
Working from home



Guidance for employers and employees on homeworking, issued by
the Construction Industry Coronavirus (CICV) Forum

HOMEWORKING

Homeworking is the ability to carry out work tasks from home and can take many forms.

This could include:

- Workers who divide their time between home and the workplace
- Mobile workers who work from home as an administrative base
- Workers performing overtime.

Homeworking can be:

- On a one-off basis for various projects
- For a short period of time
- During a pandemic or other similar emergency
- To allow rehabilitation for a worker returning after illness
- To support a better work life balance.

Making working from home arrangements:

- Employers and employees should be practical, flexible and sensitive to each other's situation when working from home because of the coronavirus (COVID-19) pandemic
- Follow the latest government advice about working from home on GOV.UK
<https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know#going-to-work>
- Follow the latest government advice about working from home on Gov.Scot
<https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-homeworking/>

DECIDING ON WORKING FROM HOME ARRANGEMENTS

There might be a need for ongoing changes to working arrangements during the pandemic. For example, because of changes to government rules or employees' circumstances. The government has advised employers to encourage their employees to work at home, wherever possible.

This may be a new experience for many employers and employees which requires a range of practical issues to be addressed, including:

- Updating contracts of employment to fit with homeworking
- Taking steps to ensure information is kept confidential and compliant with data protection legislation
- Reviewing communications and IT safety
- Reviewing health and safety risks
- Providing special equipment so that the work can be carried out efficiently and safely remotely
- Considering whether any special planning or insurance arrangements are required
- Identifying the tax implications of homeworking (particularly if employees are working remotely from abroad)
- Ensuring there is appropriate reporting and work management
- Ensuring that adequate employee check-in procedures are in place
- Making emergency and safe contact arrangements
- Adjusting employee responsibilities and workload.

EMPLOYER CHECKLIST

Employer checklist		Yes	No
1	Health and safety risk assessment of the employee's homeworking environment. If this is not possible during COVID-19, provide information on working safely and ask employee to complete a self-assessment.		
2	Has necessary equipment and technology been provided?		
3	Is there IT support in place, including any training?		
4	Has the procedure for how to report IT issues been fully explained?		
5	Have the rules around data protection and information security been fully explained?		
6	Have company policies and guidance been provided to the employee for work equipment and technology?		
7	Has a check been completed with the employee to ensure there are no issues working from home with their home insurer, mortgage provider or landlord?		
8	Has a check been made to ensure company insurance covers employees working from home?		
9	Have the arrangements around expenses, including what can be claimed, how, when and what is taxable, been explained?		
10	Have agreed catch-up meetings been planned to ensure regular communication?		
11	Employer to put arrangements in writing and issue a homeworking policy.		
12	Has the employee signed a consent form to show agreement with details of the homeworking arrangements?		
13	For permanent homeworking positions, has the employee's contract been amended to reflect the homeworking agreement where necessary?		
14	Have all amends to the contract been agreed by the employee?		

USEFUL LINKS

HSE Homeworking Toolbox Kit

<https://www.hse.gov.uk/toolbox/workers/index.htm>

Health and Safety at Work etc Act 1974

The Health and Safety at Work etc Act 1974 places the general duty on the employer to ensure the health, safety and welfare at work of all employees, including home workers. It also places duties on employees to take reasonable care of their own safety and that of others. They must cooperate with their employer to help them meet their legal obligations.

<https://www.hse.gov.uk/legislation/hswa.htm>

The Management of Health and Safety at Work Regulations 1999

The Management of Health and Safety at Work Regulations 1999 place a duty on employers to assess and manage risks to their employees and others arising from work activities.

<https://www.hse.gov.uk/managing/legal.htm>

The Health and Safety (Display Screen Equipment) Regulations (DSE) 1992

The Health and Safety (Display Screen Equipment) Regulations (DSE) 1992 give guidance to employers on how they can protect employees from any risks associated with using display screen equipment such as computers and laptops.

<https://www.hse.gov.uk/msd/dse/>

Provision and Use of Work Equipment Regulations 1998

The Provision and Use of Work Equipment Regulations 1998 explain that employers must ensure that work equipment is maintained, in efficient working order and in good repair.

<https://www.hse.gov.uk/work-equipment-machinery/puwer.htm>

CICV Forum members



Further information

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