

**Home working**

The company defines home workers as those who work from home on an agreed basis comprising on average more than 10% of their working hours.

We ensure that home workers are able to work safely by undertaking a home working risk assessment and a display screen assessment. Improvements are implemented as agreed between the home worker and the company. These risk assessments are held at head office and are reviewed annually.

The company will ensure that any equipment supplied to homeworkers is checked and maintained at appropriate intervals.

We ensure that the home worker has ready access to their supervisor. Regular communications take place between the home worker and supervisor.

A buddy system is implemented to ensure the safety of the homeworker. The buddy will initially be a family member. Where the home worker does not have a family member that can fulfil this role then the supervisor will be the buddy.

Name

Date:

Director

Review Date:

