## DOCUMENT CONTROL SHEET

### Key Information:

<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>NSS Working at home and Working from home Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date Published/Issued:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date Effective From:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Version/Issue Number:</strong></td>
<td>V2.0</td>
</tr>
<tr>
<td><strong>Document Type:</strong></td>
<td>Policy</td>
</tr>
<tr>
<td><strong>Document status:</strong></td>
<td>Final</td>
</tr>
<tr>
<td><strong>Author:</strong></td>
<td>Employee Relations and Reward</td>
</tr>
<tr>
<td><strong>Owner:</strong></td>
<td>HR</td>
</tr>
<tr>
<td><strong>Approver:</strong></td>
<td>NSS Partnership Forum</td>
</tr>
<tr>
<td><strong>Approved by and Date:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
<td>HR Services</td>
</tr>
<tr>
<td><strong>File Location:</strong></td>
<td>HRBCS</td>
</tr>
</tbody>
</table>

### Revision History:

<table>
<thead>
<tr>
<th><strong>Version:</strong></th>
<th><strong>Date:</strong></th>
<th><strong>Summary of Changes:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>V1.0</td>
<td>January 2014</td>
<td>Revised Policy.</td>
</tr>
</tbody>
</table>
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Introduction</td>
<td>3</td>
</tr>
<tr>
<td>2  General Principles</td>
<td>3-4</td>
</tr>
<tr>
<td>2.1 Eligibility</td>
<td></td>
</tr>
<tr>
<td>2.2 Potential Benefits</td>
<td></td>
</tr>
<tr>
<td>2.3 Potential Risks</td>
<td></td>
</tr>
<tr>
<td>2.4 Equality</td>
<td></td>
</tr>
<tr>
<td>3  Terms and Conditions of Employment</td>
<td>4-5</td>
</tr>
<tr>
<td>3.1 Place of Work</td>
<td></td>
</tr>
<tr>
<td>3.2 Hours of Work</td>
<td></td>
</tr>
<tr>
<td>3.3 Domestic Arrangements</td>
<td></td>
</tr>
<tr>
<td>3.5 Reimbursement of Expenses</td>
<td></td>
</tr>
<tr>
<td>4  Taxation and Insurance Arrangements</td>
<td>5</td>
</tr>
<tr>
<td>5  Equipment and Workstation Arrangements</td>
<td>5</td>
</tr>
<tr>
<td>6  Withdrawal from Homeworking</td>
<td>6</td>
</tr>
<tr>
<td>7  Monitoring and Review</td>
<td>6</td>
</tr>
<tr>
<td>8  Useful Information</td>
<td>6</td>
</tr>
<tr>
<td>9  Policy Review</td>
<td>7</td>
</tr>
</tbody>
</table>

### Appendices

<table>
<thead>
<tr>
<th>Appendix A</th>
<th>Working at Home Guidance</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix B</td>
<td>Working from Home Guidance (Homeworkers)</td>
<td>9</td>
</tr>
<tr>
<td>Appendix C</td>
<td>Health and Safety Audit; Homeworker’s Self-assessment</td>
<td>11</td>
</tr>
<tr>
<td>Appendix D</td>
<td>Homeworking Health and Safety Issues</td>
<td>12-14</td>
</tr>
<tr>
<td>Appendix E</td>
<td>Homeworkers’ Intellectual Property and Data Protection</td>
<td>15</td>
</tr>
<tr>
<td>Appendix F</td>
<td>Homeworkers guidelines on insurance</td>
<td>16-17</td>
</tr>
</tbody>
</table>
1. **Introduction**

The purpose of this policy is to outline to NSS managers and employees the potential benefits of employees having the opportunity to work more flexibly at home. It also aims to provide a framework within which to formalise and agree arrangements for working at home and working from home.

Should members of staff have any difficulties with understanding any aspect of this policy, or require further information in respect of accessibility, interpretation or application of the policy, they should contact HR, their Line Manager or Trade Union Representative.

**Working at Home**

This is where staff wish, with the approval of their manager, to work at home for part of their working time even though their contract of employment requires them to have their office based on the employer’s premises.

