

SWINFEN AND PACKINGTON PARISH COUNCIL

HOMEWORKING POLICY

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Policy

The Council recognises the advantages of home-based working although it doesn't suit everyone, and some job roles may not be appropriate to undertake at home.

This policy describes the working arrangements and expectations that will apply if you work from home.

Scope of this policy

It applies to all staff who are home-based whether full time, part time or fixed term. It does not apply to office-based staff who work from home on an ad-hoc basis.

Safe working environment

Health and safety for home-based staff applies in the same way as office-based staff, insofar as is reasonably practicable, that you work in a safe manner and that you follow all health and safety instructions issued by us.

Some of the most important considerations include: -

- If possible, an area should be set aside from the rest of your living space to ensure that you are able to work from home without distractions,
- Your home office should have adequate space for you to work safely and comfortably,
- Your desk should be large enough to accommodate your equipment and paperwork,
- You should have sufficient storage and your workspace should be organised so equipment is close to hand,
- Your work area should be well lit, with natural lighting, if possible,
- Equipment and sockets should be situated to avoid potential trip hazards, and,
- You must also ensure that you visually check the cables of any electronic equipment supplied to you regularly (and at least every 6 months) and report any defects.

The Council reserve the right to visit you at home at agreed times for work-related purposes, including health and safety matters

Facilities and equipment

The council will provide you with the following equipment for you to work from home and we will maintain and replace these items when necessary.

- Desk
- Office chair
- Filing cabinet (which will be lockable for those staff who hold personal data)
- Printer/scanner
- Laptop computer
- Photocopier
- Mobile telephone

It is your duty to ensure that proper care is taken of the equipment provided to you and to let the Council know of any need to maintain or replace the equipment.

If the equipment belongs to the council, you will be required to return it to us promptly should you leave our employment. If the Council are unable to make suitable arrangements, the Council may collect the equipment and any documents before your last day.

Hours of work

As a home-based worker, your contract of employment will specify the hours.

You must be mindful to take adequate rest breaks which should be, as a minimum:

- A break of at least 20 minutes during each working day over 6 hours,
- A daily rest break of at least 11 continuous hours, i.e. the time between stopping work one day and beginning work the next day, and,
- At least one complete day each week when no work is done.

Data protection

As a home-worker you are responsible for keeping all documents and information associated with the council secure at all times.

Date of policy: July 2026

Notes

The Good Councillor's guide to being a good employer provides advice and guidance around how to manage a homeworker.