

# Temporary Working From Home Guidance for Managers and Home-Working Employees

## The issue:

The Covid-19 coronavirus pandemic has led to many office-based employees being asked to work from home wherever possible in order to reduce the risk of contracting and/or spreading the virus.

Home working creates some health and safety related risks, although many of these are likely to be low both in terms of severity and likelihood, and often easily managed.

This guidance is intended to support home working employees, and their line managers, in identifying and managing such risks to maintain them as posing minimal risk.

Separate guidance is available from the health and safety portal of the intranet for employees that habitually work at home as agreed through their contract of employment - <http://sc-aptken1/KENTICO/Departments/HR/Health-Safety/Guidance/Homeworking.aspx>

## What are the main risks?

There is increased risk for lone workers associated with having no direct supervision, particularly for those that work in teams that typically see colleagues and their line manager almost daily. If contact with and between employees is poor, workers may feel disconnected and isolated, with adverse effect on their stress levels and mental health.

Staff can also access 'Care first' resources on coping with covid-19 from their website [www.carefirst-lifestyle.co.uk/](http://www.carefirst-lifestyle.co.uk/)

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Other work-related issues that may be a cause of concern may include:-

- Workload
- Use of unfamiliar technology
- Internet connectivity, and access to CCBC networks and systems.
- Increased costs of making telephone calls, or shortage of inclusive call time limits or data allowances

There is also an increased risk to those using display screen equipment (DSE) while at home temporarily. Use of DSE that is poorly set up over a prolonged period may pose a risk of causing short-term musculoskeletal discomfort, particularly to the back, wrists, arms and shoulders.

## What do I need to do?

Employees are encouraged to maintain work-related contact with their colleagues, by telephone or video calls, or text or e-mail messages. Employees experiencing work-related difficulties should discuss this with their Manager.

For those using display screen equipment from home the Health and Safety Executive (HSE) have produced a useful video regarding setting up of a workstation for use of computer equipment for temporary working from home that will help minimise associated risks < <https://youtu.be/Af7q5j14muc> >

Line managers should maintain regular supportive contact with their team to provide support and respond to any queries or concerns that may otherwise intensify and become more challenging to manage later on, including directing team members to sources of appropriate advice and support.

Specific advice may be sought from CCBC's Health and Safety Division –  
Tel. 01443 86 4072; or e-mail: [healthandsafety@caerphilly.gov.uk](mailto:healthandsafety@caerphilly.gov.uk)