*Sections 1-2 and 7 only of this policy apply to Working at Home. See Appendix A for guidelines to Working at Home.*

**Working from Home**

This is where staff are required in their contract of employment to have their office based in their home, even though they may work other than at home for part of their working time. Such staff hereafter will be referred to as “Homeworkers”

*All sections of this policy apply to Working from Home. See also Appendices B- F.*

Should members of staff have any difficulties with understanding any aspect of this policy, or require further information in respect of accessibility, interpretation or application of the policy, they should contact HR, their Line Manager or Staff side Representative.

2. **General Principles**

2.1 **Eligibility**

This policy applies to any post where work is performed at or from home instead of at or from the employer’s premises for a significant proportion of the contractual working hours.

2.2 **Potential Benefits**

There are a number of reasons why home-working and working at home is desirable, including:

- Providing greater flexibility;
- Increasing scope to meet the organisation’s commitment to equal opportunities, e.g. it may enable a person with disabilities to do a job they otherwise would not be able to do;
- Reducing energy consumption and pollution from unnecessary car journeys;
- Broadening the traditional recruitment market and gaining access to alternative labour markets;
- Attracting and retaining staff;
• Providing a working environment which enables work to be carried out effectively and efficiently.

2.3 Potential Risks

• NSS must ensure that employee’s from home/tele-working have the same employment rights as office-based workers; and
• It should be agreed that the line manager and employee will review the arrangement regularly to ensure that the arrangements work for both parties and, if necessary, to revert to previous arrangements if agreed.

2.4 Equality

The organisation is committed to promoting and practising equal opportunities in employment. This includes giving staff the opportunity to work more flexibly wherever practicable.

The organisation will review the composition of homeworkers as a proportion of the workforce to ensure no unjustified indirect discrimination takes place.

This policy should be read in conjunction with the organisation’s Equality, Diversity and Human Rights Policy.

3. Terms and Conditions of Employment

The terms and conditions set out below must be agreed before homeworking begins.

3.1 Place of Work

• The contract will define the normal place of work as the employee’s home. Should the individual move to a different home address, then the suitability of those premises will be assessed and homeworking will only continue with the employer’s express agreement;
• The contract shall provide that the employee is required to attend work premises at reasonable notice and for whatever periods may be necessary. Purposes may include meetings, reporting sessions, submission of completed work and training;
• At the determination of NSS, the employee will be required to live within a reasonable travelling distance of work premises for meetings, briefings, training, etc. in line with arrangements for office-based staff. This requirement will be specified at the time of advertising and when notifying staff of homeworking;
• There may be occasions, as a result of system or equipment failure, when the employee will be required to work from work premises. Arrangements will be agreed in relation to such circumstances between the line manager and employee prior to the commencement of homeworking;
• The employee has an obligation to cooperate with NSS regarding facilitating the inspection of any equipment held at the employee’s home and methods of storage, including access to filing cabinets and to computer files relating to the organisations’ activities.

3.2 Hours of Work

The homeworker’s hours of work should be as agreed with their line manager.
3.3 Domestic Arrangements

Homeworkers are required to carry out work duties during their normal hours of work. Any domestic arrangements such as childcare/carer arrangements and any other arrangements that the member of staff would require to have in place to enable him or her to attend the workplace must remain in place throughout the homeworker’s hours of work.

3.4 Reimbursement of Expenses

Reimbursement of business travel costs will be based on the home address as the normal place of work and will be in line with the appropriate terms and conditions of employment.

4. Taxation and Insurance Arrangements

4.1 Based on current legislation, it is not expected that there should be any additional personal taxation or Benefit in Kind implications on the homeworker as a result of working from home. Employees should be encouraged to contact HMRC to satisfy themselves as to any tax liability or relief arising from working from home.

4.2 It is not expected that there will be any Capital Gains Tax implications if the room used for working from home is dual purpose (i.e. occupies under 10% of the employee’s home). However, homeworkers should contact HM Revenue & Customs to confirm their individual circumstances.

4.3 Insurance arrangements are a joint responsibility between the employee and the employer. Homeowners must provide evidence of adequate insurance cover prior to commencing homeworking. See Appendix F for full guidelines on insurance.

