

COVID SECURE ASSESSMENT OUTCOMES: HOME WORKING

Home Working

Based on the results from the Home Working section of our Covid secure assessment, the following key recommendations should be considered in order to adhere to Government guidance on whether, if applicable to your organisation, employees should continue to work from home and what you should be doing as an employer until such as time as they can return to the workplace.

The UK Government offers further [guidance](#) on working safely during Coronavirus.



Assessment Criteria

1. It is technically possible for the organisation to perform all working activities at home
2. All IT and infrastructure are in place for this to occur
3. All management processes and procedures have been put in place for this to happen
4. As a permanent solution, all home working risk assessments can be managed i.e. DSE assessments
5. All measures are in place to ensure communication with customers and suppliers can be carried out remotely
6. All relevant materials and services to function can be delivered remotely

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Guidance

Official Government guidance states that if you should work from home, if you can. Your Home Working scoring indicates you should not re-open your site. However, as an employer, there are some things you should continue to consider while your site is closed and you continue to run your organisation remotely. Please also refer to current [government guidance on working from home](#).

What should you be doing now?

As per [guidance from ACAS](#) (the Advisory, Conciliation and Arbitration Service) employers, by law, are responsible for the health and safety of all employees, including those working from home. Whilst full health and safety risk assessments are not able to be carried out as usual at an employee's home, an employers should still check:

- ▶ Each employee feels the work they're being asked to do at home can be done safely.
- ▶ Employees have the right equipment to work safely.
- ▶ Managers keep in regular contact with their employees, including making sure they do not feel isolated.
- ▶ [Reasonable adjustments](#) are made for an employee who has a disability.
- ▶ Employers are responsible for the equipment and technology they give employees so they can work from home. If an employee also has some work tasks that can be done safely away from their home, they should make sure they have access to the right equipment for those duties.
- ▶ Employers should regularly assess how their systems and temporary arrangements are working and make any improvements.
- ▶ Changing to homeworking may be a challenge for many managers and employees, particularly if they're used to working together face-to-face. It's important to build up a healthy relationship of trust and confidence. Employers should make sure that everyone working from home knows what's expected of them.
- ▶ Employers and employees should keep in touch regularly. This should include regular communication between employees and their managers, team members and employees who need to work together.
- ▶ Employers should be sensitive and flexible towards the employee's situation and may need to agree a more flexible homeworking arrangement.

How can Bellrock help?

The web accessible Bellrock software solution, [Concerto](#), has enabled organisations to transition from office to remote based working seamlessly. The fluid transition is in part, due direct connectivity to Concerto, there is no convoluted access or use of unstable VPN connections, as Concerto can be accessed on any device.

At this time, you may wish to consider a re-evaluation of your estate strategy for the medium term. Our estate team can help redesign space utilisation, and work with you on lease renegotiation and site disposal activities.