Remote Access and Home Working Policy

August 2014

Authorship:	CSU Transition HR Policy Lead- adapted for local use by North Yorkshire and Humber Commissioning Support Unit on behalf NHS Scarborough and Ryedale CCG.
Committee Approved:	SRCCG Committees -TBC
	Joint Trade Union Partnership Forum – 5.11.14
	Senior Management Team – 02.12.14
Approved date:	02.12.14
Review Date:	4 years
Equality Impact Assessment	To be completed
Sustainability Impact Assessment	To be completed
Target Audience:	All staff
Policy Reference No:	SRCCG P609
Version Number:	Approved Policy Version 1

The on-line version is the only version that is maintained. Any printed copies should, therefore, be viewed as 'uncontrolled' and as such may not necessarily contain the latest updates and amendments.

POLICY AMENDMENTS

Amendments to the Policy will be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Issued by	Nature of Amendment	Approved by & Date	Date approved	Date on Intranet
DRAFT	SRCCG	Draft policy for CCG	Senior Management Team		
DRAFT	SRCCG	Draft policy for approval	JTUPF	5.11.14	
FINAL	SRCCG	Final Policy for CCG	Senior Management Team	02.12.14	03.12.14

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1 INTRODUCTION

1.1 NHS Scarborough and Ryedale Clinical Commissioning Group (hereafter known as 'the CCG') recognises that working from remote locations, as part of the flexible working arrangements that the CCG supports, can bring advantages both to the staff member and to the organisation. These may include: flexibility around issues such as dependent care or disability issues, reduced costs, better use of time, convenience, freedom from transport problems, reduced personal risk and ecological benefits.

It is accepted that not all work duties may be suitable for remote working. Consequently, each situation needs to be considered on its merits. Clearly some jobs are intrinsically not suitable for home working.

Regardless of where work is undertaken the individual and organisation are both responsible at all times for compliance with the following legislation:

- o Health and Safety Act (HSE Act).
- o Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- o Freedom of Information (FOI).
- o Disability Discrimination Act (DDA).

The ability to work remotely may be available to staff where appropriate but the CCG recognises that this should be done so in a safe and secure manner.

It is essential that all working arrangements, for example availability and disposal of confidential waste, are fully discussed and agreed between all relevant parties before commencing. It is essential that staff working remotely are able to maintain confidentiality of documents, computer files etc. for example when the house is occupied by others.

2 ENGAGEMENT

- o Joint Trade Union Partnership Forum/Policy Development Group
- o SRCCG staff via team meetings/team brief/internet

3 IMPACT ANALYSES

3.1 Equality

In applying this policy, the CCG will have due regard to the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

As a result of performing an Equality Impact Analysis this policy does not appear to have any adverse effects on people who share Protected Characteristics and no further actions are recommended at this stage.

An Equality Impact Assessment is attached at Appendix 1.

3.2 Sustainability

The policy has been assessed against the CCG's Sustainability themes and no specific impact has been identified. The use of passenger rate encourages car sharing and there is a mileage rate for pedal and motor cycle use.

A Sustainability Impact Assessment has been completed for this policy and is attached at Appendix 2.

3.3 Bribery Act 2010

The Bribery Act is particularly relevant to this policy. Under the Bribery Act it is a criminal offence to:

- Bribe another person by offering, promising or giving a financial or other advantage to induce them to perform improperly a relevant function or activity, or as a reward for already having done so; and

- Be bribed by another person by requesting, agreeing to receive or accepting a financial or other advantage with the intention that a relevant function or activity would then be performed improperly, or as a reward for having already done so.

These offences can be committed directly or by and through a third person and other related policies and documentation (as detailed on the CCG intranet) when considering whether to offer or accept gifts and hospitality and/or other incentives.

Due consideration has been given to the Bribery Act 2010 in the development of this policy document and consistent application of this policy will mitigate bribery in relation to travel and expenses.

