



# Home Working , Lone Working

Health and Safety



# Contents

- What is home and what is lone working
- What Dutyholders must do
- How you will do it
- Risks associated with Display Screen Equipment
- How to protect workers health
- How to protect yourself
  - Setting up your work station
  - Creating a good working environment
  - Short term (emergency) solutions
- Lone workers and mental health
- Useful links.





# What does it mean?

- What is Home working



- What is Lone working?





# What to do

- If there is no specific Guernsey legislation applicable, HSE Guernsey will use UK legislation, approved codes of practice and guidance as the appropriate standard to benchmark health and safety compliance.
- An employer, has the same health and safety responsibilities for home workers as for any other worker, in any other environment.
- So The Health and Safety (Display Screen Equipment) Regulations 1992; and The Management of Health and Safety at Work Regulations 1999 are the minimum standard required in order to discharge your duties under the Health and Safety at Work (General) (Guernsey) Ordinance 1987.
- Employers must engage with their employees and should listen to feedback, rather than impose a one size fits all solution. In other words involve workers and their representatives (Trade Unions, safety reps)
- Review in light of experience
- Develop a risk management process
- Monitor, review and audit your arrangements



# How to do it?

- When someone is working from home, permanently or temporarily, as an employer you should consider:
  - How will you keep in touch with them?
  - What work activity will they be doing (and for how long)?
  - Can it be done safely?
  - Do you need to put control measures in place to protect them?

## 5 TIPS FOR EFFECTIVE COMMUNICATION



1. **COMMUNICATE** RELENTLESSLY.
2. **SIMPLIFY** AND BE DIRECT.
3. **LISTEN** AND ENCOURAGE INPUT.
4. **ILLUSTRATE** THROUGH STORIES.
5. **AFFIRM** WITH ACTIONS

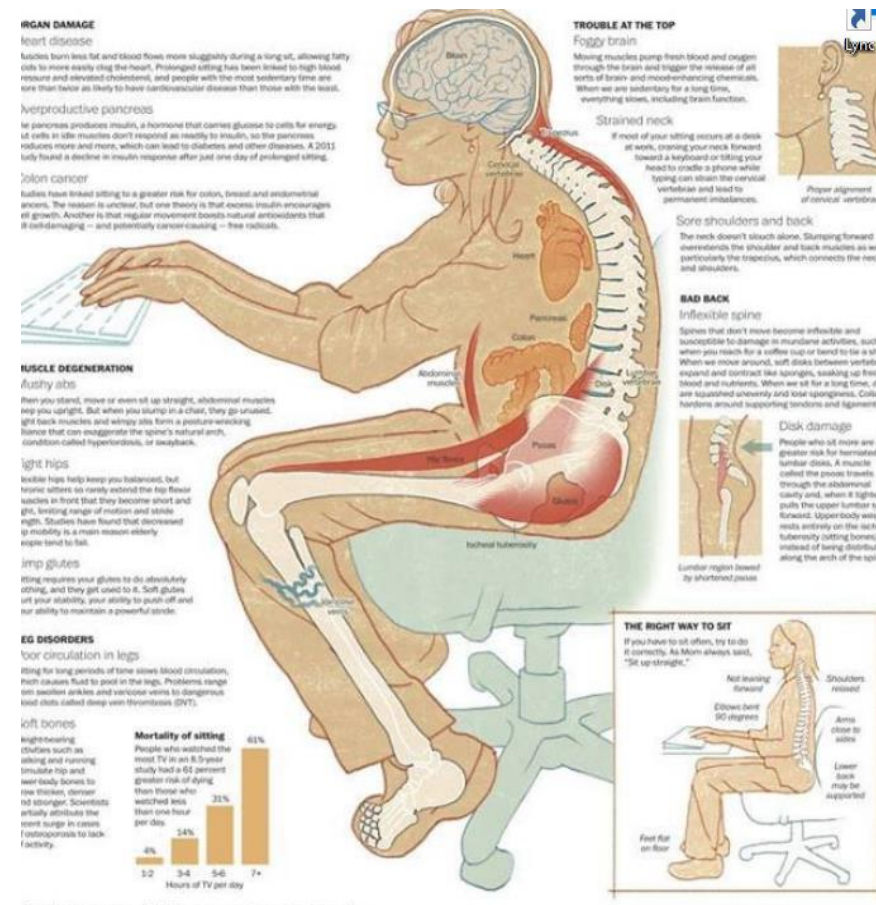


# Risks associated with DSE

Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in

- neck,
- shoulders,
- back,
- arms,
- wrists and hands
- as well as fatigue and eye strain.
- the causes may not always be obvious.

