept informed of what is going on within the company. Recognising and satisfying the need for social interaction will reduce stress.
- Encourage home workers to 'network' with colleagues.
- Issue all home workers with copies of the relevant H & S information in the form of leaflets issued by the Health and Safety Executive (INDG226) Home Working Guide for Employees.
- Make the home worker aware of their duty to report any incidents or accidents that occur as a result of work related activities to the Company using the Company accident procedure
- Ensure Home workers are aware of the need to monitor their own working conditions and report any problems to their line manager.
- Decide which employees are 'users' and inform them of this status. A 'user' is a technical term used when talking about DSE and refers to employees who:
  - normally use the DSE continually for more than an hour
  - use it this way on a daily basis and
  - have to transfer information (text or data) quickly to and from the screen
  - are dependant on the DSE and has little discretion when they use it.
- Ensure that a Risk Self Assessment is completed. The Assessment can be carried out in 2 stages:-
  - the first is to complete the General Assessment Proforma provided in this section which takes an overview of the topic.
  - the second is to complete detailed assessments of each DSE Workstation using the services of an H&S Consultant should this be necessary.

### Training

- All home workers are fully trained in the tasks that they are employed to do and the equipment they will be using.
- Home workers are trained in emergency procedures in case of an accident in the home.
- Supervisors/Management of home workers are trained in how to deal with employees working off site e.g. prearranged regular contact, how to recognise signs of stress in home workers.

This policy was adopted by: Play in Ltd	Date: Sept 2022
To be reviewed: Sept 2023	Signed:

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021):  
Safeguarding and Welfare Requirements: Health [3.45-3.47]