

MyOTAS
Working from Home
Health and Safety Policy
July 2022

1. Introduction

1.1. This policy should be read in conjunction with other Charity health and safety policies.

MyOTAS (“the Charity”) recognises and accepts its responsibilities to its employees under the Health and Safety at Work etc. Act 1974, and its underlying regulations:

- Management of Health and Safety at Work Regulations 1999;
- Workplace (Health Safety & Welfare) Regulations 1992;
- Health and Safety, (Display Screen Equipment) Regulations 1992;
- Manual Handling Operations Regulations 1992;
- Provision and Use of Work Equipment Regulations 1998;
- Personal Protective Equipment Regulations 1992 (as amended);

and any other regulations which may apply.

1.2. The Charity accepts its duty of care to employees extends to the employee’s home, and will ensure so far as reasonably practicable:

- 1.2.1. the provision of such IT or other equipment as is necessary for the employee to carry out their work from home. Such equipment may include desktop/laptop/tablet/monitors along with ancillary equipment such as keyboards or mice, as well as printers or copiers as needed. The Charity will ensure any equipment supplied by the Charity is maintained in accordance with industry or manufacturer recommendations.
- 1.2.2. the provision of any furniture that is necessary for the employee to work at home in a safe and healthy manner. Such furniture may include an office chair and, where practicable, an office desk.
- 1.2.3. the Charity will carry out, or arrange to have carried out, an assessment of the working area and will provide equipment such as wrist supports or footrests, as needed.
- 1.2.4. the provision of support from line managers or mental health professionals, as necessary, to ensure the ongoing mental welfare of employees working from home.
- 1.2.5. the provision of adequate information, instruction and, where necessary, training to prevent accidents or work-related ill health.

2. General Health and Safety

- 2.1. The overall responsibility for health and safety within the Charity lies with the Board of Trustees. Samantha Read, Business Manager has day to day responsibility for managing health and safety which includes staff members who work remotely.
- 2.2. The Charity will ensure, so far as reasonably practicable, that all employees working from home have regular contact with their line manager.
- 2.3. The Charity will ensure, so far as is reasonably practicable, that the employee has a suitable area at home where they can work, and it is set up to an adequate standard to suit the work carried out by the employee.

3. Employee's Duties

- 3.1. Where reasonable, the employee will ensure that any parts of their home designated as 'work' areas are maintained to professional standards.
- 3.2. If any part of the employee's home is to be used for client/customer interfacing, it will be the responsibility of the employee to ensure the health and safety of any 'work' visitors.
- 3.3. The employee must take reasonable steps to ensure their own health and safety and that of their family members or visitors.
- 3.4. The employee must ensure that any equipment/tools or appliances supplied by the Charity are not used or left in any location that may cause harm or injury to the employee or any family members or visitors.
- 3.5. The employee must work according to any instructions or training given to them by their employer, including taking breaks or rest periods.
- 3.6. If equipment or appliances are supplied by the Charity, the employee must not interfere with or misuse them.
- 3.7. The employee is to use any safety equipment or aids as provided. The employee must contact their line manager if they feel any safety equipment or aids provided are not suitable.
- 3.8. The employee must inform their employer if they feel their mental health is being adversely affected by any aspect of working from home.
- 3.9. If any part of the working area becomes unsuitable because of a change in the employee's domestic circumstances, he/she must inform their line manager as soon as reasonably practicable.
- 3.10. The employee is to ensure, so far as reasonably practicable, that all electrical fittings, including extension leads, are in good condition at all times.



This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

This Policy has been approved and authorised by:

Name: Danny Ireland

Position: Chair of Trustees

Date: 5/8/2022

Signature:

Review Date: August 2023