



Blended Working

1.0 Policy Statement

1.1 MIC recognises the benefits remote working offers to both employees and the institution and is committed to embracing opportunities for remote and blended working which meet the needs and preferences of staff for flexibility and enhanced work life balance, while ensuring that high standards of performance, productivity and service delivery continue to be met.

1.2 In circumstances where remote working is deemed appropriate, it is envisaged that this will be a blended model comprising of remote and on campus working. This policy provides a procedure for eligible MIC staff to apply for blended working arrangements and sets out the conditions under which blended working arrangements will operate.

1.3 This policy supersedes the Remote Working Policy – Covid 19. All temporary remote and blended working arrangements arising from the Colleges response to the Covid pandemic will cease on *date to be confirmed*. From that date staff covered by this policy may only work remotely if approved to do so under this policy.

1.4 All policies, guidelines and protocols of Mary Immaculate College, will reflect the College's commitment to the promotion of equality in accordance with law.

2.0 Scope of Policy

2.1 This Policy applies to all MIC staff whose contracts of employment specify their days and hours of work. The policy is not applicable to staff in academic appointments.

2.2 This policy is not applicable to events which may necessitate remote working by all staff, such as a response to a public health advisory or a severe weather event.

2.3 For the purposes of this document, remote working refers to an arrangement whereby an employee carries out their duties at a location other than the College campus and blended working refers to an arrangement whereby an employee works both on campus and remotely.

2.4 The policy is without prejudice to all other policies and procedures which may be engaged from time to time by the College.

3.0 Relevant Legislation/Circulars/Policies/Strategies

3.1 Governing legislation, regulations and codes of practice in relation to this document include:

- Safety, Health and Welfare at Work Act, 2005
- Organisation of Working Time Act, 1997
- Employment Equality Acts, 1998-2015
- Code of Practice on the Right to Disconnect

4.0 Responsibilities

4.1 Each employee has a responsibility to:

- Make themselves aware of the contents of this policy;
- Co-operate with the implementation of this policy;
- Comply with health and safety requirements;
- Contribute effectively and efficiently to the operations of the College whether working on campus or remotely.

4.2 Those with responsibility for the management of other staff have, in addition, a responsibility to: -

- Maintain communications with employee;
- Ensure employees are aware of what work is expected of them;
- Ensure that the work performance and conduct of employees under their management or supervision is monitored whether staff are working on campus or remotely.

4.3 The Human Resources Office, the Health and Safety Manager and the Information Compliance Office have responsibility for providing appropriate training and guidance to management and staff in relation to the policy and to provide advice to management and staff in relation to the policy where sought.

4.4 *An tUachtarán* and the Executive Team of the College shall be responsible for the implementation of and adherence to this policy.

5.0 Key Principles

5.1 Blended working arrangements must align with the operational and strategic needs of the College.

5.2 Employees must be in a position to carry out all the responsibilities of their role when availing of blended working. Blended working must not be used as a substitute for annual leave or sick leave. While blended working may have benefits for persons with caring responsibilities, any caring responsibilities must take place outside of working time.

5.3 In managing blended working arrangements, the health and safety of staff is of paramount importance. In this regard remote work stations must satisfy the Colleges health and safety requirements.

5.4 The MIC campus in Limerick or in Thurles, as specified in contracts of employment, will continue to be the primary work place for all employees to whom this policy applies. Employee's will, unless approved to work on a blended basis, discharge their full contractual commitment at the location specified in their contract.

5.5 In general, no employee will work remotely all of the time. Staff who are approved for blended working will attend their primary work place:

- On specific days each week as approved, or;

- On a number of days per week or month as approved, and;
- On days as and when required by their line manager e.g. to attend meetings, for training or for key events.

5.6 Approval of a blended working arrangement is specific to an employee in a given role. In the event that the employee is promoted or transferred to another role, the blended working arrangement will cease. The employee may apply for blended working in their new role in accordance with the provisions of this policy.

