

**Guidance note relating to flexible working including part-time working, job sharing, annualised hours and homeworking**

**Part time working**

**1. Definition**

Part time work is defined as a method of participating in the workplace for a period of time less than the normal full time conditioned hours for the pay band. This may be for reduced hours each week, or working part of a year.

**2. Criteria**

Although an application for part time working will be considered for each specific post on its own merit, the following may be taken into account:

- Will it be practical to move some of the work associated with the specific post to other job functions undertaken within the same section or department?
- Will the conversion to part time work result in any loss of continuity essential for the successful operation of the post?
- Will the part time post present any specific management difficulties that cannot be resolved?
- Will the conversion to part time work lead to any specific detriment to the individual or the organisation?
- Is there any other way in which the needs of the individual can be met more effectively without prejudicing the work of the organisation?
- Could the post be filled by job sharing?

The applicant may be able to make suggestions on how to overcome potential problems.

**3. Development opportunities for part time staff**

Whatever our individual work patterns, it is important that we all take a proactive approach to our learning and development. This means working out what your own training needs are, then thinking about how they can be met and how this will help BBSRC to meet its business goals. The next step is to discuss your ideas with your supervisor or line manager, who is responsible for helping you to address your development needs.

If you want to attend a course that is full time, talk to your line manager to see if they can adjust your work times/days to coincide with the training activities. Don't forget, there are many alternatives to formal training courses, such as shadowing, on-line courses and distance learning. For further information contact your local training co-ordinator.

If your training and/or further education requires you to make alternative arrangements for child and other dependant care your local institute management may be able to reimburse any reasonable costs. If you require such help you should talk to your line manager and then obtain agreement from your local HR manager.

## **Job sharing**

### **1. Definition**

Job sharing is defined as the voluntary sharing between two individuals of the responsibilities of one full time job. Salary, holidays and other benefits are divided between the job sharers according to the number of hours worked.

Job sharing may be initiated by two individuals wanting to share one position, by one individual requesting to job share, or by the organisation advertising a position as open to job share.

A post may be shared by two persons (e.g. on a split-day or split-week basis, alternate weeks, alternate days), giving each employee a pro-rata share of the full time hours of the post. Both partners should be suitably qualified in terms of skills and abilities to undertake the range of tasks and responsibilities of the full time post.

The working arrangements and responsibilities of any particular job will be determined by the Line Manager, in consultation with the job sharers.

### **2. Applications for job sharing**

To allow advertising, interviewing and appointment procedures to be followed, applications to job share should normally be submitted not later than 14 weeks before the proposed 'sharing' date.

Where only one employee requests to job share the remaining part of the job will be advertised. If no suitable applicant is forthcoming, the line manager may reject the job share request.

### **3. Criteria**

Before a request to job share is formally agreed, the line manager and the potential job sharers should carefully consider the following:

- How will the hours be arranged?
- Does the job need to be covered every day and within set times?
- Is the creation of an overlap period desirable?
- What office accommodation is provided and is there sufficient space for both partners to work together?
- What about equipment and access to other resources?
- How is sickness absence dealt with?
- How is training organised?

The applicant may be able to make suggestions about how to overcome potential problems.

### **4. Practical arrangements**

4.1 Each partner to a job share will hold an individual contract of employment; the job title will be that given to the established post. The job description issued will be that prepared for the established post, with an addendum to reflect agreements reached concerning working arrangements (how responsibilities will be divided), and indicating that the full duties and responsibilities of the post will be undertaken.

4.2 Any job evaluation review will apply to the whole post including the need for close co-operation between sharers.

4.3 The normal hours of duty of a job sharer will be a pro-rata share of those of the full time post, as directed by the appropriate line manager.

4.4 The two job sharers have a joint responsibility to carry out the full time requirements of the job description. They are required to divide responsibilities by task and/or time in consultation with their manager. However, job sharers are individually responsible for their actions on duty; they will be assessed separately under the performance and personal development review and held individually accountable under the disciplinary and capability policies.

4.5 Where continuity is considered by the line manager to be an essential requirement of a specific job share, both employees will be required to overlap their hours of work or arrange to meet at a specific work time during the week. In some cases a brief handover will suffice whilst in others a longer overlap period is desired. Work files, diaries, bring forward files and other organisational techniques should be considered. Job sharers will normally be expected to cover the whole position during annual leave and absence for other reasons. However it is the manager's prerogative who should cover the absence within budget. Consideration must be given to personal circumstances.

4.6 When it is not financially viable for both parties to attend a training event, job sharers are obliged to share information and skills with their job share partner. When training takes place on a day on which one of the job sharers would not normally work, time off in lieu should be offered.

## **5. Replacement of a job sharer**

5.1 In the event of one job sharer ceasing to continue in the job sharing partnership, the hours of work previously undertaken by that person may be offered to the remaining job sharer on a full time basis.

5.2 If full time working is not acceptable to the remaining job sharer, the vacant shared post will be advertised. If no suitable job sharing partner can be found within a reasonable period (which shall be not less than three months from the last day of service of the previous job sharer), alternative arrangements for covering the job should be considered. This may involve the post becoming full time and the redeployment of the remaining sharer to a suitable available alternative post.

