

# Brasenose College

## Working from home policy during Coronavirus pandemic

This guide has been put together to provide information and guidance for those needing to work remotely due to Coronavirus. If you have any further questions about home-working after reading this information, please contact HR in the first instance.

### Policy Statement

If you have been asked to work from home, because your role has been identified as essential to maintaining College business, you may be entitled to claim the following:

1. Please complete a Remote Working Risk Assessment and discuss with your manager to establish if you have any requirements.

#### 2. IT equipment

Should you require any IT equipment to work safely and efficiently at home, discuss this with your manager in the first instance. Once approved, email [computer.office@bnc.ox.ac.uk](mailto:computer.office@bnc.ox.ac.uk) who will arrange a delivery to your home address.

Do not remove IT equipment from your office without seeking approval from IT.

#### 3. Working from Home Allowance for none IT equipment

You may request a one-off payment of £300 to cover the cost of furniture that you may need such as a desk and a chair. This is exempt from tax as it is required for business use. This payment will be made on the next available payroll following your start date working from home. Your claim needs to be agreed by your manager

You should only use the allowance. You should not purchase equipment and then submit an expense claim.

To apply for the working at home allowance please complete the following, you and your manger need to confirm by email to [hr@bnc.ox.ac.uk](mailto:hr@bnc.ox.ac.uk) :

1. that a Remote Working Risk Assessment has been completed and agreed. Yes / No
2. that the employee needs furniture to be able to work from home. Yes / No
3. that the employee is working from home from (dd/mm/yy) Yes / No

7<sup>th</sup> April 2020

## Brasenose College – Remote Working Risk Assessment

<b>Premises / location:</b>		<b>Assessment carried out by:</b>		<b>Assessment date:</b>			
<b>Description of premises and activities being assessed:</b>	<p>Remote working at home due to Covid-19 pandemic. Workplace health and safety law applies to homeworkers and the College has the same legal duty to protect your health, safety and welfare, as if they were working at College.</p> <p>Under the Management of Health and Safety at Work Regulations, the College is required to assess the risk of work activities carried out by staff who work at home.</p>						

Significant hazards	Who may be harmed?	Control measures	Further actions required	By whom and by when?	Completion date
Display screen equipment	Remote Worker	<ul style="list-style-type: none"> <li>• See guidance and workstation assessment checklist <a href="https://www.hse.gov.uk/pubns/ck1.pdf">https://www.hse.gov.uk/pubns/ck1.pdf</a></li> <li>• In particular you should use the guidance to...</li> <li>• Check the positioning and display of your screen/monitor</li> <li>• Check the positioning and suitability of your keyboard and mouse</li> <li>• Check the suitability of your desk and chair</li> <li>• Laptop users should consider using a separate monitor, keyboard and mouse</li> <li>• Users should take regular breaks away from screen (5 minutes every 30)</li> </ul>	<ul style="list-style-type: none"> <li>• Read the guidance and check workstation and equipment is suitable and safe</li> </ul>	Signing this document confirms that you have read and completed the HSE guidance and are satisfied that you are able to work in a suitable and safe manner	
Working environment	Remote worker	<ul style="list-style-type: none"> <li>• Check that you have sufficient space on and around your workstation</li> <li>• Check that lighting is appropriate</li> <li>• Check that temperature, humidity and ventilation make for a comfortable work environment</li> <li>• Ensure trailing cables are covered to prevent trips and hanging cables are secured</li> <li>• Check that you are able to walk safely between your workstation and other parts of your home without risk of tripping or slipping</li> </ul>	<ul style="list-style-type: none"> <li>• Check control measure in place</li> </ul>	Signing this document confirms that you have read and completed the HSE guidance and are satisfied that you are able to work in a suitable and safe manner	

Significant hazards	Who may be harmed?	Control measures	Further actions required	By whom and by when?	Completion date
Fire, accidents, noise, manual handling and lone working, electrical	Remote worker	<ul style="list-style-type: none"> <li>• Fire: You are advised to have smoke detectors and a clear escape route in case of fire</li> <li>• Accidents: when working remotely should be reported in the usual manner</li> <li>• Noise: the noise level in your home work environment should not prevent you being able to concentrate and carry out your work</li> <li>• Manual handling: take care when moving/carrying laptop, computer and furniture</li> <li>• Lone working: you should maintain daily contact with your manager</li> <li>• Do not overload sockets</li> </ul>		Signing this document confirms that you have read and completed the HSE guidance and are satisfied that you are able to work in a suitable and safe manner	

Remote worker Name:		Date:	
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