5.7 With the exception of employees posted to specific roles or assignments abroad, remote working outside of the State will not be facilitated. For the avoidance of doubt, this provision does not preclude staff from attending events outside the state subject to any approval process applicable to such attendance.

5.8 Blended workers will generally have no automatic entitlement to a dedicated or exclusive office space and will be required to avail of shared office spaces as indicated by their Line Manager when required to attend campus.

6.0 Eligibility Criteria

6.1 Staff who wish to have a blended working arrangement will be required to apply for same. Applications will be considered on the basis of the eligibility criteria detailed in this policy. All of the specified eligibility criteria must be satisfied for any blended working arrangement to be approved, none of which may be excluded from consideration.

6.1.1 Business Needs

Supporting the delivery of efficient, high-quality services is of paramount importance. Productivity standards and performance levels will not be compromised to facilitate blended working. The number of employees, and/or the percentage of time, approved to work on a blended basis may be limited based on the assessed impact on business needs.

MIC will consider the impact of the application on:

- the ability to meet the business needs of the College,
- the ability to maintain the required level of service quality,
- team performance and team collaboration,
- operational issues, or other issues related to the College as a whole, and
- cost.

6.1.2 Role Suitability

MIC will consider the suitability of roles for blended working, recognising that not all roles will be suitable for blended working. In this regard the following will be considered:

- requirements to access particular technologies, equipment or data accessible only on-campus,

- requirements for student-facing service delivery on campus,
- performance of tasks that have a high degree of manual work,
- performance of support tasks that must be provided on campus,
- performance of tasks that are more efficiently carried out on campus.

6.1.3 Employee Suitability

An assessment of individual suitability may include, but will not be limited to:

- confirmation that performance standards have been satisfactory,
- satisfactory compliance with time and attendance standards, policy and procedure,
- satisfactory standards of conduct and the status of any disciplinary proceedings.

6.1.3.1 An assessment of employee suitability under this policy should not be a substitute for a performance management process. However, a performance management process that has already been commenced or concluded may be a factor in consideration of an individual's suitability for remote or blended working.

6.1.4 Designated Workstation Requirements

Remote working will only be permitted where the employee has a designated remote workstation which complies with all relevant health and safety requirements.

Applicants for a blended working arrangement must:

- complete the application, declaration and self-assessment form (see Appendices 1 and 2),
- identify a single designated remote workstation which is suitable and meets the health and safety requirements as set out in the Blended Working Policy,
- agree to a risk assessment conducted by or on behalf of the College,
- agree to make no subsequent changes to the workstation without authorisation from the College,
- confirm that they are able to connect to a work computer via their own reliable broadband connection,
- confirm that the workstation allows compliance with data security and applicable confidentiality standards.

7.0 Application Process

7.1 Staff who wish to be considered for blended working must submit an application for same. All applications are subject to an evaluation process based on the eligibility criteria set out in this policy. The approval of any blended working arrangement is at the discretion of management. Blended working is not an automatic entitlement, regardless of any previous remote working arrangement.

7.2 An employee may submit a blended working application for consideration no more than once every 12 months, unless their role changes.

7.3 Requests for blended working arrangements as a reasonable accommodation in the context of equality legislation are dealt with through the Human Resources Office and not through the application process detailed in this policy.

7.4 It is recommended that employees discuss the possibility of blended working with their line manager informally to determine the suitability of a blended working arrangement, having regard to the eligibility criteria, before making a formal application.

7.5 The employee will complete the Blended Working Application Form (appendix 1) and will submit it to their line manager (at HEO grade or higher).

7.6 The line manager (at HEO grade or higher) will review the application and will make a recommendation to approve or refuse the application. The line manager will submit their recommendation to their own line manager (at SEO grade or higher) who will be the approver.

7.7 The approver will decide to approve or refuse the application and will notify the applicant and the applicants line manager of the decision. Approval will be provisional, pending completion of the Self-Assessment Form, and the outcome of the workstation risk assessment.