Anyone with concerns or reasonably held suspicions about potentially fraudulent activity or practice should refer to the Local Anti-Fraud and Corruption Policy and contact the Local Counter Fraud Specialist

4 SCOPE

4.1 This policy applies to all staff of the CCG. This includes employees, staff on honorary contracts and bank contracts. The principles of this policy also apply to independent contractors (including agency staff) working on a contract for services basis.

5 POLICY PURPOSE & AIMS

5.1 The CCG has an overriding responsibility to deliver timely services. It is also keen to seek ways of developing the capacity of its services, improving the capabilities of its staff and improving effectiveness.

All requests to undertake work form a remote location will be given full consideration and no reasonable request will be refused. However, in certain circumstances the needs of the business may not allow for the request to be granted. If a request is denied, an explanation of the rationale shall be given to the staff member.

Advice and support will be provided to all Line Managers in the implementation and application of this policy upon request.

6 DEFINITIONS

6.1 Remote Working – when an employee is able to work from another location, whether it be an office or home, and is able to access the server to be able to work and communicate with the organisation by e-mail and telephone

7 ROLES / RESPONSIBILITIES / DUTIES

7.1 Line Managers are responsible for:
- Seeking advice on the application of this policy from their senior managers and the eMBED Workforce Team
- Applying this policy in a fair and equitable manner
- Ensuring appropriate records are kept in relation to this policy.

The Senior Management Team are responsible for:
- Ensuring the fair and equitable application of this policy
- Providing advice in relation to the application of this policy

Employees are responsible for:
- Comply with the requirements set out within this policy

8 IMPLEMENTATION

8.1 This policy will be communicated to staff via team meetings/team brief and will be available for staff on the intranet.

8.2 Breaches of this policy may be investigated and may result in the matter being treated as a disciplinary offence under the CCG's disciplinary procedure.

9 TRAINING & AWARENESS

9.1 A copy of the policy will be available on the CCG intranet. Training needs will be identified via the appraisal process and training needs analysis.

10 MONITORING & AUDIT

10.1 The implementation of this policy will be audited on an annual basis by the CCG and reported to CCG Governing Body.

11 POLICY REVIEW

11.1 The policy and procedure will be reviewed after 3 years for the CCG Governing Body in conjunction with Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

12 REFERENCES

12.1 For further information please refer to the following reference sources:
- The Data Protection Act

13   ASSOCIATED DOCUMENTATION

- Flexible Working Policy
- Lone Working Policy
- Mobile Working Policy and Guidelines

14   PROCEDURE

14.1   The CCG recognises that the work undertaken by many of its staff may be carried out more easily, effectively and efficiently in a quiet location and without disruption. In cases where office facilities are open plan, or where staff are easily disrupted, the member of staff may work remotely with the express consent of their manager in advance.   As part of this approval process the manager will be responsible for ensuring that the employee's absence from the workplace will not create problems for other staff.

14.2   Line managers should monitor the working patterns of staff members who work remotely on an ad hoc basis. By requesting to work remotely the member of staff is providing tacit agreement to this ad-hoc monitoring.   To make a more formal agreement of remote working an application can be made in line with the CCG Flexible Working Policy.

15   CONTACT

Staff that work remotely on an occasional basis must ensure that their manager and the CCG have details of their contact number and that they can be easily contacted during working hours. On each occasion staff should inform appropriate colleagues that they will be working remotely and how they can be contacted.

16   EQUIPMENT

Appropriate equipment will be provided to the CCG employees and will be agreed on a case by case basis.

Staff must comply with the CCG's Acceptable Use Guidelines, Mobile Computing Procedures, E-mail and Internet Policy and Use of Encryption Technology Policy.

Staff must also comply with the Display Screen Equipment Policy.

The application form at Appendix 3 should be used to request required equipment. Staff must ensure they have the appropriate equipment prior to working remotely

17   INSURANCE AND LEGAL REQUIREMENTS

Staff need to be aware of their responsibilities in terms of remote working and should adhere to these.

17.1   **Business Rates**

Any home working may make part of the property used liable to a business rate, if the work materially detracts from the use of the dwelling for domestic purposes. The home worker is advised to check their individual circumstances with their local Council. The CCG is not liable to pay for any financial increase from domestic rate to business rate.

