



LONE WORKING POLICY Mayfield & Five Ashes Community Services (MAYFACS)

MAYFACS recognises that as an employer, they have the same health and safety responsibilities for lone workers as for any other workers.

1. Home Working

When someone is working from home, permanently or temporarily, the manager will put procedures in place that:

- Ensures regular communication between the team – weekly team meetings/WhatsApp messages
- Ensure people have appropriate work that suit their capabilities
- Does not expect anyone to be working outside their normal working days/hours
- Regularly has one-one communications with employees to manage their workload and sort out any problems, anxieties to help manage stress
- Ensure employees have all they need to work from home

2. Managing Time on Direct Screen Equipment (DSE)

2.1 For those people who are working at home on a long-term basis, the risks associated with using display screen equipment (DSE) must be controlled. To minimise risks employees should do workstation assessments at home and in the workplace. (Reference 07a Display Screen Equipment Working)

2.2 There is no increased risk from DSE work for those working at home temporarily. So in that situation employers do not need to ask them to carry out home workstation assessments.

2.3 Encourage employees to take the following simple steps people to reduce the risks from display screen work:

- breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity
- avoiding awkward, static postures by regularly changing position
- getting up and moving or doing stretching exercises
- avoiding eye fatigue by changing focus or blinking from time to time

3. Specialised DSE equipment needs

3.1 MAYFACS should try to meet those needs where possible.

3.2 For some equipment (eg keyboards, mouse, riser) this could mean allowing employees to take this equipment home.

3.3 For other larger items (eg ergonomic chairs, height-adjustable desks) encourage employees to try other ways of creating a comfortable working environment (eg supporting cushions).

4. **Keep DSE arrangements under review.** As any period of temporary home working extends, the manager will have regular discussions with employees to assess whether additional steps are needed, for example where they report:

- aches, pains or discomfort related to their temporary DSE arrangements
- adverse effects of working in isolation, on remote IT systems
- working longer hours without adequate rest and recovery break

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07

DATE POLICY REVIEWED/REVISED: May 2021 DATE FOR NEXT REVIEW: May 2024

TRUSTEE SIGNATURE: Signed on hard copy

TRUSTEE NAME (Print): L.Firrell (Chair)