7.8 Applicants that have provisional approval for blended working will complete the Self-Assessment form and a risk assessment will be arranged. The risk assessment may involve an in-person assessment of the remote workstation by a competent person. Where risks are identified that cannot be mitigated the blended working arrangement will not be approved. An employee whose application is refused may request a review of the decision under section 8.0 of this policy.

8.0 Review

8.1 Where the application is refused, the applicant has a right to request a review of the decision. Requests for review must be made in writing to the Director of Human Resources (or the Vice President for Administration and Finance where the Director of Human Resources is the approver) within 10 working days of the original decision being communicated to the applicant.

8.2 The review will be conducted by a manager of equal or higher grade to the original approver and who was not involved in the original decision. The review will focus on whether the application and decision-making process was appropriate and in line with the Blended Working Policy.

8.3 The manager conducting the review will conclude same within 10 working days of receipt of the request for review and will communicate their decision to the applicant and the original approver in writing.

9.0 Trial Period

9.1 Blended working arrangements are not an entitlement, or term of employment. Such arrangements are not guaranteed on a permanent basis. Rotation of blended working opportunities among employees may be required in order to support employee mobility and career development.

9.2 A blended working arrangement should, in the first instance, be granted for a trial period (in general, no less than three months and no more than six months). The trial period is an opportunity for the employee and the manager to keep in regular contact, to evaluate the success, and ongoing suitability, of the arrangement.

9.3 After the trial period, the suitability of the arrangement should continue to be assessed, through regular feedback conversations. Where performance issues arise, the manager should discuss the issues with the employee as soon as practical, and give them the opportunity to rectify the issue. A record should be kept of such discussions and the agreed outcome.

9.4 A formal review of the blended working arrangements may be initiated by the line manager where concerns about performance, productivity or health and safety have not been satisfactorily addressed through informal discussion. Following formal review, the blended working may continue or continue with specified conditions or be terminated.

10.0 Termination of Blended Working Arrangements

10.1 Blended working arrangements may be terminated by the employee or the line manager or the approving manager following review. Reasonable notice of termination, normally 1 month, will be given, save in circumstances where there is a health and safety risk which warrants immediate termination. In exceptional circumstances shorter or longer notice may be necessary and will be at the discretion of management.

10.2 A blended working arrangement may be terminated to meet organisational needs including new service requirements, team mobility, performance management purposes, poor broadband connectivity, health and safety risks, or where other eligibility criteria are no longer met. Arrangements may also be terminated due to the employee declaration no longer being honoured. Alternatively, an employee's circumstances may change, requiring them to return to working in an office-based environment.

10.3 This policy and its application to any one individual staff member or College wide, is contingent upon annual acceptance by insurers of the College and the terms and conditions specified by insurers for insurance cover to remain valid.

11.0 Provision of Equipment

11.1 Employees availing of blended working will be provided with a laptop, a keyboard, a mouse and a laptop stand (and/or a monitor). Printers will not be provided. All equipment

provided will remain the property of MIC and employees are required to take appropriate care of same. Any equipment provided must be returned on termination of the blended working arrangement, or when requested by the line manager.

11.2 Following the health and safety assessment and approval for blended working, the College will, where it is reasonable to do so and necessary for the employee's work, provide appropriate furniture and equipment. The College reserves the right to audit the remote workstation to ensure compliance with health and safety standards.

12.0 Safety, Health and Welfare at Work

12.1 Employees working from home have a responsibility to take reasonable care of themselves and other people who may be affected by the work they are doing. Employees must:

- Cooperate with their employer and follow their instructions;
- Protect themselves and others from harm during the course of their work, e.g. take care of any equipment provided and report and defects immediately to the employer;
- Report any injury arising from work activity to their employer immediately;
- Follow procedures that have been put in place by their employer.

