Flexible Working Managers Checklist

Managers adopting flexible working within their teams must consider the health and safety issues which could affect staff and take measures to prevent accidents, injuries and ill health. This is a list to help managers quickly check that relevant health & safety assessments are completed. The relevant information, forms and guidance can be accessed from the Occupational Safety website www.bradford.gov.uk/hands/ .

Flexible Working

If staff are work flexibly:

Read
- Flexible Working H&S Guidance for Managers
- Display Screen Equipment, Health & Safety Guidance for Managers, if they are using computers or laptops**.**

Ensure staff complete
- DSE Workstation Assessment Checklist
- DSE Assessment for Flexible Workers.

Read through the checklists and take action to resolve any problems identified.

Review
- Existing risk assessments and working procedures to take account of staff working flexibly. If necessary undertake a risk assessment of flexible workers work tasks and activities e.g. manual handling issues. Share the findings of the assessment with staff.

Implement
- Appropriate signing on and off procedures. For staff working out and about in the community there must be a system to ensure they are safe at the end of their working day, including procedure/action to take if an employee fails to 'sign off'.

Consider
- The risks from work-related driving.

Ensure
- All flexible workstations/hot desks under your management control meet the minimum legal standards, can be adjusted easily and quickly to suit a range of users undertaking a variety of tasks.

Provide
- Adequate information and training to staff on how to set up their DSE workstation correctly and on the health and safety issues relating to working with both display screen equipment and portable computer equipment.

Laptops (or other portable computing devices)

If your staff use laptops or other portable computing devices -
Read
- Laptops & Other Portable Computing Devices, Health & Safety Guidance for Managers.

Undertake
- A risk assessment for the use of laptops/PCD's, (either for the service, the team or individuals, whatever is appropriate). Consider manual handling issues.

Share
- The findings of the risk assessment with staff and outline the controls put in place to reduce the risk of injury.

Give
- A copy of Using Portable Computing Devices: H&S Advice to Staff to each employee using a laptop or other portable computing device.

Working at Home

If you have staff working at, or from, home, for all or part of their working time -
Read
- Home Working Safely, Health & Safety Guidance for Managers.

Ensure
- Employee completes Assessment Checklist of Home Environment for Home Working.

Read
- Through the checklist and take action to resolve any problems identified. The manager must be satisfied that the member of staff can work safely at home before permission is given.

Ensure
- Employee completes a DSE Workstation Assessment Checklist for the home computer workstation set-up, within the first 6 weeks of working at home.

Review
- All risk assessments/working procedures for the team to take into account the impact of staff working at/from home. Share information with staff.