17.2 **Insurance**

The CCG requires all home workers to inform their insurance company that they work at home and of any equipment owned by the CCG that is kept there. The CCG is not liable to pay for any increase on insurance premiums.

17.3 **Employer's Liability**

Employees working at, or from, home, in the ordinary course of their duties, are covered by the **CCG Employer's Liability Policy** although this would normally require a risk assessment on their home. This can be done on a self-assessment basis provided they have the necessary skills to conduct a risk assessment and there is something on their file to indicate that it has been carried out. Any accidents must be reported immediately in accordance with the CCG's guidelines.

17.4 **Public Liability**

Although covered by the **CCG Employer's Liability Policy** employees working at, or from, home are advised to ensure their home contents policy has public liability cover for at least £1 million. This is a standard clause in most home insurance policies. If an employee does not have such cover then they must notify his/her manager who should seek appropriate advice.

17.5 **Mortgagee/Landlord**

Before commencing home working employees are advised to check for any implication that working at home may have on their mortgage or rent. The CCG will not be responsible for any additional costs as a result.

18 **ABSENCE**

When an employee is working from home they must comply with the CCG's absence reporting procedures and ensure that their manager is informed if they are sick or unable to work.

19 **DISCLOSURE AND BARRING SERVICE (DBS)**

If an employee's working practice change and they start working in different bases, then consideration needs to be made about whether the change in working practice requires them to have a DBS check. For example an employee starts to use a base in which they come into contact with vulnerable people then they may require a DBS check if they do not already have one.

20 **TRAVEL EXPENSES**

The rates of allowances are set out in Section 17 of the Agenda for Change Terms and Conditions Handbook which can be found on the NHS Employers Website and claims can be made as appropriate.

21   SECURITY, DATA PROTECTION AND CONFIDENTIALITY OF INFORMATION

In order to comply with the Data Protection Act 1998, any data used must be secure and can only be accessed by you. This means that all hardcopy information must be kept either in a locked cabinet or by secure means if travelling, and that all electronic storage media including sensitive data and any data containing personal information must be encrypted, which in itself requires a password or key password protected.

All staff are required to meet all of the CCG's Information Governance requirements as detailed in Information Governance policies, procedures and guidelines, regardless of where they work from. In addition they must be able to document and demonstrate how those requirements will be met. Managers must be able to evidence that they are satisfied that there are processes in place to meet the Information Governance requirements and that they are being met.

As a minimum the following training must have been completed via the Connecting for Health Information Governance Training Tool: Introduction to Information Governance and Information Security Guidelines or the CBLS Information Governance module. Certificates to evidence the training has been successfully undertaken must be held on the individual's personal file and referenced as up to date as part of the appraisal process.

Employees have a duty of care to take all reasonable steps to safeguard equipment from loss or damage. Valuable objects such as laptops should not be left unattended in vehicles. Failure to keep equipment of information secure will be considered a very serious matter and could result in disciplinary action being taken.

All personal information generated must be kept in a secure place i.e. locked in a drawer. Nothing containing personal information is to be thrown away with normal household rubbish.

Any confidential waste is to be gathered up and securely transported to the office on the home workers next scheduled visit/review. Once in the office, it will be disposed of in the normal way with the other confidential waste that is produced.

22   HEALTH AND SAFETY

22.1   Risk Assessments must be carried out for all activities undertaken whilst working at home in the same way they are conducted for those activities undertaken in a workplace. All significant risks must be recorded and measures put in place to reduce the risk to the lowest level so far as is reasonably practicable. It remains the manager's responsibility to ensure these assessments are in place. A Self Risk Assessment Checklist is available from Appendix 1 which should be completed by all staff and passed to your manager and retained on your file. A further assessment should be competed if a member of staff moves house, or circumstances change within the environment in which they are working.

The Risk Assessments will be reviewed by a competent risk assessor in addition to being signed off by the line manager before an employee can commence working at home.