## **Annualised hours**

### **1. Definition**

'Annualised hours' working is defined as a system of work whereby the period of time within which employees must work is defined over a whole year. Annualised hours is more appropriate for posts which require high flexibility due to for example, seasonal variations or unpredictable demands.

### **2. Criteria**

The following should be considered:

- When is demand likely to be high or low?
- Have the demands been anticipated in order that the appropriate organisation of working hours can be established?
- Is annualised hours the best way of meeting demand, should other arrangements be considered?
- Are there likely to be any effects on equal opportunities, e.g. if there will be a requirement to work extra hours at short notice, this may be impossible to arrange with those who have caring responsibilities

### **3. Practical arrangements**

3.1 The annualised hours system is based on an agreed number of annual hours worked as required on a flexible basis. Payment is based on a number of equal monthly payments, that is twelve per year, regardless of the number of hours actually worked in a specific period.

3.2 Annual leave will be included in the total hours to be worked in a year, known as 'committed' hours. In the event of absence due to ill health the number of hours absent will be deducted from the hours to be worked in order that the employee does not suffer detriment. Individuals will be entitled to maternity leave in line with the RC Maternity Policy.

3.3 If additional hours have been worked during the year and the line manager can show this is due to increased activity, arrangements can be made to 'buy back' the hours at plain rate, with the individual's agreement. Time off in lieu could be negotiated instead.

3.4 On termination of employment, pay is adjusted to account for hours over or under worked.

3.5 It is envisaged that the total annual hours will be used during the financial year. Where an employee's hours are in deficit at the end of the financial year, arrangements may need to be made to 'carry over' a maximum of one twelfth of the annual hours to the next year.

## **Home working**

### **1. Definition**

1.1 Home working is an arrangement for the performance of tasks which can be achieved at least as well at home as at the institute/office. The employee's home is the only alternative location covered by this arrangement. There is no compunction for staff to work at home, nor any right for the individual member of staff to unilaterally decide to do so.

1.2 Home working should not be used as the reason for an employee's absence from the workplace when they are actually absent due to sickness or require dependency care leave.

1.3 Home working may fall into one of three categories:

- Occasional - where an employee may spend up to 20% of their normal contractual hours working from home. This is a non-contractual arrangement
- Frequent - where an employee may spend between 21 and 49% of their normal contractual hours working from home. This is a non-contractual arrangement
- Formal - where an employee may spend between 50 and 100% of their normal contractual hours working from home. This will require a change to the employee's written statement of terms and conditions. Technology, furniture and equipment will be provided and supported by BBSRC/the institute as required

1.4 The Trade Union Side of the Institute Negotiating and Consultative Committee (INCC) will be invited to comment on any proposal to set up a formal home working arrangement at the earliest opportunity.

### **2. Criteria**

2.1 All positions are eligible for consideration as home working, but some jobs will not be suitable for home working.

2.2 Before a request for formal home working is agreed, the line manager and the individual should carefully consider the following:

- What costs would be required e.g. for equipment, furniture, phone line etc? (All IS/IT hardware and software used must be in accordance with BBSRC and institute requirements). Will Broadband access be required? What stationery and consumables will be supplied?
- What arrangements will be made for reimbursement of official telephone calls and a contribution towards the rental? At BBSRC/institute discretion and within delegated powers, a contribution may be made towards the heating, lighting and running costs of the workplace within the home
- What is the estimated value of the benefits against the potential costs?
- Are there any restrictions on the employee working at home (e.g. lease restriction, home insurance, not acceptable to mortgage lender or landlord)?
- Do current employer/public liability insurance permits allow home working?
- Does the employee's motor insurance permit them to use their vehicle on work related business?

- During what core times must the employee be available, taking account of any other responsibilities?
- Can the employee be easily contacted at home, including electronically and by telephone?
- How will the role be carried out? Can it be carried out in full by someone working at home? Is there a requirement for access to for example, files, manuals etc? What arrangements will be needed for incoming/outgoing post?
- How often will the employee be expected to attend the office/institute (e.g. for meetings, training etc) and what arrangements will need to be made (e.g. hot desking)? What travel costs will be reimbursed? (Note that the employee will normally be required to pay any travel expenses incurred in travel to and from BBSRC/the institute if the journey is an agreed part of the home working arrangement)
- What impact will there be on the workload and functioning of the team?
- How will the employee's performance/attendance etc be managed? How will their working hours be managed?
- What and how will information be communicated to the employee? How will they communicate with other colleagues etc? How will they continue to integrate with the team?
- Does the employee's working style suit home working (e.g. motivation, time management, working alone)? Are there domestic responsibilities which could conflict with the work arrangement?
- Is the employee aware of health and safety considerations? A formal risk assessment will need to be carried out using the form at page 27 (Guidance is available on the Health and Safety website at [www.hse.gov.uk](http://www.hse.gov.uk) )
- How will confidentiality, data back-up etc issues be dealt with?

### **3. Practical arrangements (formal home working)**

3.1 Equipment identified as necessary in the 'home office' assessment will be provided and supported by BBSRC/institutes. The level of support will be agreed at institute/office level. Any workplace equipment provided must be used for official work business and the employee must take reasonable care of it. Usage of equipment/software must be in accordance with BBSRC/institute CS/IT policies and procedures. Any non-BBSRC use of these facilities must be declared to the Inland Revenue as a taxable benefit. Employees who leave within two years of the installation of these will be required to refund the cost of installation.