12.2 Employers have specific duties to ensure the safety, health and welfare at work of all employees. These duties include the employee's workspace where employees work remotely. Key duties that apply to the work activity and workspace include:

- Managing and conducting all work activities to ensure, as far as reasonably practicable, the safety, health and welfare of employees;
- Providing safe systems of work that are planned, organised and maintained;
- Assessing risks and implementing appropriate control measures;
- Providing safe equipment;
- Providing information, instruction, training and supervision regarding safety and health to employees;
- Having plans in place for emergencies.

12.3 The College will engage with employees working from home to ensure that:

- The employee is aware of any specific risks regarding working from home;
- The work activity and the temporary workspace are suitable;
- Suitable equipment is provided to enable the work to be done;
- There is a pre-arranged means of contact.

12.4 Staff working from home should have good internet connectivity and should have a workspace with suitable light, heat and ventilation. The workspace should be kept tidy and the floor should be clean, dry and free from slip, trip and fall hazards. The workspace should have adequate power sockets located to avoid trailing cables and overloading of sockets.

12.5 As part of the blended working application process applicants will be required to complete and return a “Remote Work Self-Assessment Form” (appendix 2). The purpose of this assessment is to identify and address the health and safety issues arising from working remotely. A follow up risk assessment will be conducted by a competent person to confirm the remote work station meets acceptable health and safety standards.

12.6 Staff should, in general, work the hours they are contracted to work and, in any event, should not exceed the maximum hours of work allowable (48 hours per week) under the Organisation of Working Time Act. Managers should monitor the working hours of staff in this regard.

12.7 Staff should take appropriate breaks during the working day. By law staff are entitled to a 30-minute break where the working day exceeds 6 hours. In total, by law, staff should receive at least 30 minutes, during the working day, 11 hours daily rest and 24 hours weekly rest. Any staff member who does not receive these breaks should inform their line manager within 7 days.

13.0 Data Protection

13.1 Under GDPR companies must have appropriate technical and organisational measures in place to ensure that personal data is kept secure and extends to both electronic and hard copy personal data. The scope also includes those working remotely.

13.2. The Information Compliance Office will issue regular information and reminders in relation to data protection and will arrange training for staff as required.

13.3 The Data Protection Commission has issued guidance on keeping personal data safe when working away from the office and the following should be noted:

13.3.1 Devices

- Take extra care that devices, such as USBs, phones, laptops, or tablets, are not lost or misplaced.
- Make sure that any device has the necessary updates, such as operating system updates (like iOS or android) and software/antivirus updates.
- Ensure computers, laptops, or devices, are used in a safe location, for example where the user can keep sight of it and minimise who else can view the screen, particularly if working with sensitive personal data.
- Lock devices when unattended for any reason.
- Make sure devices are turned off, locked, or stored carefully when not in use.
- Use effective access controls (such as multi-factor authentication and strong passwords) and, where available, encryption to restrict access to the device, and to reduce the risk if a device is stolen or misplaced.
- When a college device is lost or stolen, the user should contact ICThehelpdesk@mic.ul.ie immediately.

13.3.2 Emails

- Follow the MIC ICT Security Policy (PGP87) around the use of email.
- Use work email accounts rather than personal ones for work-related emails involving personal data
- Before sending an email, ensure it is addressed to the correct recipient. When sending emails involving large amounts of personal data or sensitive personal data make sure contents and attachments are encrypted and avoid using personal or confidential data in subject lines.

13.3.3 Cloud and Network Access

- Where possible only use MIC trusted networks or cloud services complying with the rules and procedures about cloud or network access, login and, data sharing set out in college policies.
- If users are working without cloud or network access, ensure any locally stored data is adequately backed up in a secure manner.

13.3.4 Paper Records

- It's important to remember that data protection applies to not only electronically stored or processed data, but also personal data in manual form (such as paper records) where it is, or is intended to be, part of a filing system.
- Where working remotely with paper records, steps must be taken to ensure the security and confidentiality of these records, such as by keeping them locked in a filing cabinet or drawer when not in use, retaining them securely until the facilities in the college are available.
- If dealing with records that contain special categories of personal data (e.g. health data) extra care should be taken to ensure their security and confidentiality, and such records should only be removed from a secure location where it is strictly necessary to carry out work.
- Where possible, a written record of which records and files have been taken home should be kept, in order to maintain good data access and governance practices.