If the member of staff is to use a PC workstation (own or CCG), they must complete a DSE risk assessment to confirm the suitability of the equipment being used. The DSE risk assessment can be found on the CCG intranet and a copy should be retained in the member of staff's personnel file.

22.2 **Accidents, Incidents and Dangerous Occurrences**

All staff must inform their manager in the event of accidents, incidents or dangerous occurrences. Initial reports should be by telephone, followed by appropriate action such as entering the incident on the appropriate reporting system.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 apply to any location used for work. Managers should ensure that staff be made aware that in the event of an incident, enforcement agencies such as the Health and Safety Executive may require access to their home as part of any subsequent investigation. This is also relevant to internal investigations.

15   APPENDICES

Appendix 1   Equality Impact Assessment

Appendix 2   Sustainability Impact Assessment

Appendix 3   Self-Assessment Checklist

Appendix 4   Accessing Sustainability / Proposal for Home Working Points to Consider

Appendix 5   Equipment Request Form

Appendix 1:

	1. Equality Impact Analysis
Policy / Project / Function:	Remote Access and Home Working Policy
Date of Analysis:	24/1/14
This Equality Impact Analysis was completed by: (Name and Department)	Christine Brown – Workforce service
What are the aims and intended effects of this policy, project or function ?	NHS Scarborough and Ryedale Clinical Commissioning Group hereafter known as 'the CCG' recognises that working from remote locations, as part of the flexible working arrangements that the CCG supports, can bring advantages both to the staff member and to the organisation. These may include: flexibility around issues such as dependent care or disability issues, reduced costs, better use of time, convenience, freedom from transport problems, reduced personal risk and ecological benefits
Please list any other policies that are related to or referred to as part of this analysis?	• Acceptable Use Guidelines, Mobile Computing Procedures, E-mail and Internet Policy and Use of Encryption Technology Policy. • Business Conduct Policy • Information Governance procedures and policies Absence Reporting procedure
Who does the policy, project or function affect? Please Tick ✔	Employees ✓ Service Users Members of the Public Other (List Below) ✓ Independent contractors and agency staff

2. Equality Impact Analysis: Screening					
	Could this policy have a positive impact on…		Could this policy have a negative impact on…		Is there any evidence which already exists from previous (e.g. from previous engagement) to evidence this impact
	Yes	No	Yes	No	
Race	☐	✓		✓	Considered, no impact
Age	☐	✓		✓	Considered, no impact
Sexual Orientation	☐	✓		✓	Considered, no impact
Disabled People	✓			✓	Occasional/regular/permanent working from home may be used as a reasonable adjustment depending upon the circumstances of each particular case and the operational/business needs.
Gender	✓			✓	The opportunity to work from home may provide some workers with caring responsibilities (often women), the opportunity to work more flexibly
Transgender People	☐	✓		✓	Considered, no impact
Pregnancy and Maternity	☐	✓		✓	Considered, no impact
Marital Status	☐	✓		✓	Considered, no impact
Religion and Belief	✓			✓	Potential to allow certain staff who wish to work during a religious festival they do not observe and who may not have access to an office, to work from home, by agreement. (For example, a member of staff who does not wish to observe the Christmas holiday might be allowed to work

					from home during the holiday, where their office is closed.)
Reasoning		Any review of the policy should cover how it has been applied and not just its intention. Potentially positive impact on staff with disabilities and staff with certain religious or other beliefs			
If there is no positive or negative impact on any of the Nine Protected Characteristics go to Section 7					

