



Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire
Átha Cliath agus Dhún Laoghaire Education and Training Board

REMOTE WORKING POLICY

Version:

Date ratified by DDLETB Senior Management Team:

Date noted by DDLETB Board of Management:

Signed: _____ (CEO)

Uploaded to DDLETB Intranet ☐

English and Irish versions uploaded to DDLETD Website: Yes: ☐ No: ☐

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Summary

This policy outlines the procedure for an employee to request a remote working arrangement. It also sets out the conditions and requirements for agreed remote working arrangements. DDLETB recognises that an improved work-life balance can enhance staff motivation, performance and productivity. However, the majority of our employees are engaged in the direct provision of education, training and support to learners and therefore remote working may not be appropriate for such staff.

Employees may be requested to work remotely in response to exceptional circumstances.

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1. Introduction

The purpose of DDLETB is to provide the best possible education and training to adults, young people and children in our catchment area. All policies in DDLETB are designed to support our purpose and to take account of the wellbeing of our staff. This remote working policy recognises that an improved work-life balance can enhance staff motivation, performance and productivity. DDLETB seeks to support its employees achieve a better balance between work and personal commitments. We will make every reasonable effort to accommodate remote working requests, taking into account the needs of the business as well as individual needs. However, the majority of our employees are engaged in the direct provision of education, training and support to learners and therefore remote working may not be appropriate for such staff.

This remote working policy outlines the procedure for an employee to request a flexible working arrangement. It also sets out the procedure for agreed remote working arrangements.

Any request for a flexible working arrangement shall be considered by the ETB in a fair and transparent manner in line with this policy. If the request is granted, the ETB will agree a formal written flexible working arrangement with the employee. The document will outline the conditions governing their remote working arrangement, the responsibilities of the ETB and the employee as well as any governance controls or measures required for this working arrangement.

The employee's existing obligations under their contract of employment remain unaltered, in particular

- the exclusivity of their employment with the ETB
- their hours of work and appointment to the ETB scheme as a whole which means they may be assigned to any of the ETB's schools/centres/services, as circumstances require.

Neither this policy nor any agreed remote working arrangement confers, or is intended to confer, any legal or contractual entitlement on an employee to work remotely. The ETB reserves the right to refuse, modify or terminate any remote working arrangement.

All DDLETB's policies and procedures apply equally to any employee on a remote working arrangement.

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2. Scope

This policy applies to staff who meet the eligibility criteria set out further in this document. DDLETB recognises that remote working arrangements will not be appropriate/possible for all roles. Requests for remote working will be agreed on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working pattern.

When considering requests for remote working, the ETB will consider a number of factors including, but not limited to, the following:

- The suitability of the role for the remote working arrangement selected
- Eligibility requirements
- The skillset and ability of the individual
- The impact and effect of the proposed arrangement on learners
- The impact and effect of the proposed arrangement on other staff
- The need for, and effect on, supervision
- Existing flexible working arrangements
- Availability of staff resources
- Whether it is a request for a reasonable adjustment related to a disability/illness
- Health and safety issues
- FET Blended Learning Policy (Under development.)

3. Definitions

For the purposes of this policy, the following definitions shall apply to

‘Remote Working’ - work performed by an employee at a location outside their normal/default work base location either in the home or other agreed office location which involves the electronic access to, processing and/or storage of the ETB’s software, systems and information/data.

‘Remote working arrangement’ – a formal, written agreement between the ETB and the employee that governs the remote work performed by an employee at a designated workspace within his/her home or other agreed office location or premises of the ETB that are geographically near an employee’s home. Such agreement will outline the conditions applicable to the remote working arrangement, the responsibilities of the ETB and the employee, and the risks associated with remote work and the controls and measures required.

‘Requester’- an employee who applies for a remote working arrangement and has submitted a remote working arrangement application form to their line manager and the Human Resources (HR) Department.

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4. Eligibility

An employee is eligible to submit a remote working arrangement for consideration if they satisfy the criteria outlined below:

- The suitability of role for the particular remote working arrangement (as mentioned above, the majority of roles within DDLETB are not suited to remote working as they involve the direct face-to-face delivery of education, training and/or support services etc. to learners)
- A minimum service requirement of 6 months
- Successful completion of the probationary period
- A clear disciplinary record
- A satisfactory work performance/output with quality and quantity levels that meet or exceed expectation.