3.2 Where any equipment/furniture etc is provided employees should note that it remains the property of BBSRC/the institutes and must be returned when the home working arrangement ceases.

3.3 The cost of moving/reinstalling workplace furniture and equipment to a new home must be borne by the employee.

3.4 It is the employee's responsibility to contact the Inland Revenue about whether they qualify for tax relief on expenses incurred while working at home in the UK. The employer has no liability for any capital gains tax imposed as a result of working at home.

3.5 In connection with formal home working arrangements, BBSRC/institutes will reimburse any extra insurance premium costs incurred which are due solely to the home being used as a place of work. BBSRC/institutes do not insure against the risk of losses or claims from third parties arising from home working.

3.6 BBSRC/institutes will not reimburse any part of domestic rates charged. The Inland Revenue is responsible for deciding whether business rates will apply in connection with home working. In the event of the home working employee being liable for the business rate (as determined by the Inland Revenue), BBSRC/the institute may reimburse the additional cost. Employees should refer all queries to their local Inland Revenue office.

3.7 In addition the following will apply:

- In order to meet the requirements of the Working Time Regulations, the employee will be required to submit a record of time worked during each pay period via their line manager
- Home working arrangements will be subject to formal review at three monthly intervals for the first year, and annually thereafter, with the proviso that either party can call for a review at any time where it is felt that there is a requirement to do so. Either party has the option to terminate a home working arrangement in writing, giving two week's notice
- Arrangements for the maintenance of regular contact between the employee and the line manager will be set out in writing in the model notification of formal home working agreement at page 40

#### **4. Responsibilities to the employer**

- To ensure that standards of care for home working employees are equivalent to those doing the same work in the workplace, in relation to those matters under the control of the employer. As far as is reasonably practicable, steps will be taken to ensure that the environment, as it relates to work performed for BBSRC/institutes, is without risk to health or safety
- To ensure adequate first-aid equipment and training for home working employees, based on the nature of the work activity and the risks involved
- In cases of formal home working, to arrange assessment of the workstation by the local Health and Safety Adviser/Officer or Workstation Assessor (using the home working - risk assessment form of the 'home office' at page 27 and make recommendations to ensure compliance with the Health and Safety (Display Screen) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulation 2002
- The employer reserves the right to obtain urgent access if faulty equipment creates a serious health and safety problem or means that the employee cannot work, for urgent security and audit purposes, or for occupational health and safety purposes

#### **5. Responsibilities of the employee**

- To meet the requirements of their contract (including hours of work) and the role

- To comply with the Health and Safety at Work Act 1974 including taking reasonable care for their own health and safety and that of anyone else who might be affected by their actions and omissions
- In all cases of frequent and formal home working, to carry out a self assessment using the form at page 18
- To comply fully with the procedure for reporting of work-related accidents, diseases, injuries and dangerous occurrences, and to attend for an annual eyesight test under the Display Screen Equipment Regulations 1992, if relevant
- To permit BBSRC/the institute to make ongoing visits at prearranged and mutually convenient times to check equipment and ergonomics, in line with relevant risk assessments
- To arrange portable appliance testing/any maintenance checks required via their institute, and to ensure that results are sent to the Health and Safety Officer
- To allow the entry of and to pay for a qualified electrician in the event of any electrical work in their home being deemed necessary for safety reasons
- To comply with the Data Protection Act 1998
- To use only BBSRC/institute approved IT connections and software (such equipment must only be operated by the employee), not to install unauthorised software, and to check that material sent or received from home working by disk or via the Internet is virus free
- To protect all confidential information and make sure that it is disposed of in the manner agreed with their line manager

Home working employees have the same access to welfare and personnel facilities.

## Home working application form (frequent and formal)

The form outlines some of the issues to be considered before the decision is made whether or not home working is appropriate for a particular employee, their role and their environment. It should be used for applications for frequent or formal home working and is designed to prompt discussion around new working practices that would need to be adopted to ensure the success of the home working arrangements, and to record the outcome of your discussions.

It is recommended that the employee and their line manager discuss the issues raised on the form. Completion of the form should help both parties to decide whether home working, and which category, is appropriate. The final approval for applications rests with the Institute Secretary.

Where a request is not agreed the line manager will give reasons in writing.

### **PART A – to be completed by the applicant**

#### **Employee Personal Details**

Name:

Staff or payroll number:

Job title:

Department/location:

Pay band:

Contractual hours of work:

Home address:

Date of Application:

#### **Line manager details**

Name:

Job title:

Department/location:

**For which category of Home working is the application being made? (please circle)**

**Frequent**

**Formal**

**IF THIS IS AN APPLICATION FOR A FORMAL HOME WORKING ARRANGEMENT, PLEASE COMPLETE THE COST/BENEFIT TABLE BELOW BEFORE PROCEEDING WITH THE REMAINDER OF THE FORM.**

**Cost/benefit analysis of proposed formal home working arrangement**

EQUIPMENT/FURNITURE/IT SOFTWARE/HARDWARE ETC REQUIRED	ESTIMATED COST £	ESTIMATED BENEFITS	ESTIMATED VALUE OF BENEFITS WHERE QUANTIFIABLE £



**PART 2 – to be completed by the line manager**

Have you received assurances from the employee that there are no known reasons why the employee should not work from home?

