

**Remote Working Health and Safety Policy (Employees and Volunteers):**

**1. Risk Assessment:**

* + A thorough risk assessment of the home workspace should be conducted, focusing on potential hazards like slips, trips, falls, and workplace ergonomics.
  + This assessment should be done initially and reviewed regularly, especially if the setup or working arrangements change.
  + The employee/volunteer and the CEO should collaborate on the risk assessment.

**2. Workplace Ergonomics:**

* + Ensure that the home workstation is set up correctly, including a suitable desk, chair, and lighting.
  + Employees/volunteers should be provided with guidance on proper posture, screen height, and keyboard/mouse placement.
  + Consider providing guidance on ergonomic tools like adjustable chairs, footrests, or document holders.
  + Encourage regular breaks and movement to prevent strain and fatigue.

**3. Equipment and Technology:**

* + Employees should be equipped with appropriate technology for their tasks, including computers, laptops, and other necessary devices.
  + The policy should address data security and ensure that sensitive information is handled safely and securely.
  + Employees/volunteers should be trained on the correct use and maintenance of equipment.

**4. Breaks and Well-being:**

* + Encourage employees/volunteers to take regular breaks throughout the workday to rest their eyes, move around, and avoid burnout.
  + Promote a healthy work-life balance and set boundaries around work hours to prevent overworking.
  + Provide access to employee assistance programs or other resources that can help employees manage stress and well-being.

**5. Communication and Support:**

* + Establish clear communication channels between the employee/volunteer and their line manager.
  + Ensure that employees/volunteers have access to support and guidance on health and safety matters.
  + Provide training on remote working best practices and health and safety procedures.

**6. Data Security:**

* + Employees/volunteers must be aware of and follow data protection regulations and security protocols when working remotely.
  + Ensure that sensitive information is stored securely and that appropriate measures are taken to prevent data breaches.
  + Employees/volunteers should be trained on data security and privacy practices.

**7. Employee Responsibilities:**

* + The policy should clearly outline the employee's/volunteer’s responsibilities for maintaining a safe and healthy home working environment.
  + Employees/volunteers should be encouraged to proactively identify and address any health and safety concerns.
  + They should also be encouraged to report any accidents or incidents that may occur while working from home.

**General Policy Points:**

* "Employees/volunteers working remotely are responsible for ensuring their home workspace is safe and suitable for their work tasks."
* "Employees must take regular breaks and move around to prevent strain and fatigue."
* "All employees must adhere to data protection and security protocols when working remotely."
* "Employees should report any health and safety concerns to their line manager."
* "The company will provide training on remote working best practices and health and safety procedures."

**Resources:**

* **Health and Safety Executive (HSE):** The [HSE](https://www.hse.gov.uk/simple-health-safety/policy/how-to-write-your-policy.htm) provides guidance on developing health and safety policies, including those for remote workers.
* [National Protective Security Authority (NPSA)](https://www.npsa.gov.uk/system/files/documents/npsa-remote-working-guidance_0.pdf): The NPSA offers guidance on security aspects of remote working.
* [Health and Safety Authority (HSA)](https://www.hsa.ie/eng/topics/remote_working/remote_working_guidance.pdf): The HSA provides guidance on remote working and occupational health and safety.

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Registered Charity No: 1178825

5th Floor | 167 -169 Great Portland Street | London | W1W 5PF | 07918 735 319

[info@clothingcollective.org](mailto:info@clothemethankyou.com) [www.clothingcollective.org](http://www.clothingcollective.org)