1. **Equality Impact Analysis: Local Profile Data**	
Local Profile/Demography of the Groups affected at July 2014	
General	Total number of employees in the CCG is 104
Age	63.47% of staff are aged 30-55 15.38% of staff employed are under 30 21.15% of staff are over 55
Race	91.35% of staff employed in the CCG declared themselves White 6.73% of staff are not stated/undefined 0.96% of staff declared themselves Black 0.96% of staff declared themselves Other
Sex	81.73% of staff employed are female 18.27% of staff employed are male
Gender reassignment	No information
Disability	79.81% of staff employed declared themselves as having no disability 20.19% of staff did not declare /undefined 0% of staff declared a disability
Sexual Orientation	68.27% of staff described themselves as heterosexual 30.77% did not wish to respond /undefined 0.96% described themselves as bisexual
Religion, faith and belief	Christianity is the largest religious group declared by staff in the CCG (54.81%) 36.54% were undefined or did not wish to declare 5.77% declared themselves Atheist 2.88% of staff declared other faith or religious beliefs
Marriage and civil partnership	61.55% of employees are married. 34.61% are single/divorced/legally separated/widowed 2.88% are undefined 0.96% of employees are in a civil partnership
Pregnancy and maternity	No information yet as the CCG has not been established long enough to build meaningful data

4. **Equality Impact Analysis: Equality Data Available**	
Is any Equality Data available relating to the use or implementation of this policy, project or function? Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine *Protected Characteristics* – referred to hereafter as *'Equality Groups'*. Examples of *Equality Data* include: (this list is not definitive) 1. Application success rates *Equality Groups* 2. Complaints by *Equality Groups* 3. Service usage and withdrawal of services by *Equality Groups* *4.* Grievances or decisions upheld and dismissed by *Equality Groups* **5.** *Previous EIAs*	✓ Yes No ☐ Where you have answered yes, please incorporate this data when performing the *Equality Impact Assessment Test* (the next section of this document).
List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function	Consultation has taken place nationally and locally
Promoting Inclusivity **How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation**	The policy supports promoting inclusivity as it is has the potential to have a positive impact on some some protected groups (see above)

2. Equality Impact Analysis: Screening					
	Could this policy have a positive impact on…		Could this policy have a negative impact on…		Is there any evidence which already exists from previous (e.g. from previous engagement) to evidence this impact
	Yes	No	Yes	No	
Race	☐	✓		✓	Considered, no impact
Age	☐	✓		✓	Considered, no impact
Sexual Orientation	☐	✓		✓	Considered, no impact
Disabled People	✓			✓	Occasional/regular/permanent working from home may be used as a reasonable adjustment depending upon the circumstances of each particular case and the operational/business needs.
Gender	✓			✓	The opportunity to work from home may provide some workers with caring responsibilities (often women), the opportunity to work more flexibly
Transgender People	☐	✓		✓	Considered, no impact
Pregnancy and Maternity	☐	✓		✓	Considered, no impact
Marital Status	☐	✓		✓	Considered, no impact
Religion and Belief	✓			✓	Potential to allow certain staff who wish to work during a religious festival they do not observe and who may not have access to an office, to work from home, by agreement. (For example, a member of staff who does not wish to observe the Christmas holiday might be allowed to work

					from home during the holiday, where their office is closed.)
Reasoning		Any review of the policy should cover how it has been applied and not just its intention. Potentially positive impact on staff with disabilities and staff with certain religious or other beliefs			
If there is no positive or negative impact on any of the Nine Protected Characteristics go to Section 7					

5. Equality Impact Analysis: Assessment Test

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by The Equality Act 2010?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a Genuine Determining Reason exists
Gender (Men and Women)		✓		The opportunity to work from home may provide some workers with caring responsibilities (often women) the opportunity to work more flexibly 70% of the staff employed are female.
Race (All Racial Groups)	✓			Considered, no impact
Disability (Mental and Physical)		✓		Occasional/regular/permanent working from home may be used as a reasonable adjustment depending upon the circumstances of each particular case and the operational/business needs. Currently no employees in the CCG have declared themselves disabled. However the policy will facilitate support to staff who become disabled in the course of their employment or staff who are newly recruited to the CCG in the future and may have a disability.
Religion or Belief		✓		Potential to allow certain staff who wish to work during a religious festival they do not observe and who may not have access to an office, to work from home, by agreement. (For example, a member of staff who does not wish to observe the Christmas holiday might be allowed to work from home during the holiday, where their office is closed.). 9% of staff in the CCG have declared they follow a faith that is not Christianity
Sexual Orientation (Heterosexual, Homosexual and Bisexual)	✓			Considered, no impact