14.0 Remote Working Expenses

14.1 The Department of Public Expenditure and Reform has advised that public service employers are not authorised to pay employees an allowance for remote working.

14.2. The Revenue Commissioners have issued guidance on e-working and available tax reliefs. This guidance is available at:

<https://www.revenue.ie/en/tax-professionals/tdm/income-tax-capital-gains-tax-corporation-tax/part-05/05-02-13.pdf>

14.3 Staff can continue to claim reimbursement of work-related expenses including travel and subsistence and for work related phone calls made from the employee's personal phone through the Agresso system. Employees cannot claim travel expenses for journeys between their home and their designated campus.

15.0 Insurance

15.1 MIC insurance policies extend to cover MIC property while in temporary use in an employee's home. Insurance cover only applies to MIC equipment and does not extend to any personal items owned by the staff member regardless of whether used for work purposes or not.

15.2 MIC Employers Liability cover extends to staff members working remotely. It is assumed that the remote work is of a clerical/academic nature and that there are no meetings at or visitors to the staff member's private home for work purposes.

15.3 Staff members are advised to check with their contents insurance provider and mortgage lender, if appropriate, to ensure that home working does not invalidate the terms and conditions of their policy.

15.4 All accidents and incidents related to home working must be reported to the staff member's manager immediately and an official Incident form completed.

16.0 Audit and Evaluation

16.1 This policy will be reviewed and updated as required. The Director of Human Resources will initiate the review.

17.0 Appendices

Appendix 1 - Blended Working Application Form

Application Form for Blended Working

Part 1. Applicant Details

Name	
Department	
e-mail address	

Part 2. Application

2.1 Role Suitability

Are you required in your current role to access particular technologies, equipment or data accessible only on campus?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Does your role require in person contact with students or visitors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Does your role entail work that can only be carried out on campus such as manual work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If you answered “yes” to any of the above how best would you describe the frequency or demand for the type of duties that require on campus attendance?	Daily/Regular <input type="checkbox"/> Unplanned <input type="checkbox"/> Planned <input type="checkbox"/>
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Any further relevant information:	
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2.2 Employee Suitability

Are you currently on probation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Are you currently the subject of an ongoing disciplinary process or do you have a live record of disciplinary action?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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2.3 Workstation Suitability

Do you have a suitable workstation in your home which has sufficient space for a desk and suitable chair, sufficient lighting and ventilation, is not accessed by other householders (including pets) during working hours and which in your opinion is suitable for remote working?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Does your proposed remote workstation have a reliable broadband connection?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Does your proposed remote workstation allow compliance with data security and applicable confidentiality standards?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Proposed blended working pattern	Remote working on specified days each week <input type="checkbox"/> Specify days:
	Remote working on unspecified days each week <input type="checkbox"/> Number of days:
	Attendance on campus as necessary <input type="checkbox"/>
	Other: <input type="checkbox"/> Please provide details:

Note: the recommending line manager may at their discretion, request the applicant to provide details in writing addressing any questions or concerns the recommending line manager may have with regard to the discharge of specific or general duties of the applicant in the event that blended working is approved.

Applicant Declaration

I confirm that:

- I have read, understand and accept the Blended Working Policy.
- I have discussed my request for blended working with my manager and I have completed the Application Form based upon that discussion. The information included in the Application Form is true and accurate, and reflects the discussion with my manager.
- I have discussed and understand the expectations regarding my goals, role and performance indicators when working remotely and in the office.
- I will inform the HR Office where there is a change in circumstances impacting eligibility criteria, including any change to my role, performance or location of the designated workstation.
- I have identified a single designated remote workstation and I understand this will need to meet all health and safety requirements as set out in the Blended Working Policy.
- I will complete the Health and Safety Self-Assessment Form before commencing blended working and provide a copy to the Health and Safety Manager.
- I will cooperate with any risk assessment, or other employer requirements, to ensure health and safety at work, taking reasonable care of myself and other people who may be affected by the work I am doing.
- I will not make any changes to my workstation without authorisation from my manager.

