

CAST COMMERCIAL ACUMEN LIMITED

Working from Home Health & Safety Policy

1. Introduction

1.1. Cast Commercial Acumen Limited (“the Company”) recognises and accepts its responsibilities to its employees under the Health and Safety at Work etc. Act 1974, and its underlying regulations:

- Management of Health and Safety at Work Regulations 1999.
- Workplace (Health Safety & Welfare) Regulations 1992.
- Health and Safety, (Display Screen Equipment) Regulations 1992.
- Manual Handling Operations Regulations 1992.
- Provision and Use of Work Equipment Regulations 1998.
- Personal Protective Equipment Regulations 1992 (as amended).

and any other regulations which may apply.

1.2. The Company accepts its duty of care to the employee extends to the employee's home, and will ensure so far as reasonably practicable:

1.2.1. the provision of such IT or other equipment as is necessary for the employee to carry out their work from home. Such equipment may include desktop/laptop/tablet/monitors along with ancillary equipment such as keyboards or mice, as well as printers or copiers as needed. The Company will ensure any equipment supplied by the Company is maintained in accordance with industry or manufacturer recommendations.

1.2.2. the provision of any furniture that is necessary for the employee to work at home in a safe and healthy manner. Such furniture may include an office chair and, where practicable, an office desk.

1.2.3. the Company will carry out, or arrange to have carried out, an assessment of the working area and will provide equipment such as wrist supports or footrests, as needed.

1.2.4. the provision of support from line managers or mental health professionals, as necessary, to ensure the ongoing mental welfare of employees working from home.

1.2.5. the provision of adequate information, instruction and, where necessary, training to prevent accidents or work-related ill health.

2. General Health and Safety

2.1. The overall responsibility for health and safety within the Company lies with Clayton John Ainger who has day to day responsibility for managing health and safety which includes staff members who work remotely.

- 2.2. The Company will ensure, so far as reasonably practicable, that all employees working from home have daily contact with their line manager.
- 2.3. The Company will appoint an emergency mental health contact for the employee.
- 2.4. The Company will ensure, so far as is reasonably practicable, that the employee has a suitable area at home where they can work, and it is set up to an adequate standard to suit the work carried out by the employee.

3. Employee's Duties

- 3.1. Where reasonable, the employee will ensure that any parts of their home designated as 'work' areas are maintained to professional standards.
- 3.2. If any part of the employee's home is to be used for client/customer interfacing, the company may require (at its discretion) that specified areas are used solely for company business. It will be the responsibility of the employee to ensure the health and safety of any 'work' visitors.
- 3.3. The employee must take reasonable steps to ensure their own health and safety and that of their family members or visitors.
- 3.4. The employee must ensure that any equipment/tools or appliances supplied by the Company are not used or left in any location that may cause harm or injury to the employee or any family members or visitors.
- 3.5. The employee must work according to any instructions or training given to them by their employer, including taking breaks or rest periods.
- 3.6. If equipment or appliances are supplied by the Company, the employee must not interfere with or misuse them.
- 3.7. The employee is to use any safety equipment or aids as provided. The employee must contact their line manager if they feel any safety equipment or aids provided are not suitable.
- 3.8. The employee must inform their employer if they feel their mental health is being adversely affected by any aspect of working from home.
- 3.9. If any part of the working area becomes unsuitable because of a change in the employee's domestic circumstances, he/she must inform their line manager as soon as reasonably practicable.
- 3.10. The employee is to ensure, so far as reasonably practicable, that all electrical fittings, including extension leads, are in good condition at all times.

This policy will be reviewed annually, or as necessary, to be compliant with any changing legislation.

Employee Name: <<Insert Full Name>>

Date: <<Date>>


Signature:

Line Manager: <<Insert Full Name>>
Position:
Date: <<Date>>
Signature:

Policy Review and Implementation

This Policy will be updated as necessary to reflect current best practice, official guidance, and in line with current legislation.

This Policy shall be deemed effective as of 13th April 2023. No part of this Policy shall have retroactive effect and shall thus apply only to matters occurring on or after this date.

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Approved by:	Clayton John Ainger
Signature:	

This Working from Home Health & Safety Policy is not contractual and may be varied by Cast Commercial Acumen Limited at any time.