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by The Equality Act 2010 ?				
Protected Characteristic:	**No Impact:**	**Positive Impact:**	**Negative Impact:**	**Evidence of impact and if applicable, justification where a Genuine Determining Reason exists**
Pregnancy and Maternity	✓			Considered, no impact
Transgender	✓			Considered, no impact
Marital Status	✓			Considered, no impact
Age	✓			Considered, no impact

2. Action Planning

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:

		3. Equality Impact Analysis Findings		
Analysis Rating:	☐ Red	☐ Red/Amber	☐ Amber	✓ Green

		Actions	Wording for Policy / Project / Function
Red **Stop and remove the policy**	**Red:** As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share *Protected Characteristics.* It is recommended that the use of the policy be suspended until further work or analysis is performed.	**Remove the policy** Complete the action plan above to identify the areas of discrimination and the work or actions which needs to be carried out to minimise the risk of discrimination.	No wording needed as policy is being removed
Red Amber **Continue the policy**	As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share *Protected Characteristics.* However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken.	**The policy can be published with the EIA** List the justification of the discrimination and source the evidence (i.e. clinical need as advised by NICE). Consider if there are any potential actions which would reduce the risk of discrimination. Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.	As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share *Protected Characteristics.* However, a genuine determining reason exists which justifies the use of this policy and further professional advice. ***[Insert what the discrimination is and the justification of the discrimination plus any actions which could help what reduce the risk]***

		Equality Impact Findings (continued):	
		Actions	Wording for Policy / Project / Function
Amber **Adjust the Policy**	As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the *Action Planning* section of this document.	**The policy can be published with the EIA** The policy can still be published but the Action Plan must be monitored to ensure that work is being carried out to remove or reduce the discrimination. Any changes identified and made to the service/policy/ strategy etc. should be included in the policy. Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.	As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the *Action Planning* section of this document. ***[Insert what the discrimination is and what work will be carried out to reduce/eliminate the risk]***
Green **No major change**	As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share *Protected Characteristics* and no further actions are recommended at this stage.	**The policy can be published with the EIA** Another EIA must be completed if the policy is changed, reviewed or if any discrimination is identified at a later date	As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share *Protected Characteristics* and no further actions are recommended at this stage.

Brief Summary/Further comments	

Approved By		
Job Title:	**Name:**	**Date:**
Chief Officer	Simon Cox	02.12.14

Appendix 2: Sustainability Impact Assessment

Staff preparing a policy, Governing Body (or Sub-Committee) report, service development plan or project are required to complete a Sustainability Impact Assessment (SIA). The purpose of this SIA is to record any positive or negative impacts that this is likely to have on sustainability.

Title of the document	Remote Access and Home Working Policy
What is the main purpose of the document	The CCG recognises that working from remote locations as part of the Flexible working arrangements that the CCG supports can bring advantages both to the staff member and to the organisation. These may include: flexibility around issues such as dependent care or disability issues, reduced costs, better use of time, convenience, freedom from transport problems, reduced personal risk and ecological benefits.
Date completed	February 2014
Completed by	Liz Beecroft

Domain	Objectives	Impact of activity Negative = -1 Neutral = 0 Positive = 1 Unknown = ? Not applicable = n/a	Brief description of impact	If negative, how can it be mitigated? If positive, how can it be enhanced?
Travel	Will it provide / improve / promote alternatives to car based transport?	1	Reduce Travel	
	Will it support more efficient use of cars (car sharing, low emission vehicles, environmentally friendly fuels and technologies)?	1		
	Will it reduce 'care miles' (telecare, care closer) to home?	n/a		
	Will it promote active travel (cycling,	n/a 1		

