

# Homeworking and Future Ways of Working Checklist

Please find below a suggested set of questions that a line manager should cover when having conversations with their individual team members regarding homeworking and any future ways of working.

\*Please ensure that the manager's briefing has been read before this discussion takes place and is used to set the context

## 1. Ensuring Staff's Well-Being

- How are you finding homeworking and feeling currently?
- Do you have any concerns that the individual would like to raise?
- Have you or family members had any symptoms of Covid-19? would you be interested in receiving the antibody testing?
- Do you know where to access support?
- Do you have any caring responsibilities that have been affected by Covid 19 and working from home and do you have concerns regarding this going forwards?
- Are you managing to take leave and what leave do you have remaining, agree a timeframe within which it should be taken?

## 2. Homeworking

- Are you having any difficulties working from home?
- What equipment have you got at home, and do you need anything else?  
*(If screens, docking stations, laptops etc. can we ensure they collate asset numbers as this will help Business Managers reconcile their asset lists)*
- What equipment if any did you take home from your usual office? Is everything registered with the Business Manager?  
*(If screens, docking stations, laptops etc. can we ensure they collate asset numbers as this will help Business Managers reconcile their asset lists)*
- Are you ensuring you are taking regular breaks away from your work station?
- How are you managing communications / team meetings?
- Have you had sufficient training in using home working software?

- Have you carried out a DSE risk assessment on your homeworking session? If yes what outcomes has that given you that need to be discussed If not, you will need to do one to ensure you are set up appropriately.
- Do you have any needs related to a disability or Long-term health Condition (including reasonable adjustments) that we need to review now you are mainly working from home rather than the office
- Do you have any specific urgent environmental or emotional wellbeing issues that you would like considered in that would require you to go back to an office environment for some of the time sooner than September?

### **3. When office working becomes available**

- Do you have any preference regarding working from home or returning to the office, or some form of split?
- Would you have any difficulties working in a location other than your current base?
- Would you be able to work staggered working hours if required?
- How do you travel to work and do you have any concerns about this?
- If you were to return to the office do you for see any potential barriers to you returning or would you have any concerns/limitations/health concerns/ disabilities that would prevent you doing so?

If you are BAME, shielded, pregnant or in a vulnerable category there will be a separate discussion with you to carry out a specific risk assessment to determine whether it is suitable for you to return to a work place.

### **4. Workload**

- What does your current workload feel like? Too much, too little, just right?
- Are you fully occupied on Covid related activities or have you now moved onto other work?  
How has your role changed over the pandemic?
- Are you clear about your direction and objectives?