Yes/No

Has the employee been made aware that BBSRC has no liability for any capital gains tax imposed as a result of home working?

Yes/No

Can you confirm that current employer/public liability insurance permits home working?

Yes/No

Has the employee been advised to notify their home and motor vehicle insurers of any intended work related use?

Yes/No

Has the employee provided contact details including a telephone number?

Yes/No

**PART 3 – To be completed jointly by applicant and line manager**

**The Role**

	TYPE OF ACTIVITY	% OF AVERAGE WEEK	LOCATION
HOW IS THE ROLE CARRIED OUT IN AN AVERAGE WEEK?			
Consider the amount of time the job requires the employee to be for example, working alone at a desk, using a PC, taking part in discussions/meetings, accessing information etc			
WILL THE EMPLOYEE REQUIRE DESIGNATED OFFICE SPACE AT ANY TIME?			

<p>It is intended that home working will reduce the need for office space and hot desking is encouraged</p>	
<p>WHAT ACCESS IS NEEDED TO FILES, POST ETC? Detail any information that the employee will need to perform their job e.g. files, manuals, incoming/outgoing mail etc. Is this information that others also need access to? How will access be gained and how often?</p>	

### **The Line Manager's Role**

Managing people from a distance brings its own set of challenges and care should be taken to make sure that home working employees are not disadvantaged by their remoteness from an office based team.

<p>HOW CAN THE EMPLOYEE'S PERFORMANCE BE MEASURED? Consider the objectives in the annual performance appraisal. How can the employee's contribution and behaviour be measured? Are there clearly defined outputs?</p>	
<p>HOW CAN THE EMPLOYEE'S WHEREABOUTS BE MONITORED? Consider what contact arrangements will be needed, when and how often. Will there be pre-determined times when the employee is not available? How will the employee account for their time?</p>	
<p>WHAT INFORMATION WILL NEED TO BE COMMUNICATED? What methods will be</p>	

used? How often? etc	
HOW CAN YOU ENSURE THAT THE EMPLOYEE CONTINUES TO FEEL PART OF THE TEAM? What arrangements will be needed to ensure that the employee is included in team meetings, updates, training and development activities, opportunities for promotion etc and social events?	
WHAT WILL BE THE MAIN BENEFITS TO THE BUSINESS OF THIS WORK BEING PERFORMED AT HOME?	

### The Employee

Home working is not appropriate for everyone. For such an arrangement to be a success, it is important that the employee has the personal qualities needed for working unsupervised or being supervised remotely.

Discuss the following personal requirements with the employee and note any issues arising, including any specific requirements or solutions to address any concerns.

	COMMENTS	ISSUES/REQUIREMENTS/ SOLUTIONS
CONSIDER THE WORKING STYLE OF THE EMPLOYEE. Are they committed to the idea of home working, self motivated and able to cope with minimal contact?		
IS THE EMPLOYEE SELF DISCIPLINED WITH GOOD TIME MANAGEMENT SKILLS? Will they be able to organise their work and meet		

deadlines?		
IS THE EMPLOYEE CAPABLE OF WORKING WITH MINIMAL SUPERVISION? Consider also the amount of supervision they require with computer software and hardware, if appropriate.		
WILL THE EMPLOYEE BE ABLE TO BALANCE WOTK WITH DOMESTIC RESPONSIBILITES? Will they be able to devote full attention to their work?		
WILL THE EMPLOYEE BE ABLE TO SWITCH OFF FROM WORK AT THE APPRORPAITE TIME?		
DOES THE EMPLOYEE POSSESS SUFFICIENT JOB RELATED SKILLS TO CARRY OUT THE ROLE AT HOME?		
DOES THE EMPLOYEE POSSESS SUFFICIENT GENERIC SKILLS, INCLUDING IN IT AND COMMUNICATION METHODS, TO FULFIL THE ROLE AT HOME?		
DOES THE EMPLOYEE DEMONSTRATE AN AWARENESS OF THEIR HEALTH AND SAFETY OBLIGATIONS?		

IS THE EMPLOYEE WILLING TO SPEAK UP TO SHARE ANY CONCERNS?		
IS THE EMPLOYEE WILLING TO ATTEND MEETINGS, COURSES ETC WHEN REQUIRED?		
ARE THERE ANY OTHER RELEVANT CONSIDERATIONS TO THE SUITABILITY OF THE EMPLOYEE WORKING AT HOME?		

## HOME WORKERS SELF ASSESSMENT FORM –FREQUENT AND FORMAL

Please complete this form for frequent and formal home working It will be used to assist BBSRC in safeguarding your health and safety whilst you work at home. It should be completed before you start working at home and reviewed on an annual basis.

