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## SUPPORTING OUR WORKFORCE TO WORK FROM HOME

### 1. Purpose

The purpose of this paper is to set out our proposed approach to the provision of IT kit and equipment to support people to work from home. A Trust policy/procedural document for home working will be developed to provide comprehensive guidance for managers and staff and fully address all the issues relating to working from home.

### 2. Background

Throughout the Covid-19 Pandemic the Trust has been committed to supporting our workforce to work from home. Trust communications have been very clear that where people can work from home, they should do so. This is to ensure the wellbeing of our staff, service users and wider community.

We have recently asked all managers and staff to complete a wellbeing assessment. This takes into account staff mental wellbeing about their personal context, working environment, considers age, gender, ethnicity and health vulnerabilities (as identified by the Government) and any additional impacts, alongside an assessment of an individual's role and workplace environment. This assessment also seeks to understand whether our workforce have the appropriate tools to do their role from their home and includes the completion of a DSE assessment for the home environment.

Appropriate equipment is one of the key control measures of the wellbeing assessment and in order to facilitate home working with minimal risk. Any equipment required to undertake work safely should be identified as part of the assessment and the manager is responsible for considering and implementing requests that are reasonable. Where appropriate, occupational health/DSE advice may be required.

### 3. DSE assessment

Under DSE legislation, all managers are required to undertake a risk assessment of their staff members activities and working environment, be that on a Trust site or home environment. This should be undertaken via the wellbeing assessment completed by the member of staff and their manager. This wellbeing assessment includes a self-assessment Display Screen Equipment (DSE) Assessment and should be placed on the staff member's HR file.

### 4. Use of Trust equipment at home

To support staff who are continuing to work from home, Managers will be asked to complete a wellbeing assessment by the end of July to inform the initial ordering/registering of IT kit and equipment for those staff who are working from home. Following the completion of the wellbeing

assessment (incorporating the DSE assessment), the manager and member of staff should discuss what IT kit and equipment is required and reasonable to support the member of staff to work from home safely. Where there are health issues, a referral to the Occupational Health Service or the DSE team may be required. Managers with support from Occupational Health/DSE, where required will determine what kit is reasonable.

Managers will have responsibility to log what equipment is needed for each staff member on an order form to be sent to the PMO, they should also keep a local inventory record of what equipment has already been taken from any Trust sites during the pandemic, or what equipment has been ordered through individual budget codes, it is their responsibility to ensure this remains up to date when staff members leave or any changes occur.

Where a request for new/additional equipment has been agreed as informed by the self-assessment DSE, staff members via their line manager will need to make arrangements to collect kit/equipment from a pre-determined site (including our regional hubs) to take to their home. On an exceptional basis it may be possible for the equipment to be delivered to the home via our Logistics Team. The staff members will be responsible for setting this up and maintaining it, once set up the manager should hold a review with the individual.

Staff when working from home are required to use all equipment supplied by the Trust safely and in accordance with the manufacturer's guidelines. Staff are responsible for any other electrical equipment used by them in their work activities which is not provided by the Trust and are responsible for the safety of electrical sockets and wiring in their home.

Staff members/workers are responsible for ensuring their electrical appliances have an in date PAT Testing (currently annual) and will need to take their equipment to a Trust location for this to be conducted. For our regional services we would make alternative arrangements which would see PAT testing being conducted from one of our regional sites. There is a requirement for employees to check their electrical equipment daily to ensure it is in good working order and safe to use. Managers will be responsible for ensuring staff members complete a self-assessment DSE and complete a wellbeing check-in to ensure there have been no changes that are affecting the staff member's ability to work safely, going forward managers will have responsibility to order IT kit and equipment.

All staff should comply with Trust policies and procedures when using Trust equipment.

## **5. Inventory register**

In line with Trust policies managers should maintain an inventory of all equipment in their teams and this should be extended to include all equipment their team require in order to perform their duties at home. Managers should keep a record of IT kit and equipment for each individual. This includes a record of serial numbers and details of PAT testing dates. We are currently exploring how ESR can be used to facilitate this process in the longer-term.

If any equipment has been purchased directly by an individual to specifically enhance their home working environment, this would not be reimbursed by the Trust, unless previously agreed by their line manager. This equipment also needs to be logged on the local asset register.

## 6. IT kit and equipment

Our proposed IT equipment and furniture offer is described in the table below and should be used as part of the wellbeing assessment discussion between staff member and line manager.

The medium/long term proposal for the Trust is to provide universal docking stations for laptops in all office environments so that staff with a laptop can work at any desk where it is safe to do so. In the short term however, staff will continue to use the office space allocated to them as they did before the COVID pandemic. This approach supports the need to avoid hot desking and most of the IT kit remains in place which will aid the swift return to office work. 30 monitors and keyboards remain in stores to be used as replacements and this kit that that can be used at home.