Domain	Objectives	Impact of activity Negative = -1 Neutral = 0 Positive = 1 Unknown = ? Not applicable = n/a	Brief description of impact	If negative, how can it be mitigated? If positive, how can it be enhanced?
	walking)? Will it improve access to opportunities and facilities for all groups?			
Procurement	Will it specify social, economic and environmental outcomes to be accounted for in procurement and delivery?	n/a		
	Will it stimulate innovation among providers of services related to the delivery of the organisations' social, economic and environmental objectives?	n/a		
	Will it promote ethical purchasing of goods or services?	n/a		
	Will it promote greater efficiency of resource use?	n/a		
	Will it obtain maximum value from pharmaceuticals and technologies (medicines management, prescribing, and supply chain)?	n/a n/a		
	Will it support local or regional supply chains?	n/a		
	Will it promote access to local services (care closer to home)?	n/a		
	Will it make current activities more efficient or alter service delivery models			

Domain	Objectives	Impact of activity Negative = -1 Neutral = 0 Positive = 1 Unknown = ? Not applicable = n/a	Brief description of impact	If negative, how can it be mitigated? If positive, how can it be enhanced?
Facilities Management	Will it reduce the amount of waste produced or increase the amount of waste recycled? Will it reduce water consumption?	n/a n/a		
Workforce	Will it provide employment opportunities for local people? Will it promote or support equal employment opportunities? Will it promote healthy working lives (including health and safety at work, work-life/home-life balance and family friendly policies)? Will it offer employment opportunities to disadvantaged groups?	n/a n/a 1 1		
Community Engagement	Will it promote health and sustainable development? Have you sought the views of our communities in relation to the impact on sustainable development for this activity?	n/a n/a		
Buildings	Will it improve the resource efficiency of new or refurbished buildings (water, energy, density, use of existing buildings, designing for a longer lifespan)? Will it increase safety and security in new	n/a n/a	Reduce Travel	

Domain	Objectives	Impact of activity Negative = -1 Neutral = 0 Positive = 1 Unknown = ? Not applicable = n/a	Brief description of impact	If negative, how can it be mitigated? If positive, how can it be enhanced?
	buildings and developments? Will it reduce greenhouse gas emissions from transport (choice of mode of transport, reducing need to travel)? Will it provide sympathetic and appropriate landscaping around new development? Will it improve access to the built environment?	1 n/a n/a		
Adaptation to Climate Change	Will it support the plan for the likely effects of climate change (e.g. identifying vulnerable groups; contingency planning for flood, heat wave and other weather extremes)?	1		
Models of Care	Will it minimise 'care miles' making better use of new technologies such as telecare and telehealth, delivering care in settings closer to people's homes? Will it promote prevention and self-management? Will it provide evidence-based, personalised care that achieves the best possible outcomes with the resources available?	n/a n/a n/a n/a		

Domain	Objectives	Impact of activity Negative = -1 Neutral = 0 Positive = 1 Unknown = ? Not applicable = n/a	Brief description of impact	If negative, how can it be mitigated? If positive, how can it be enhanced?
	Will it deliver integrated care, that co-ordinate different elements of care more effectively and remove duplication and redundancy from care pathways?			

Appendix 3: Self Risk Assessment Checklist

SELF RISK ASSESSMENT CHECKLIST

This form will be used to assist your manager and the Health and Safety team to ensure that your working conditions at home comply with current best practice.

Name:	Date of completion:
Address where assessment was undertaken:	Job Title: Department:

Security of Information	Yes	No	Comments
Is your home secure from intruders?			
Are all the windows closed when you leave your home?			
How many other people in your accommodation have access to the area where you will be undertaking CCG business?			

Confidentiality	Yes	No	Comments
Are laptop and confidential files locked away when not in use?			
I have procedures in place to ensure that family members or others who come into my home do not have access to confidential information e.g. not being overheard while on the phone or access to written or electronic information.			
Are your passwords and PIN numbers kept secure and not divulged to anyone?			
I can confirm that no confidential data will be stored on the hard disk of my non work computer.			
I can confirm that I will not transport any confidential data on an unauthorised and/or non-encrypted storage devices (PC Hard Drives, Memory sticks or CDs)			
I will shred confidential documentation.			

