

## Working From Home Guidance

At Alan Boswell Risk Management (ABRM) we recognise that all companies have been facing, and continue to face, incredibly complex challenges. More than ever, the importance of applying sensible risk management principles is essential and our series of fact-sheets aim to provide relevant guidance in light of the current COVID-19 situation.

Further, we would like to extend access to our risk management helpline to all our insured clients during this period to, hopefully, provide additional support during these difficult times.

**Please do not hesitate to get in touch if you require any assistance.**

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### Working from home

Many people will now be set up and working from home and this could continue for some time. Consideration should be given to health and safety of employees and suitable controls put in place.

### Display Screen Equipment (DSE)

For any regular DSE user, the workstation must be assessed. Clearly, during this unprecedented time a sensible approach to this is required. A suitable workstation and chair is a must and additional equipment, such as a monitor stand or footrest, may be necessary.

Providing all home-working employees with the relevant information on how to carry out their own DSE assessment is the easiest way to ensure you meet legal guidelines to provide a safe work area. The HSE have provided a workstation set-up video which can be found [here](#).

Of the work equipment used at home, employers are only responsible for equipment supplied. Though it isn't possible to be wholly responsible for electrical equipment in an employee's home, equipment supplied does need to be inspected and maintained.

### Stress/mental wellbeing

At this time we must ensure that mental health is taken into consideration. Forging close bonds with co-workers is beneficial to our mental health and employees need to be made aware that home working can lead to limited social contact resulting in a feeling of isolation.

Practical ways employers can achieve this could include having regular meetings with management (via telephone or Skype), arranging access to helplines and advice, online meetings and setting up contact groups.

Putting in place clear, consistent management systems will reduce the risks home workers face, but it is only through regular monitoring that you can be sure risks are being controlled adequately.



For further advice or support please contact ABRM on 01603 967900, email [riskmanagement@alanboswell.com](mailto:riskmanagement@alanboswell.com) or speak to your usual account executive