

Homeworker specific Employment Contract, to set out clearly:

- duties and expectations, e.g. hours of work, security of information, output and quality of work
- assessment procedures
- health and safety expectations
- details of support systems and how to access them
- equipment to be supplied by Employer and Employee's/Employers' respective responsibilities for same
- equipment to be supplied by Employee and Employee's (sole?) responsibility for same
- Employee's responsibilities for own Health and Safety
- how & where to report work associated problems

Health and Safety Risk Assessment of the home as a workplace

- required for the home as a work environment
- to deal with space available, desk/workstation, seating, power supply, storage for materials/equipment
- any modifications required to suit particular worker
- any dangers to other inhabitants of house
- requires clear delineation of responsibility for carrying out assessment and acting on any improvements required. Homeworker's line manager?
- does not necessarily require a home visit in every case. Can be dealt with by detailed questionnaire with home visit in doubtful cases. Needs clear guidelines as to what is and is not acceptable and what needs a visit

Other Requirements

- ensure that equipment supplied by Employer has been safety tested, e.g. Computer Equipment Portable Appliances tested
- Health and Safety advice on use of equipment
- thorough training in use of equipment, ergonomic working positions etc
- if VDUs used, training and guidance on use according to Regulations
- ensure that homeworker has cleared with landlord, mortgage company and insurance company that there are no restrictions/exclusions affecting homeworking
- ensure that homeworker is clearly instructed not to hold meetings at home or to give out their private number to clients
- if the homeworker is expected to take client calls, a business number should be supplied. Post should always be via the office
- any additional equipment, wiring etc ideally to be fitted and tested by Employer or a designated contractor

Subject to the above, the Council's insurances will operate, subject to normal terms and conditions, at no additional cost.