- I will report any work related incident to the Health and Safety Manager in line with organisational procedures and participate in/comply with any subsequent investigations.
- My workstation allows compliance with data security and applicable confidentiality standards.
- I will continue to comply with all of my obligations as an employee of MIC, including all legislative obligations, and remain bound by all relevant organisational policies and procedures.
- I agree that blended working is granted to me, in the first instance, on a trial basis, after which a decision will be made as to whether to continue the arrangement.
- I can connect to a work computer via my own reliable broadband connection and power supply.
- I will be contactable by phone, email or other established method during regular hours and be available for online conference calls.
- My designated campus remains the primary place of work, my pattern of attendance may change, and I may be required to attend on any work day, as and when required in line with business needs.
- My working hours will not change, unless agreed with my manager.
- My existing terms and conditions of employment continue to apply when I am availing of a blended working arrangement, whether I am working remotely or in the work premises/ office. I continue to be bound by the same standards and behaviours whether working in the office, or remotely.
- I will have no automatic right to a dedicated workstation when attending the office / work premises, unless access to specialist equipment or special provisions are required in the workplace.
- I will not use my home for in-person work related meetings.
- I will not work remotely outside of Ireland, except where my role requires it as part of my official duties.
- I agree that blended working is not an entitlement, or term of employment. The arrangement may be terminated at any time, on reasonable notice.
- Blended working must not be used as a substitute for annual leave or sick leave. I agree that any caring responsibilities must take place outside of working time.
- I agree that future promotion/transfer/mobility opportunities will impact on blended working arrangements and a new application will have to be raised on assignment to a new position.
- I will return all MIC equipment/property upon ceasing the blended working arrangement, or upon request by MIC.

Applicant Signature: _____

Date: _____

Part 3. Line Manager Recommendation

Note: where the applicants line manager is not at HEO grade or higher, the recommendation will be made by the next manager in the reporting line who is at HEO grade or higher.

Are you satisfied that the applicants work performance, productivity and general conduct, including time keeping, is of an expected and acceptable standard and is compatible with remote working?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If “no” have these matters been discussed with the applicant and have they been made aware of the standards expected of them?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Having discussed the application with the applicant, are you satisfied that the proposed remoted working pattern is compatible with <u>all</u> of the duties and responsibilities of the applicant’s post being discharged without any loss of efficiency or productivity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If “no” please provide details:	

Do you recommend approval of the blended working pattern proposed by the applicant or an alternative blended working pattern?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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<p>If alternative blended working pattern is proposed please specify.</p> <p><i>Note: any alternative blended working pattern should be discussed with the applicant.</i></p>	<p>Remote working on specified days each week <input type="checkbox"/></p> <p>Specify days:</p> <p>Remote working on unspecified days each week <input type="checkbox"/></p> <p>Number of days:</p> <p>Attendance on campus as necessary <input type="checkbox"/></p> <p>Other: <input type="checkbox"/></p> <p>Please provide details:</p>
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<p>If “no” please indicate the reason for your decision</p>	<p>Employee suitability criteria not met</p> <p><input type="checkbox"/> Adverse impact on business needs</p> <p><input type="checkbox"/></p> <p>Adverse impact on service quality</p> <p><input type="checkbox"/></p> <p>Adverse impact on team performance and team collaboration</p> <p><input type="checkbox"/></p> <p>Other operational issues</p> <p><input type="checkbox"/></p>
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	The extent of blended working arrangements already in place <input type="checkbox"/>
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Recommending Manager Signature: _____