5. Equipment and Workstation Arrangements

- The organisation will provide, for homeworkers, equipment as outlined and agreed as above. The organisation will be responsible for installation, maintenance, repair and removal as required. Stationery and similar office materials will be supplied by the employer;

- The organisation will, at its discretion and up to specified limits, reimburse the homeworker for the previously agreed purchase of essential equipment, e.g. desk, chair, filing cabinet;

- The homeworker is responsible for keeping all such equipment in good condition, reasonable wear and tear excepted, and for reporting any damage or malfunction to the line manager;

- On termination of the contract of employment, the employer will have the right to recover all its property including equipment, software and copy documents and files. Without prejudice to the organisation’s legal right, entry to the employee’s home should always be by mutual agreement; Alternatively, the homeworker may opt to keep the equipment and/or furniture in exchange for a payment equal to the original cost, less 3% of the value per month of service since its purchase; otherwise the employer will have the right to remove the equipment;

- The homeworker shall arrange for a business telephone line to be installed solely for business usage, as applicable, and all call and rental charges will be invoiced to the employer. A softphone or mobile phone may be used as an agreed alternative to this;
• Additional and/or specialist equipment may be required, due to a homeworker’s disability. On such occasions it may be appropriate to have the workplace assessed by the local Disability Employment Adviser to advise on equipment available under the access to work scheme.

6. Withdrawal from Homeworking

'Homeworking' is regarded as a long-term commitment both for the organisation and staff. Notwithstanding this, homeworkers may seek to discontinue the arrangements and request to be based in work premises. The line manager will consider all requests in line with the approach set out in the NSS Flexible Working Policy. Homeworkers will be required to co-operate in enabling the organisation’s property to be removed from their home upon termination of employment.

7. Monitoring and Review

Working from home arrangements undertaken within employment of NSS will be monitored and reviewed on a yearly basis to ensure that the terms of this policy are operating effectively.

8. Useful Information

NSS policies/guidance that you may find useful include:

• NSS Flexible Working Policy
• NSS Equal Opportunities Policy
• NSS Dealing with Employee Grievances Policy
• NSS Promoting Attendance Policy
• NSS Recruitment and Selection Policy
• NSS Occupational Health, Safety and Wellbeing Policy
• Risk Assessment Procedure
• Manual handling Policy
• Manual handling Passport
• Control of substances hazardous to health
• Occupational Risk Policy
• NSS Working Time

The following websites may also be of interest:
• Staff Governance www.staffgovernance.scot.nhs.uk
• Department for Business Innovation & Skills - www.bis.gov.uk
• ACAS – www.acas.org.uk
• HM Revenue and Customs- http://www.hmrc.gov.uk

9. Policy Reviews

This policy will be reviewed two years from its effective date to ensure that arrangements put in place are appropriate to the operating requirements of National Services Scotland (NSS).

Date Policy is effective: 
Reviewed by: 
Agreed by: 
Date: 11.8.16
Appendix A: Working at Home Guidance

The Line Manager and employee ensure that they follow the guidance detailed below:

Working at home should be used to undertake specific work activities;

- Frequency and duration of working at home should be agreed with the manager and relevant colleagues;

- Reasonable notice of a wish to work at home must be given;

- Once there is an agreement that an individual is to work at home for a part of a day, given day or given period of days, the arrangement should be respected in so far as possible;

- Staff working at home may be recalled to work premises at short notice;

- In cases where staff working at home are frequently recalled to work premises at short notice, working arrangements should be reviewed; Individuals and colleagues/managers should jointly monitor the impact of time spent working at home;

- Staff working at home are required to carry out their work duties during their normal hours of work. Any domestic arrangements such as childcare/carer arrangements must remain in place throughout the hours of work;

- Perceived problems caused by staff working at home should be addressed within departments and/or teams;

- Staff working at home must be contactable by telephone and/or email;

- Where an employee works at home more than 50 days in any one calendar year, that employee’s manager shall actively review ways of working with particular regard to location of the workplace.

Employees are responsible for information governance whilst working at/from home and are aware of the current processes for information governance and handling. Line Managers and employees should refer to the Information Governance responsibilities set out in the Information Governance Guide for employees working at or from home.
Appendix B: Working from Home Guidance (Homeworkers)

1.1 Criteria to determine suitable posts

The manager, with advice from HR, will agree the number and type of jobs to be operated in line with this policy. If a current member of staff requests to work from home they will participate fully in these discussions. Selection is undertaken in the following stages:

Stage 1: A manager must be satisfied of the following

The Nature of the Role:

• The role requires a high degree of personal concentrated work with very limited interaction and can be done at home in isolation from colleagues;
• The role effectively has no need for, or would derive limited benefit from, an office base;
• There is no ‘face to face’ service at the work base (the home).