IT equipment	Furniture
<ul style="list-style-type: none"><li>• Logitech MK270 wireless keyboard and mouse combo</li><li>• Viewsonic 22" Monitor VA2223 (VGA, HDMI)</li><li>• HDMI Cable</li><li>• Headset</li><li>• Mobile phone</li></ul>	<ul style="list-style-type: none"><li>• Office chair</li><li>• Small desk</li><li>• Fold-down desk</li><li>• Foot rest</li></ul>

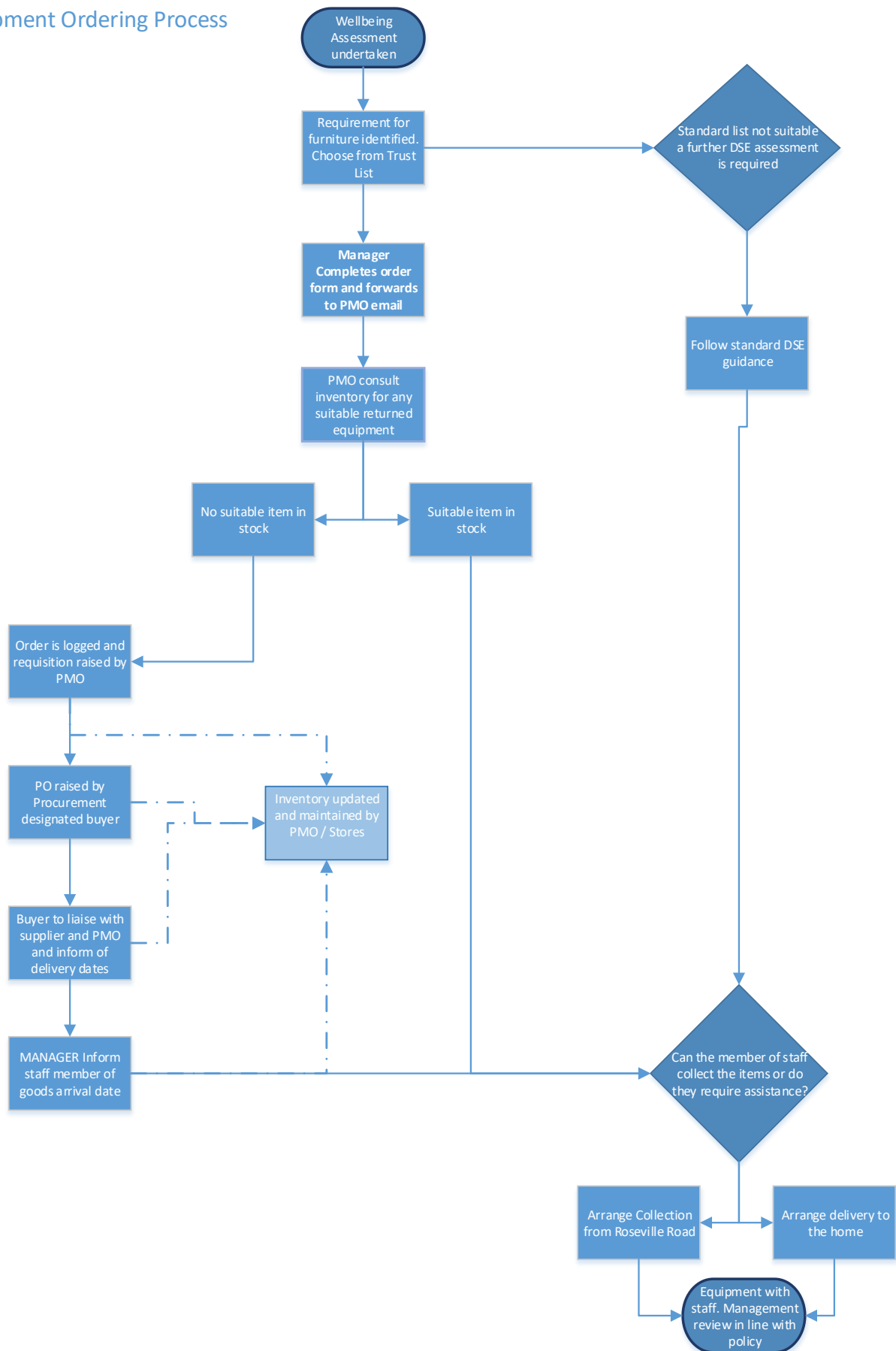
In order to get over the initial surge of requests, the Programme Management Office (PMO) will act as the conduit for receiving all requests for equipment/furniture detailed in the above table, from line managers following completion of a wellbeing risk assessment. The PMO will create a small project group primarily consisting of Procurement, Logistics and ICT. The group will identify if there is any peripheral IT kit currently available and find appropriate space in a Trust location to safely store equipment and manage an appointment system for collections. All initial orders for new equipment will be recorded and placed in bulk, therefore a timescale will be set for all managers to send all completed orders in by. Please note that all requests will be subject to manufacturer delivery times. A flow chart detailing the process for ordering the equipment/furniture detailed in the above table can be found at **appendix 1**.

All staff using Trust IT kit/equipment are responsible for maintaining it and report otherwise including if lost or stolen.

All equipment that is allocated to staff members to ensure they can work from home appropriately and must be returned to the Trust when the equipment is no longer required or at the end of an employment contract or bank worker assignment. This should be recorded as part of an inventory register and will be the responsibility of the line manager to update. A flow chart at **appendix 2** sets out the process for returning any equipment at the end of employment, including how we maintain a central store of returned equipment for re-use.

# Appendix 1 – IT Kit/Furniture ordering process

## Equipment Ordering Process



## Appendix 2 – IT Kit/Furniture recovery process