Once MuscularSkeletal Disorders start they can take a long time to resolve, and some will not resolve without intervention – physiotherapy





# How to protect workers health

In law, employers must:

- do a DSE workstation assessment
- reduce risks, including making sure workers take breaks from DSE work or do something different
- provide an eye test if a worker asks for one
- provide training and information for workers

However this is not:

- Leaving your staff to it
- Nor is it visiting every employees home, carrying out invasive or unnecessary assessments
- It is not micro managing and checking up every hour





# How to protect yourself

There are some simple steps people can take to reduce the risks from display screen work:





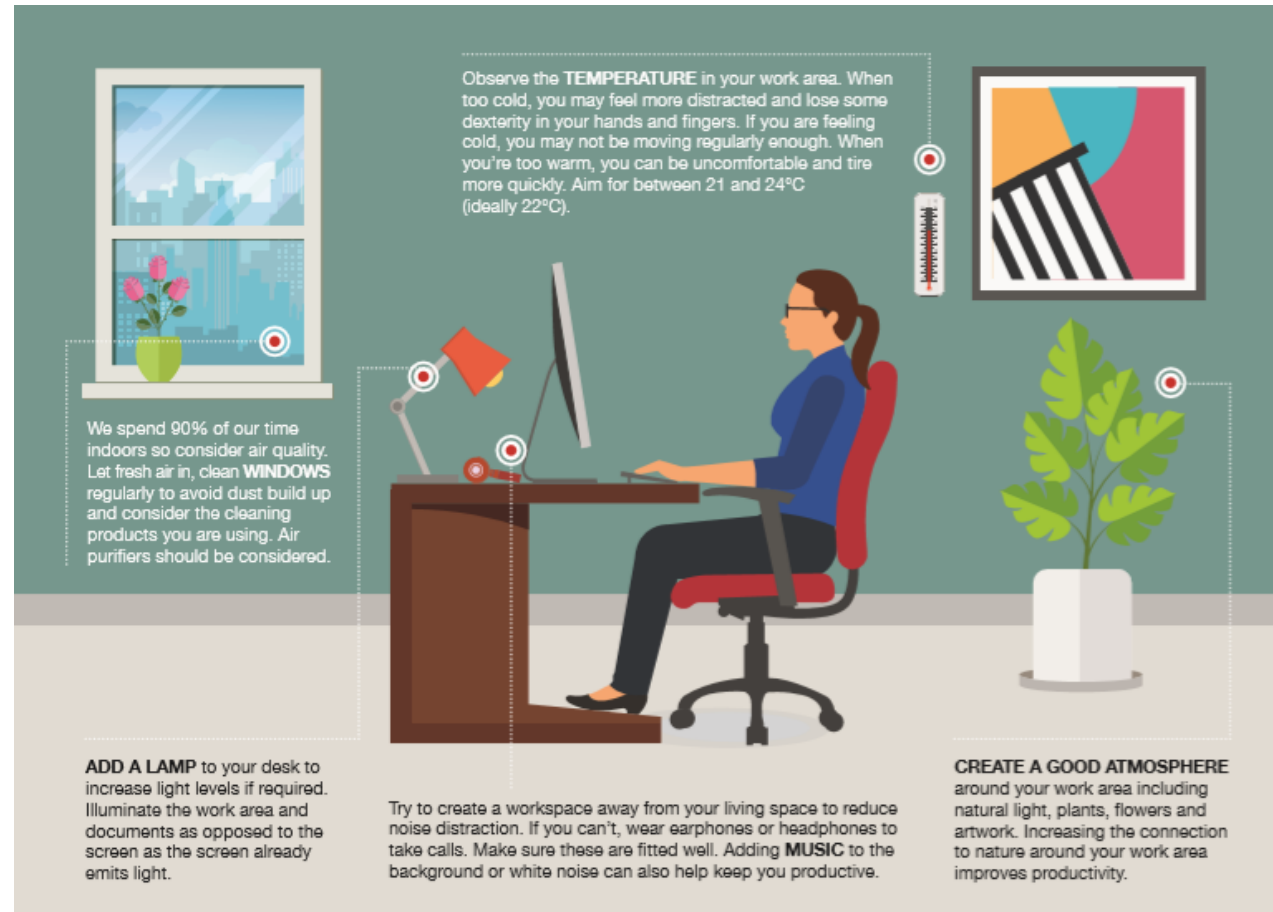


# Setting up your work station



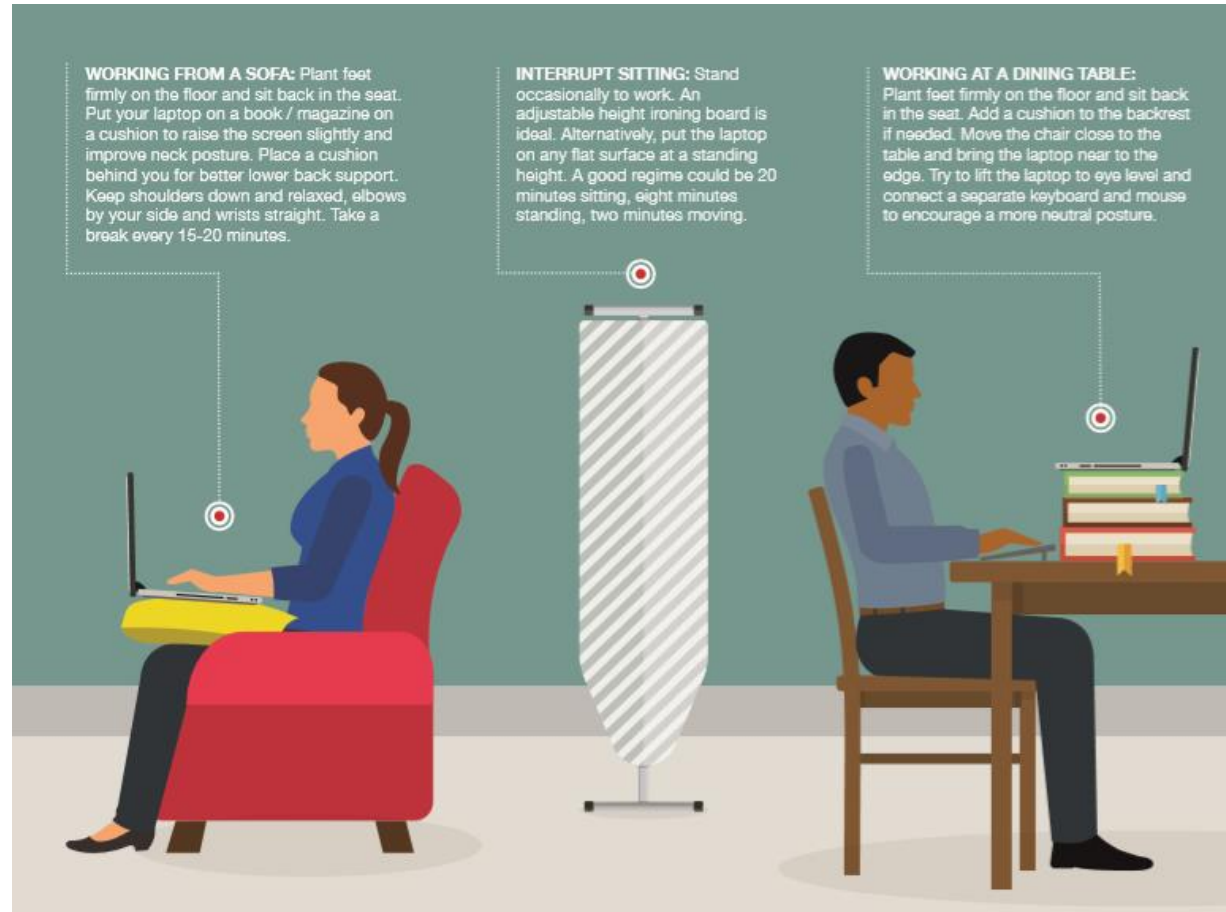


# Creating a good working environment





# The following tips are offered on a temporary basis and are NOT a permanent solution





# Lone workers and mental health

What can employers do?

- Be Available To Support Your Lone Worker
- Have Supportive Policies
- Build in Office Time
- Offer Additional Services
- And Most Importantly....Keep Them Safe





# Looking after your mental health



**DON'T BE TOO HARD ON YOURSELF:** You may be trying to work around childcare, home schooling, and other commitments. If you are struggling, talk to your line manager or HR department. If you are feeling anxious or low, there are a number of free apps that help support mental health wellbeing, e.g. Headspace, Moodfit. If you are finding everyday activities a struggle, contact your GP - many are now doing telephone or video consultations.