The Duties of the Post:

That the post holder does not have access or store a great deal of confidential or sensitive data/information. There are posts within NSS where it is not suitable for the employee to work from home given the security measures that would need to be put in place for the post holder to undertake the full duties of the role. For more information, please contact your SBU Information Governance Lead.

Stage 2: Health and Safety Assessment

Individuals who are planning to work from home should complete the attached self-assessment form (Appendix C) to ascertain whether their home needs to be assessed by a risk assessor. The purpose of any such assessment is to establish the suitability of their Home for working against health and safety standards and the requirements as specified within Appendix D.

Stage 3: Capability, Personal and Role Development

Selection must be in accordance with the competencies and criteria which have been identified as essential to being able to work productively and competently in the home environment, i.e.: Competency to deliver the role effectively without supervision;

• Understanding of the impact of homeworking on the home environment;
• Self-motivation, self-discipline and possession of good time management skills;
• Clarity of role, deadlines and objectives with feedback;
• Clarity of personal development plan and monitoring arrangements.

The above selection criteria will be reviewed according to the needs of the service, and may vary dependent on the specific job roles.

Employees are responsible for information governance whilst working at/from home and are aware of the current processes for information governance and handling. Line Managers and employees should refer to the Information Governance responsibilities set out in the Information Governance Guide for employees working at or from home.
1.2 Regular Information/Support/Communications

The following provides guidance to managers and staff to ensure that those who work from home form an integral part of a team:

• The manager should ensure that each homeworker has the opportunity to meet with their team at least once a week;

• In addition to regular and detailed team briefings, line managers will ensure that there are regular communications, as appropriate, made between the office-based team and homeworkers. Homeworkers and their managers should meet on a regular basis to evaluate and develop effective communication links. Homeworkers should receive all relevant information, briefing papers and internal departmental communications;

• Clear objectives are required with specific targets and the organisation of work into a series of ‘deliverable’ segments;

• Homeworkers should be allocated a work area using principles of ‘hot-desking’, if appropriate, within work premises for the time they are expected to attend work;

• Homeworkers shall be supplied with relevant IT. equipment, e.g. e-mail, telephone conference facilities, computer, etc. to allow them to work effectively.
Appendix C: Health and Safety Audit: Homeworker’s Self-assessment

A risk assessment must be completed by the individual planning to work from home and be counter-signed by their manager. The purpose of this is to ascertain whether a full health and safety assessment should be undertaken on the individual's home environment by a risk assessor.

This assessment should be completed and returned to HR before the organisation agrees to a member of staff working from home.

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone No.</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
</tbody>
</table>

*Please forward a copy of your job description with this completed form*

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>Do you anticipate spending more than 20% of your time working at your home base?</strong></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td><strong>If yes, do you anticipate spending more than 50% of your time working at your home base?</strong></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td><strong>Do you have a room at home which will be used specifically as an office base?</strong></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td><strong>If you answered no to the above question, within which room in the home will the work be undertaken?</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>How much space in this room will be required to carry out your role effectively?</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Is there sufficient space within this room to carry out your role effectively?</strong></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td><strong>Is there adequate ventilation, reasonable temperature, and suitable lighting within the home to perform the role effectively and in comfort?</strong></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><strong>Will you be using your PC continuously for an hour or more at a time?</strong></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td><strong>Will you be using the PC every day?</strong></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td><strong>If not, how often will you be required to use your PC at your home base?</strong></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td><strong>Do you have adequate first aid provisions in the home?</strong></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td><strong>Are you likely to have to carry or move heavy loads in the home as part of your role?</strong></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td><strong>If yes, what manual handling activities will be undertaken in the home?</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **6** | **Is your electricity supply adequate for homeworking? E.g. are there sufficient sockets, etc?**  
(Consult a qualified electrician if necessary) |
|   | Yes | No |

If you believe there is additional information we may require in relation to health and safety issues of working at home, please set this out below;
Appendix D: Homeworking Health and Safety Issues

In accordance with Section 2(1) of the Health & Safety at Work etc. Act 1974 (“HASAWA”) there is a duty on every employer “...to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all its employees”.

In particular, the employer is responsible for:

• The provision and maintenance of the organisation’s equipment and systems of work that are safe and without health risks;

• Ensuring safety and absences of health risks in the use, handling, storage, and transport of articles; and

• The provision of information, instruction, training and supervision necessary to ensure health and safety.

