

Not in the Office, Not on Site. Working from Home, Furloughed.

- Working from home or being on furlough (until October 2020) will continue to be the normal for most of us, for most of the week, for several months.
 - SLH is not rushing to return our working lives back to the way it was.
 - SLH will keep as many of its staff in the safest place (their home) as much as it can whilst recovering as much of our business activity as possible.
 - When you work from home or are on furlough you are helping SLH recover from the consequences of Covid 19.
- WFH has its own risks and for a longer-term arrangement we need to manage these for your health and wellbeing.
 - We will rely on you being a responsible member of staff and to make use of all the resources we can make available to protect your physical and mental good health.
 - Whilst working from home you must still follow the UK. Gov. guidance on social behaviors, your continued good health is your responsibility.
 - All the forms of communication available to us should be used for your mental good health as well as for work, you are allowed to chat with colleagues as well as performing direct tasks, complete training and work, we do not want you to become isolated, you are not forgotten, you are part of the team
- We do not expect you to continue to work with a laptop balanced on your knee, establish a suitable workspace that is comfortable for several hours work a day.
 - We appreciate that many of us do not have a space for a home office, consider the additional resources you will need to work comfortably (we can't add a room to your house, but we can make your space better).
 - Talk to your manager about your set up and any additional resources you may need.
 - Servicedesk will provide solutions to your problems as best they can but they can only fix what they know about and can only supply if asked.
 - Although you may not have a room that can be set up as an office you may have several areas in your home where you are in a reasonable position. Consider working in different parts of the home in different positions several times a day
 - Break up your day with other activities to keep your body active.
- It only takes 1 minute to check your workstation. It is important to adjust the chair and the desk equipment every time you change workstation.
- Before you start work...
 - Is the chair high enough that your elbows are at 90 degrees or more when typing?
 - Is your back supported by the chair?
 - Are your feet flat on the floor? (If not, is there a footrest available?)
 - Is the screen one arm's length away from you?
 - Are the most important things within easy reach?

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
L/ /S	1	2	3	4	5

SLH Covid 19-Risk Assessment-Staff at Home



ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			L	S	DR		L	S	DR
Working from Home Isolation	All staff that are working from home rather than their normal workplace	Lack of contact with colleagues may lead to stress from isolation and fears on long term employment prospects	5	3	15	<ul style="list-style-type: none"> All managers are regularly holding online meetings to keep up with staff in their teams, staff are included in various other meetings for operational need. Meetings are arranged that a check in by all parties is the first item of business on the meeting agenda Social interactions within the online platforms are encouraged, e.g. social team with quizzes, hobby pages and none work chat, weekly online quiz, weekly online coffee morning. The CEO (Cath Purdy) posts weekly video messages and keeps staff updated with the actions and decisions of the whole SLH community and the support of the Board and Executive Team. Mental awareness support is frequently sign posted. Colleagues engage in Buddy chats with others, either by request, signposting by a manager or to maintain office-based relationships of friendship and comradery. The QP team maintain high levels of communication with all staff. The executive team are holding weekly Q&A sessions for staff to raise and have answered any concerns. 	2	3	3
Working from Home Environment	All staff that are working from home rather than their normal workplace	Individual resources and facilities at home may not be appropriate to home working and staff may be working in a short-term manner	5	3	15	<ul style="list-style-type: none"> ICT Services will source and deliver all reasonable solutions to enable an appropriate workspace. All managers are to prompt staff to discuss their working environment and additional resources or support they may need. All staff will receive information and training to help them set up a reasonable workspace. All staff will complete WFH based DSE assessments 	5	1	5
Being Furloughed for a minimum if 3 weeks or part time from August	All staff in all work areas that are on Furlough	Having the usual employment purpose removed and lack of contact with colleagues may lead to stress from isolation and fears on long term employment prospects	5	2	10	<ul style="list-style-type: none"> All furloughed staff have been the opportunity to consent to the furlough. Furlough is reviewed by managers every 3 weeks and staff are redeployed or re-furloughed after consultation. Furloughed staff retain their ICT equipment and receive training opportunities, may take part in all online social activity, are consulted along with non-furloughed staff on current and future working methods. Colleagues engage in Buddy chats with others, either by request, signposting by a manager or to maintain office-based relationships of 	5	1	5

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			L	S	DR		L	S	DR
						friendship and comradery.			

LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote (1)
 SEVERITY (S) = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1) Degree of Risk (DR) = LIKELIHOOD x SEVERITY
 * Numbers used are for illustrative purposes only. ** Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced.

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