Please note if you are using potentially hazard substances and/or materials for work at home, or working more than 50% of your time at home you will also need to have a formal risk assessment completed by your Health and Safety Officer/Adviser or Workstation Assessor ([Appendix A3:5iii](#), Home working – risk assessment form of the ‘home office’)

Name of employee:		Date completed:	
Home address of employee:			
Where you answer ‘No’ please give further details in the comments column.			
<b>General Health and Safety and Emergencies</b>		<b>Comments</b>	
Do you have a room at home which will be used specifically as an office base?			
Is there adequate ventilation, reasonable temperature, suitable and sufficient lighting within your home to perform your role effectively and with comfort?			
Is the work area tidy, free from obstructions including waste materials?			

Is combustible material e.g. stationary, stored away from sources of heat?		
Do you have an escape plan? (i.e. know exactly what you would do in an emergency)		
Is a smoke alarm fitted? (Alarms must be tested weekly and battery replaced annually)		
Do you have a first aid kit available whilst working at home?		
Do you know the procedure for reporting any accidents/incidents or work related illnesses while at home?		
Can you make telephone contact with BBSRC and vice versa? Do you have a specified contact(s) at work in the event of an emergency?		
Are you aware that you must comply with the normal health and attendance reporting procedures (i.e. as if you were office-based)?		
<b>Electrical Equipment (Please note that the BBSRC is only responsible for equipment it has supplied. Equipment, electrical sockets and other parts of your domestic electrical system are your responsibility.)</b>		<b>Comments</b>
Have you received training/information in how to use any equipment or software in your work?		
Do you check the equipment regularly to ensure it is in a good condition? For example is there any apparent damage or evidence of overheating in any equipment including leads or plugs (e.g. cracked/loose casing, missing screws, discolouration, broken insulation on leads etc.)?		

Is any equipment connected via an anti-surge extension (or similar device) without using multi-plug adaptor?		
Are the cables secure in all plugs and have you ensured there are no trailing wires?		
Has all BBSRC equipment been tested? (Must be retested periodically in line with the local policy)		
<b>Display Screen Equipment (DSE) and Furniture - To be completed by all staff who use DSE for more than one hour a day</b>		<b>Comments</b>
Does the chair adjust for height and does the chair back adjust for height and tilt?		
Can you easily sit comfortably placing your feet flat on the floor and resting your arms on the desk when you are using the keyboard?		
Do you have sufficient leg room?		
When seated at your desk will your chair allow you to move your legs and upper body together without twisting?		
Are your forearms horizontal when using the keyboard?		
Can you position your keyboard and screen in front of you to work comfortably? Does your keyboard tilt? Can you move it out of the way when not in use? Are the keyboard symbols legible?		
Is the top of the screen level with, or lower than your eyes? Are you able to look directly at the		

screen without adjusting your posture? Does your screen swivel and tilt?		
Is the display screen clear and dust free? Are the characters and the image clear? Can you adjust the brightness and contrast controls. Is there any glare or reflections impeding your view of the screen?		
Is the mouse within easy reach? Is your wrist straight and well-supported when using the mouse?		
If you use a document holder, is it positioned right next to the screen? Is it stable and convenient to use?		
Are you aware that you should have a total of 10 minutes break for each hour of VDU use?		
Are you free from any physical problems or symptoms that you think might be related to your VDU work? (If NO, please contact OH).		
Have you received information about working with DSE?		
<b>Manual Handling and Slips Trips &amp; Falls</b>		<b>Comments</b>
Have you received information and/or training providing guidance on manual handling and avoiding slips trips and falls?		
While doing work at home will you carry out abnormal manual handling activities such as handling heavy, unstable or bulky loads, awkward lifting, pushing or pulling etc		Where you answer 'yes' please give further details.
Are all floor coverings sound and without defects?		
Are work areas and walkways clear of tripping		

hazards e.g. trailing cables, boxes?		
<b>Well-being</b>		<b>Comments</b>
Are you in good health, not suffering from any discomfort or ill health, from working at home (including stress)?		
<b>Security</b>		<b>Comments</b>
Do you have adequate security measures in place in your home – e.g. Are your exit doors secured by a mortise deadlock and/or security bolts? Are your accessible windows secured by key operated window locks?		
Are you aware of your responsibilities in relation to the Data Protection Act (e.g. – work related computer files are password protected, confidential paper files locked away when not in use?)		
Due to the nature of home working, there will be occasions when you work alone. Are you aware of and following best practice guidance?		
Do you consider you are safe when working from home, with little risk of violence?		
Do you carry a mobile phone in case of emergencies?		
<p>Please make any other comments here, then return this form to your manager</p> <p>Signature of user: .....</p> <p>Date: .....</p>		

**IMPORTANT:**

- If there are any changes in your health or you make any adjustments to your working conditions, you should inform your Manager as a new self assessment may need to be undertaken
- Expectant mothers – please notify your Line Manager as soon as possible of your pregnancy as an additional risk assessment will need to be undertaken.

Signature of manager: .....

Date: .....

Name of manager .....

**The line manager must review this assessment of the risks which may arise from the work activity and the workplace. The line manager (acting as the employer) has specific responsibilities under the Health and Safety at Work Act 1974 and subsequent statutory regulations.**

**This section is to be completed by the Health and Safety Officer/Adviser.**

Based on the above self assessment please tick the most appropriate overall evaluation of the situation.