**IF YOU ARE MISSING COLLEAGUES:** Try to organise some regular 'get togethers' via conference call/apps. You may be 'seeing' each other during online work meetings but sometimes it's nice to have a chat over a cuppa, as you would during a coffee break in the office.

**MAKE SURE YOU ARE GETTING ENOUGH SLEEP:** You may be working different hours to fit in other commitments, but make sure you don't end up 'running on empty'. Set yourself boundaries and stick to them, e.g. no looking at emails between certain times of day/night, no working on weekends, etc., as applicable to your role.

**MAKE SURE YOU HAVE SOME 'DOWN TIME':** The lines between home and work are very blurred at the moment. Try to get outside for a period each day; the benefits of fresh air and being in nature are well documented in terms of mental health and wellbeing.

If you require further support, contact your manager and ask for a display screen equipment assessment (DSEA) which can be conducted remotely and support you with more specific advice.

[www.ergonomics.org.uk](http://www.ergonomics.org.uk)

© Chartered Institute of Ergonomics & Human Factors (CIEHF). Content compiled by Kirsty Angerer, Ed Milnes and Ruth Sims.



# Useful links

- [www.gov.gg/hse](http://www.gov.gg/hse)
- [www.hse.gov.uk](http://www.hse.gov.uk)
- [https://www.cipd.co.uk/Images/cipd-hr-inform-home-working-guide\\_tcm18-74193.pdf](https://www.cipd.co.uk/Images/cipd-hr-inform-home-working-guide_tcm18-74193.pdf)
- <https://www.ergonomics.org.uk/common/Uploaded%20files/Publications/ClEHF-Working-from-Home-Infographic.pdf>
- <https://www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-yourself/five-ways-to-wellbeing/>



# Guernsey CDM 2020 reminder that this is now in place

*From 1<sup>st</sup> February HSE phone  
number*

*01481 220010*



#GuernseyTogether