The employer will make a suitable and sufficient assessment of all the risks to the health and safety of their homeworkers by identifying any hazards in the home, assessing the risks those hazards might pose to the homeworkers, and other occupants of and visitors to the home, and taking appropriate action to remove those risks or reduce them as far as possible. The homeworker is required to assist in that process by completing a preliminary Health and Safety Self-Assessment Audit (Appendix 1). This assessment should take place before a new employee, or existing member of staff is designated a homeworker and then reviewed on a regular basis.

Homeworkers are required to take reasonable care for their own health and safety and that of other persons who may be affected by their acts and omissions at work in the home. Without prejudice to the organisation’s duties as the employer, the homeworker’s duties in this regard are likely to be significant because the working environment is not under the employer’s control.

Risk Assessments should take into account the following issues:

Display Screen Equipment

A homeworker will not be permitted to carry out a significant amount of work at a home based work station until such risk assessment has been carried out and any recommendations implemented. Such assessments shall be conducted by someone who has received relevant training. The “workstation” as defined in the Health and Safety (Display Screen Equipment) Regulations 1992 includes the display screen, the software, the keyboard, disk drive, telephone, modem, printer, documents holder, work chair, work desk, work surface, any other items peripheral to the display screen equipment, and the immediate environment around it.

Work Equipment

The Provision and Use of Work Equipment Regulations 1992 (PUWER) do apply to the home. Other equipment not comprising part of the ‘workstation’ as defined above provided by the employer will nevertheless be suitable and sufficient for its purpose, with proper information and training being given on how to use that equipment properly and safely. Particularly important will be proper storage facilities for paper files.
Handling Loads

Homeworkers should be warned of the hazards of handling loads. Steps will be taken to avoid the need for any hazardous manual handling by homeworkers of loads relevant to their work in the home either altogether or until risk assessments have been carried out.

Workplace

The Workplace (Health, Safety and Welfare) Regulations 1992 do not apply to the home but the standards they require provide a useful benchmark in carrying out the overall risk assessment. The home workplace should have adequate ventilation, a reasonable temperature, suitable and sufficient lighting, sufficient space, and the floor should be kept free from obstructions or from articles or substances which could cause a homeworker to slip, trip or fall. If the employer approves the home as suitable it will be the homeworker's responsibility to maintain that safe and healthy working environment.

Electrical Equipment

The Electricity at Work Regulations 1989 requires electrical systems to be constructed and maintained, so far as is reasonably practicable, to prevent danger. Duties under the regulations fall on employers and employees insofar as they relate to matters under their control. The employer is only responsible for electrical equipment which it supplies. However, before allowing a homeworker to work from home the organisation will ensure that the homeworker's own electrical wiring is adequate for the purposes intended. Maintenance of the wiring is the homeworker's responsibility.

Substances and Materials

The employer is only responsible for substances and materials it provides to homeworkers. Procedures under the Control of Substances Hazardous to Health Regulations 1994 should be complied with. (Please refer to the organisational Health and Safety Policy.)

Security

Staff who undertake to meet with members of the organisation or members of the public in the course of their employment should make appropriate arrangements to meet at the local work office or in a public building.

First Aid

In accordance with paragraph 3 of First Aid at work the Approved Code of Practice and Guidance to the Health and Safety (First Aid) Regulations 1981, the employer will ensure that the homeworker has adequate and appropriate first aid provisions in the home. It shall be a contractual obligation on the part of the homeworker to allow managers to have reasonable access to the home, by appointment, in order to carry out inspections for health and safety purposes. The homeworker will be given sufficient training and information to enable the employer to comply with its duty to report and record the work related accidents, injuries and diseases referred to in the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995.

Lone Working

A lone working risk assessment should be carried out in line with the NSS Lone working procedure. This is in order to identify if there are any specific issues associated with the work
activities that would significantly increase the risk to the individual while in a lone working situation.

**Training**

In addition to conventional training, homeworkers will require additional training in the following areas:

- Office safety, good housekeeping, operation and maintenance of equipment
- Safe use of display screen equipment including the planning of activities, breaks, safe operations of equipment, workstation set up and posture
- Security and data protection
- Communication and consultation procedures
- Self assessment and control of risks
- Principles of accident prevention
- Manual handling
- Electrical safety
- First aid
- Child safety
- Personal safety
- Stress handling

**Management Training**

Advice for managers and supervisors with direct line responsibility for homeworkers will be provided by the divisional health and safety representatives to ensure that the issues and any more potential problems specific to working from home are highlighted.
Appendix E: Homeworkers’ Intellectual Property and Data Protection

Employees do not own the copyright in work produced in the course of their employment with the organisation unless there is a written agreement to the contrary.