1. The working environment is satisfactory – working at home may start	
2. The working environment requires some adjustment/advice – working at home may start once a plan to make improvements is agreed	
3. The working environment is unsatisfactory – working at home may not proceed at present	

If there are any issues indicate what actions is to be taken

Issue/Problem	Recommended Action, Person Responsible and Date for Completion	Priority Rating (Urgent, Important, Useful or Desirable)
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Signature of H&S officer/ Adviser: .....

Date: .....

Name of H&S officer/ Adviser: .....

## **Summary and Recommendation**

Having considered the issues (this is not an exhaustive list and you should consider the work of your business area in depth before making a decision) within this document, the following recommendation is being made to the senior manager of this business area:-

### **Notes**

#### **Self Assessment**

If the application to work at home is agreed in principle, the employee must complete the Home working self assessment form ([Appendix A3:5ii](#)).

#### **Risk Assessment of the employee's home for formal home working**

If an application to do home working on a formal basis is agreed in principle, a formal risk assessment must be carried out by the local Health and Safety Officer/Adviser or Workstation Assessor using the form at ([Appendix A3:5iii](#), Home working – risk assessment form of the 'home office').

#### **Declaration by Employee:**

**I confirm that I have discussed and mutually agreed the contents of this form with my line manager. I confirm that the information documented on this form is correct to the best of my knowledge. I have read and understood a copy of the BBSRC Home working Policy and Procedure.**

**Name of Employee:** .....

**Signed:** .....

**Date:**

**Home working - risk assessment of the 'home office'**

The home office must provide a safe and healthy environment. This assessment should be completed by the local Health and Safety Officer/Adviser or Workstation Assessor if:

- you are using potentially hazard substances and/or materials for work at home; and/or
- you are working more than 50% of your time at home under a formal agreement

To assist the assessment, the employee should provide a proposed home work area plan.

**The risk assessment should be carried out before the commencement of the home working arrangement.**

**The line manager must review this assessment of the risks which may arise from the work activity and the workplace. The line manager (acting as the employer) has specific responsibilities under the Health and Safety at Work Act 1974 and subsequent statutory regulations.**

Risk Consideration (some of these will need to be assessed post-installation)	TICK COLUMN (if appropriate)	Nature of Risk if any	Person(s) at Risk (if applicable)	Severity (if applicable) (5 =Fatality 4 = permanent injury 3 = over 3 day injury 2 = minor injury 1 = cuts/bruising)	Likelihood (if applicable) (5= Likely/Frequent 4 = Probable 3 = Possible 2 = Remote 1 = Improbable)	Severity x Likelihood (if applicable)	What action can be taken to remove or minimise the Risk? (if applicable)	By Whom? By When? (if applicable)
Where will the employee work?								

(state location)								
To what extent will space be devoted to being a workplace? E.g. wholly, during office hours only, not at all.								
Is there sufficient room for a suitable work surface/desk? (does it meet the requirements of statute?)								
Is there sufficient space to get in and out of the workstation easily?								

Is there suitable storage space for equipment? (employee to provide scale plan).								
Can the employee make telephone contact with the employer, and vice versa?								

Risk Consideration (some of these will need to be assessed post-installation)	TICK COLUMN (if appropriate)	Nature of Risk if any	Person(s) at Risk (if applicable)	Severity (if applicable) (5 =Fatality 4 = permanent injury 3 = over 3 day injury 2 = minor injury 1 = cuts/bruising)	Likelihood (if applicable) (5=Likely/Frequent 4 = Probable 3 = Possible 2 = Remote 1 = Improbable)	Severity x Likelihood (if applicable)	What action can be taken to remove or minimise the Risk? (if applicable)	By Whom? By When? (if applicable)
Will equipment be correct for the job that is being done?								
- Has proper information and training been given on how to use the equipment, so that the job can be done properly and safely?								
- Are measures in place to ensure that the equipment being used is checked								

regularly and kept in a condition that does not cause harm to the home worker or others?								
- Will those people who are testing the equipment or training the home worker be properly trained themselves, so that they provide the correct information and training?								
- Does the equipment have the right controls to allow the work to be done safely, e.g. clearly marked and properly positioned?								

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Are there procedures in place so that checks on equipment are carried out safely?								
Is an individual accountable for the following?								
- To check that plugs are not damaged?								
- To check that domestic electrical systems are adequate for electrical equipment?								
- To check that plugs are correctly wired and								

maintained?								
- To check that the outer covering of the cable or wire is gripped where it enters the plug or the equipment?								
- To check that the outer cover of the equipment is not damaged, e.g. look for loose parts or screws?								
- To check leads, wires or cables for damage to the outer covering?								
- To check for burn marks or staining that suggest overheating?								
-To repair electrical equipment that may cause harm or injury to the mobile worker?								

Risk Consideration (some of these will need to be assessed post-installation)	TICK COLUMN (if appropriate)	Nature of Risk if any	Person(s) at Risk (if applicable)	Severity (if applicable) (5 =Fatality 4 = permanent injury 3 = over 3 day injury 2 = minor injury 1 = cuts/bruising)	Likelihood (if applicable) (5=Likely/Frequent 4 = Probable 3 = Possible 2 = Remote 1 = Improbable)	Severity x Likelihood (if applicable)	What action can be taken to remove or minimise the Risk? (if applicable)	By Whom? By When? (if applicable)
To check that there are no trailing wires?								
To ensure that the workplace and equipment will be secure, and that the work will remain confidential?								
Has the employee familiarised themselves with, and will they be able to put into effect, all the relevant Health and Safety guidance and								

policies, including:								
- 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 enough rest time between loads.								
- Twisting and stooping.								
Use of VDU equipment:								
- Is the screen clear and readable, and without flicker?								
- Is the screen free from glare and reflections?								
- Are the brightness and contrast controls properly adjusted to prevent eye strain?								