Fire	Yes	No	Comments
Is the work area tidy?			
Are waste materials regularly disposed of?			
Are exit routes clear?			
Do you have an escape plan?			
Is a smoke alarm fitted? Alarms should be tested regularly.			
Do you have a suitable fire extinguisher readily at hand?			
Have you been trained how to use it safely?			

Electrical Equipment (either CCGs or your own but used for CCG work)	Yes	No	Comments
Any apparent damage? Cracked casing, missing screws etc			
Any evidence of overheating? Look for discolouration			
Any obvious damage to leads or plugs?			
Are the cables secure in all plugs?			

Slips Trips & Falls (Work areas)	Yes	No	Comments
Are floor coverings sound and without defects?			
Are walkways clear of tripping hazards e.g. trailing cables?			
When seated at your desk can you move your legs & upper body together without twisting?			

Working Environment	Yes	No	Comments
Is the temperature comfortable?			
Is the ventilation comfortable?			
Do you have adequate lighting?			

Manual Handling	Yes	No	Comments
Do you carry out any abnormal Manual Handling activities?			
Have you completed the CCG Manual Handling course?			

Display Screen Equipment	Yes	No	Comments
Do you use a screen for more than an hour a day on a regular basis?			
Are you aware of the CCG's policy on eye tests?			

Accidents / First Aid	Yes	No	Comments
Do you know the procedure for reporting any accidents or work related illness?			
Do you have a first aid kit available when working at home?			

If you have answered NO to any of these questions you must discuss with your manager.

Any other comments you have regarding your working environment, please list here:

Signature:……………………………………………………………..

Job Title:……………………………………………………………

Date:……………………………………………………………

Appendix 4: Assessing Suitability / Proposal for Home Working

**Assessing Suitability / Proposal for Home Working
Points to Consider**

LINE MANAGER

- What proportion of the employee's work is done alone or as part of a team?
- Are there alternative methods of doing their tasks that might facilitate home working?
- What proportion of the employee's work could be done at home?
- Are current work practices and processes appropriate for home working – if not, can they be changed with team agreement?
- Will the employee require access to specific equipment, tools, materials or documents in order to work?
- Are there practical and cost problems with this requirement? Can this equipment be provided?
- Does the employee manage any other team members and if so how will this occur if the employee works at home?
- How much technical or other support does the employee provide to there employees?
- Can the ICT requirements be met?
- How will office cover be maintained?
- How can confidentiality of information be maintained?
- Will service delivery be impaired during normal working hours?

EMPLOYEE

- Am I able to work on my own with only phone and email contact to fall back on?
- Will I miss the support of working within a team?
- Am I able to be self-motivated enough to work from home?
- Will I be able to organise my work within my hours and allow work not to disrupt my home life outside working hours?
- Am I planning to move home in the immediate future?
- Am I able to accommodate personal circumstances to accommodate my work?
- Am I prepared to check my working environment to ensure it continues to be a confidential and safe working environment?
- What arrangements will I need to make for regular contact with my manager?
- Do I have the space needed to work at home? If not, how can this issue be overcome?
- Do I have the necessary ICT supporting equipment to allow me to undertake my task?

Appendix 5: Equipment Request Form

EQUIPMENT REQUEST FORM

Full Name			
E-Mail Address			
Windows User Name			
Organisation			
Base			
Contracted Hours			
Job Share	Yes	No	

The following questions are related to your current equipment		

Computer Type	
Make (i.e. Dell, Lenovo, Panasonic)	
Model (i.e. Optiplex 760, Latitude E6400)	
Asset Tag or Volume Number (i.e. A014578)	
PC Name (i.e. 5EF01-BSKJA4J)	

Do you currently have any specific software applications installed on the desktop PC or Laptop? i.e. Microsoft NAV, SQL Server 2008 etc	Yes	No
Do you have any specialist equipment? i.e. A second monitor?	Yes	No
Do you have a work provided mobile phone?	Yes	No
Do you currently have any other mobile devices e.g. touchbook, iPad, tablet etc	Yes	No
Do you currently have a desk phone?	Yes	No