It is the duty of the homeworker to take all reasonable precautions to protect confidential information relating to employment with the organisation which is stored in the home and, in particular, from other people residing in or visiting the home. Information is confidential where it is expressly stated to be confidential. Information can also be confidential where its nature or quality attracts confidence by implication, or where it is covered by the data protection legislation.

Information held on computer which contains data about any identifiable living individuals is likely to be subject to the Data Protection Act 1998. Homeworkers, as employees, do not need to register separately under this Act; they are covered by the organisation’s Register entry. However, homeworkers will need to know and understand their obligation to keep data about any identifiable living individuals confidential and secure, to operate within the terms of the organisation’s Data Protection Register entry, and to comply with the eight Data Protection Principles.

In practice, the homeworker’s obligations as set out above are best observed by keeping work life and domestic life separate. In particular, where there is a risk that other household occupants, might gain access to work-related computer files these should be password protected.

Great care should be taken not to inadvertently disclose passwords. All staff must be compliant with information governance/ IT security policies regardless of where they work.

Computer files which are not contained in the organisation’s networked drives should be regularly backed up onto disc and stored away from the home. Managers are responsible for agreeing and monitoring procedures for ensuring the security of work, information, and data and files under the homeworker’s control. Homeworkers should comply with the organisation’s system’s department procedures on virus checking and logging off when a computer is not in use.
Appendix F; Homeworkers guidelines on insurance

Employer Liability Insurance

NSS could potentially be liable at all times for loss, damage or injury to the employee caused by the use of furniture and equipment which it has installed in the home-worker’s home for the purposes of working from home.

Public Liability Insurance

NSS could potentially be liable at all times for loss, damage or injury to third parties or third party property caused by furniture and equipment which it has installed in the home for the purposes of working from home.

NSS will not be liable for any loss, injury or damage which is not directly connected with the furniture or equipment that has been installed in the home. Homeworkers should therefore ensure that they have adequate public liability insurance as part of their buildings or contents insurance (this is normally the case) to cover any possible incidents that may occur in their home, not related to the organisation’s equipment, for which they may be deemed liable.

The home-workers must prevent unauthorised use of the organisation’s furniture and/or equipment, and all visitors to their home (such as contractors and maintenance personnel) should be supervised or this purpose.

The provisions of the Occupiers Liability Act (1957 and 1984) render employes as occupiers of premises personally liable for any losses or damage sustained by visitors to the premises. Under the 1957 Act an occupier of premises owes a 'common duty of care' to all visitors. The duty is to take such care as is reasonable to see that the visitor will be reasonably safe in using the premises for the purposes for which he/she is invited or permitted by the occupier to be there. An occupier must be prepared for children to be less careful than adults.

Under the 1984 Act the duty is extended to persons other than visitors in respect their suffering injury on the premises by reason of any danger due to the state of the premises or to things done or omitted to be done on them.

Furniture and Equipment Insurance

Any equipment bought by the NSS is automatically covered by NSS against loss and damage on the same basis as in other work locations.

Home, Contents and Public Liability Insurance

The home-worker will be responsible for arranging adequate insurance of their home and contents, including public liability, other than the items specifically insured by the employer.

NSS will reimburse any reasonable additional premiums incurred if they are shown to be due to the presence of NSS’ equipment or the use of the property for business purposes, although this is not expected to be likely. Any requests should be directed to the appropriate Line Manager.

Evidence must be provided to the employer that insurers of the property have been advised in writing of the employee’s working from home, as appropriate, and have acknowledged this in writing.
The homewoker must ensure that insurance continues to remain in force and that their Line Manager is advised should the Buildings or Contents insurer(s) change. In these circumstances new consents must be obtained and forwarded to the Line Manager.

**Notification of Incidents**

Notification is required of all incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995).

In addition, insurers must be informed of actual or potential claim incidents, whether or not a claim is made against the policy or against the employer/homeworker.

**Homeworker’s own insurance**

Incidents resulting in a claim against the homeworker’s own insurance cover must be advised to their insurer.

**Major Incidents**

All major incidents or any injury to an employee must be reported immediately to their line manager.