Risk Consideration (some of these will need to be assessed post-installation)	TICK COLUMN (if appropriate)	Nature of Risk if any	Person(s) at Risk (if applicable)	Severity (if applicable) (5 =Fatality 4 = permanent injury 3 = over 3 day injury 2 = minor injury 1 = cuts/bruising)	Likelihood (if applicable) (5= Likely/Frequent 4 = Probable 3 = Possible 2 = Remote 1 = Improbable)	Severity x Likelihood (if applicable)	What action can be taken to remove or minimise the Risk? (if applicable)	By Whom? By When? (if applicable)
Use of VDU equipment (cont'd):								
- Is there suitable lighting so that the fine detail on the screen can be seen and read?								
- Is the keyboard placed in the right position to allow the mobile worker to work comfortably?								
- Is the screen and computer clean; is it free from dust and								

dirt?								
- Can the chair be adjusted to the right height so that work can be done comfortably?								
- Is the VDU placed at the right angle on the desk to allow work to be done comfortably?								
- Is there enough space under the desk to allow free movement?								
- Is there enough space in general so that the employee can move freely between the work on the desk and the VDU?								
Is the likely noise level within the environment conducive to work?								

Risk Consideration (some of these will need to be assessed post-installation)	TICK COLUMN (if appropriate)	Nature of Risk if any	Person(s) at Risk (if applicable)	Severity (if applicable) (5 =Fatality 4 = permanent injury 3 = over 3 day injury 2 = minor injury 1 = cuts/bruising)	Likelihood (if applicable) (5= Likely/Frequent 4 = Probable 3 = Possible 2 = Remote 1 = Improbable)	Severity x Likelihood (if applicable)	What action can be taken to remove or minimise the Risk? (if applicable)	By Whom? By When? (if applicable)
Is the employee covered by New and Expectant Mothers legislation? If 'yes', please discuss with local H&S Officer.								
What times during the day/evening/night is the employee likely to be home working?								
Are arrangements in place for the same disposal of BBSRC/Institute-provided equipment, e.g. ink cartridges/toner, etc?								

<p>Detail any other considerations in relation to the suitability of the environment to a home working arrangement. Consider any potential Health and Safety risks or hazards, including any driving as a result of the arrangement.</p>								
<p>BBSRC needs to ensure that it supplies adequate first-aid provisions dependant on the nature of the work activity and the risks involved. Please assess the risks involved.</p>								

Date of Pre-Commencement completion of Risk Assessment:.....

Date of **Post**-Commencement completion of Risk Assessment: ..... (required for Formal Home Working Arrangement only)

Dear (employee)

## **Formal Home working Agreement**

I am pleased to confirm that your application for Formal Home Working Agreement has been approved with effect from .....

Your existing BBSRC Terms and Conditions of Employment will continue to apply, subject to the following:

### **Hours of Work**

Your conditioned hours over the normal pay period will usually be worked in a pattern to be mutually agreed between yourself and your line manager.

### **Time Records**

In order to meet the requirements of the Working Time Regulations, you will be required to submit a record of time worked each month to your line manager. A suitable form will be provided by your local HR Department.

### **Contact**

It has been agreed that you will perform your work at (name/location of institute) on each week/days a week. This is in order to maintain contact with your colleagues etc. When working at home you have agreed to be contactable on telephone number .

### **Visitors**

It is a condition of home working that you will receive such visitors at mutually agreed times during your normal working hours (the hours for which you are required to be available) as BBSRC considers your duties require. For example, you should expect to receive visitors for the purpose of:-

- inspecting the working arrangements to ensure that your duties can be carried out effectively;
- assessing the suitability of your workstation and work area;
- your line manager visiting you to discuss aspects of your work;
- repairing and servicing equipment provided by BBSRC;
- periodic checks in relation to the adequacy of security arrangements.

BBSRC reserve the right to obtain urgent access if faulty equipment creates a serious health and safety problem or means that you cannot work, for urgent security and audit purposes, if the arrangement is terminated, or for occupational health and safety purposes.

### **Security**

Your line manager will discuss and agree specific measures with you to ensure the security and integrity of BBSRC-related material as a home working employee. Additionally, the CS/IT manager will discuss with you specific aspects of security relating to connectivity and use of CS/IT facilities.

### **Mobility**

It has been agreed that your home working will take place at your current home address. If you decide to move home you must advise your line manager in writing of your intention at least three months before the date you move. If the new location of your home is not acceptable to BBSRC (on the grounds of organisation or increased travelling costs) BBSRC may terminate the arrangement and require you to work from (name/location of institute) .

### **Health and Safety**

Your line manager retains responsibility for your health and safety, but will be advised by the Safety Officer/Adviser of the recommendations resulting from the Workstation Assessment. Your line

manager will inform you of the appropriate procedure for reporting any injuries, accidents or occupational ill health you may suffer in relation to your work.