Date: _____

Part 4. Approving Manager Decision

Do you approve the blended working pattern proposed by the recommending manager, subject to satisfactory health and safety assessment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If “no” please indicate the reason for your decision	Employee suitability criteria not met
	<input type="checkbox"/> Adverse impact on business needs
	<input type="checkbox"/>
	Adverse impact on service quality
	<input type="checkbox"/>
	Adverse impact on team performance and team collaboration
<input type="checkbox"/>	
Other operational issues	
<input type="checkbox"/>	
The extent of blended working arrangements already in place	
<input type="checkbox"/>	

Approving Manager Signature: _____

Date: _____

Appendix 2

Remote Work Self-Assessment Form

Name of Remote Worker:	Address; Contact number
Work Activity:	Date:
Name of Assessor:	Date of next Review:

General Working Environment	Yes/No		Done?
1. Environment			
Does the employee have sufficient light for the tasks they are undertaking?			
Do lighting or windows cause glare on their monitor?			
If glare, are curtains/blinds provided?			
Heating and Ventilation acceptable?			
2. Electrical			
To the best of the employee's knowledge is the fixed electrical system in good condition? (e.g. no damaged sockets or wiring)			
Are there sufficient numbers of sockets to prevent overloading?			
Are visual checks of electrical equipment to identify any faults such as worn or damaged leads or plugs undertaken regularly?			

General Working Environment	Yes/No		Done?
3. Fire			

Are flammable materials and ignition sources kept to a minimum?			
Has the staff member identified what they will do in the event of a fire? (The escape route should be planned and what they would do if the escape route was blocked with fire/smoke)			
Is there a smoke detector or fire alarm that is regularly checked?			
To the best of the employees knowledge are there any faults on existing electrical equipment?			
4. Workspace and storage			
Is there enough space for the employee to work comfortably?			
Does the work area provide enough privacy and freedom from disturbances?			
Does the employee have enough storage space?			
Is there adequate segregation from non-workers (e.g. children, other occupiers)?			
Are there any slip or trip hazards?			
5. Miscellaneous			
Are there any concerns about managing working hours, workload or work-life balance?			
Is the employee aware of how to get help on using computers or other equipment?			

Does the employee have to carry out significant manual handling?			
Are there any security concerns?			
Are there any other concerns? Please specify.			
General Working Environment	Yes/No		Done?
3. Workstation and Computer Use			
Does the employee know how to set up the workstation and chair for safe use?			
Is the screen clear, readable and flicker free?			
Are the brightness and contrast adjustable and does the employee know how to adjust them?			
Are the employee's eyes level with the top of the screen?			
Is the keyboard tiltable and is there space in front of it to rest hands when not typing?			
Are the screen, computer and keyboard kept clean?			
Is the chair adjustable and has it been adjusted to suit the employee needs?			
Does the employee need a footrest? Are the feet not flat on the floor when the chair is adjusted to the right height for typing?			
Is there enough legroom for free movement?			
Are equipment and papers within easy			

reach?			
Is there space on the desk for work?			
Is the mouse or input device suitable			
Does the employee take adequate breaks from computer work?			
When using the computer, does the employee get aches, pains, tingling or pins and needles in the hands, arms, shoulders, neck or back?			
General Working Environment	Yes/No		Done?
Do the symptoms persist after the employee has stopped working on the computer?			
Does the employee regularly suffer from blurred/poor vision, red/sore/dry eyes or headaches while using the computer?			
Has a VDU test been provided? When?			
7. Laptops			
Does the employee need a screen, keyboard, mouse or docking station? (These will be needed if the employee is using the laptop regularly for long periods)			
Is the employee over-reliant on handheld devices or smartphones for written communication? Do they need a full-size laptop or desk computer?			

Are there any other concerns? (Please specify)			
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Additional Comments:

Version Control

Revision	Document History	Next Review	Reviewed By ET	Approved By UR
0	Initial Release		May 2022	November 2022
1		November 2027		