### **Other Considerations**

It is your responsibility to have checked (as applicable):-

- that your home can be used as a workplace, i.e. that there is no restrictive covenant attached to the lease or the deeds of the property forbidding non-domestic activity or in the case of rented accommodation that the landlord is agreeable, that the mortgage lender has been informed and given written permission as required;
- with your local Tax Office the possible impact on Capital Gains Tax. Where an individual uses a substantial part of their home exclusively for work, they may lose their exemption from Capital Gains Tax on the part so used. BBSRC will not be able to offer any compensation for any such loss of exemption;
- that your household insurance permits working from home (see below).

### **Additional Costs**

Expenses incurred while working at home only qualify for tax relief if the work being carried out in the home cannot be carried out in the controlling workplace. If the arrangement qualifies for tax relief the expenses must be incurred 'wholly, necessarily and exclusively' in connection with the work. Tax relief may be claimed for the following:-

- a. where a room or rooms are set aside exclusively for business use, the proportion of rent if application (but not water rates) lighting, heating and cleaning as the room or rooms bear to the whole house;
- b. where a room is not used exclusively for business purposes, the allowable items are the additional unit costs of heat and light when the room was being used for business.

For formal home workers, BBSRC will reimburse any extra insurance premium costs incurred which are due solely to the home being used as a place of work. BBSRC does not insure against the risks of losses or claims from third parties arising from mobile working.

BBSRC is not able to offer reimbursement of any part of domestic rates charged. The Business Rate will apply only to homes, part of which are used as an office, where the business use substantially detracts from the enjoyment of the domestic use of the house. In practice, if the work room is not used exclusively for business it is unlikely that liability from the Business Rate will arise. In the event of the home working employee being liable for the Business Rate because of the home working arrangement (decided by the Inland Revenue), BBSRC may reimburse the additional cost. Employees should refer all queries to their local Inland Revenue office.

Advice on which of these reimbursements are taxable can be obtained from the local Payroll Administrator.

### **Location**

It is not essential that employees covered by a Formal Home working Arrangement live within reasonable travel distance of (name/location of institute), unless local IT support arrangements make this necessary.

### **Travel Expenses**

You will bear the cost of any travel expenses incurred in travel to your controlling office (name/location of institute) if this is within reasonable daily travel distance of your address.

### **Duties Back at the Office**

You will be required to attend at (name/location of institute) each week as specified by your line manager. You may also be required to attend training courses/meetings.

## **Equipment**

BBSRC will provide and service the equipment necessary for you to perform your duties at home as set out in the BBSRC Employment Code; this includes first aid equipment as assessed. It is a condition of this Home Working Agreement that you have the space necessary for the equipment deemed necessary by BBSRC. You are responsible for arranging any maintenance checks/Portable Appliance Tests required via the office, and for ensuring that any results are sent to the local Health and Safety Adviser.

*Stationery/consumables:* all to be supplied by BBSRC. Orders and arrangements for the delivery and collection to be made with the line manager. All to be stored and used as per the workplace and for BBSRC business only.

*Software:* Standard Desktop Software, firewalls and virus updates/special software/fax are to be provided, as required.

*Support:* Only equipment provided by BBSRC will be supported by the business, and usage must be in accordance with BBSRC policies and procedures.

All materials and equipment provided will at all times remain the property of BBSRC and must be returned when the home working arrangement ceases (transport arrangements to be made by mutual agreement with line manager and reasonable costs to be borne by BBSRC/Institute). The employee must take all reasonable care of equipment, and use it only for official purposes. Any negligent loss or damage of the equipment may be treated as a disciplinary matter. You will be required to bear the cost of moving the equipment and office furniture/reinstallation if you move home.

Installation of Home Highway/ISDN/Broadband/VPN Access will be as recommended by the local IT/CS Manager, and any non-BBSRC/Institute use of these will have to be declared to the Inland Revenue as a taxable benefit. If you leave BBSRC within two years of the installation of such equipment, you will be required to refund the cost of installation.

All equipment is insured by BBSRC. However, you should contact your own domestic insurance company to ensure that your domestic insurance policy is not invalidated by the storage and use of this equipment at your home, or the use of your home as a workplace, if applicable. You are also responsible for contacting your local Inland Revenue office in respect of queries about the possible impact on Capital Gains Tax if using part of the home for work purposes.

## **Review of Home Working Agreement**

Formal home working arrangements will be subject to formal review at three monthly intervals for the first year, and annually thereafter, with the proviso that either party can call for a review at any time where it is felt that there is a requirement to do so. Either party has the option to terminate the Formal Home Working arrangement in writing, giving two week's notice.

## **Termination of a Home Working Agreement**

You are required to give at least two weeks written notice of your wish to terminate the Home Working Agreement and return to office-based working. BBSRC may also terminate a Home Working Agreement with two weeks notice and require you to become office-based if, for any reason, it decides that the home conditions are not satisfactory for carrying out the duties of the post.

In conclusion, there are many benefits for both the employee and employer in home working arrangements, and we wish you all the best in this new working arrangement. Do please let your line manager or me know if you have any concerns or queries.

Yours sincerely

(Head of HR)