5. Application process for remote working

It is at the ETB's discretion when the applications are opened for remote working each year. It is expected that all flexible work arrangements should have similar application dates, calendar year or academic year depending on sector, to allow management to take fully informed decisions.

All remote working locations must be subject to risk assessment which must be completed by the employee when making his/her application. Employees should complete the remote working request form and Health and Safety (H&S) assessment checklist and send it to their manager ensuring they provide all relevant details and complete all relevant sections. Failure to provide adequate details in the remote working request form may result in their application being rejected. The form and checklist must be supported and signed off by their manager before issuing it to the HR Department.

The weekly fixed number of days or entitlement for remote working arrangements that may be granted are 1 day (20%), 2 days (40%) or 3 days (60%) of a fulltime working week. An initial trial period of three months must be undertaken. All employees will be obliged to engage with their work base location in accordance with the schedule set out by their manager.

Once the completed remote working request application form and checklist is received, the ETB will assess the viability of the proposed remote working arrangement, factoring in the needs of the employee and the ETB. It is proposed that the application risk assessment may be reviewed by a suitably qualified nominee or

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independent contractor (an assessor) within 28 days of the ETB receiving the application request. This time limit may be extended by agreement of both parties.

As part of the consideration for any remote working applications, the assessor may request additional information and may require such assessments and reports to be conducted as considered necessary. These may include, but are not limited to:

- A risk assessment of the designated workspace in the home
- IT assessment of the designated workspace in the home.

If an employee suffers from any medical issue that may influence remote working and/or impacts his/her fitness to work alone, then the employee may be requested to provide medical evidence that he/she is fit to work alone and provide details of any special accommodations required to facilitate same. The ETB reserves the right to require the requester to attend the ETB's Occupational Health Specialist. The outcome of the report may form part of the considerations of a request for remote working.

If the employee fails to attend a meeting and fails to attend a re-arranged meeting without good reason, their application for remote working will be deemed to be withdrawn.

6. Responding to a remote working request

Each request will be considered on a case-by-case basis factoring in the criteria set out in this policy. The employee will be informed in writing of the ETB's decision as soon as is reasonable, but no later than 28 days after receipt of the application except where agreed between the parties.

The request may be granted in full, in part or refused. The ETB may propose any of the following:

- A modified version of the request
- It may be granted on a temporary basis.

If the request is agreed, the employee will be sent a confirmation agreement letter which must be signed by the employee. The remote working agreement will include

- details of the agreed remote working arrangement
- matters to be attended to by the employee
- an envisaged start date.

A trial period will be applied to assess the suitability of the remote working arrangement.

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7. Right to appeal the decision

The employee may appeal the decision if their request for remote working is refused. This must be made in writing within 7 days to the manager's manager and they must clearly state the grounds on which they are appealing the decision. The appeal will be heard within 14 days. The employee will then be informed of the outcome to their appeal within 14 days of the appeal meeting. The decision made on the appeal will be final.

8. Trialling the remote working arrangement

Every remote working arrangement is subject to an initial trial period of three months, thereafter they can be agreed for a twelve month period. The trial period will allow sufficient time for the employee and the ETB to implement and see how the remote working practice operates. A review meeting will take place once the trial period has ended.

This meeting will explore either the need to extend the original trial period, the necessity to cease the arrangement or the viability of the arrangement. Once an agreement has been made, the employee will be required to sign the agreement.

The ETB reserves the right, at the end of the agreed trial period, to require the employee to revert to their previous working arrangement.

9. Procedure for agreed remote working arrangements

Once an application has been agreed for remote working, a risk assessment may be conducted on the designated workspace in the home or other agreed office location prior to the start of the remote working arrangement.

The employee's existing obligations under their contract of employment remain unaltered and the ETB's employment policies and procedures equally apply to an approved remote working arrangement. An employee's failure to adhere to applicable practices, policies and procedures may result in a remote working arrangement being terminated.

Employees on a remote working arrangement should not use it to fulfil other personal responsibilities such as caring for a dependant/child or other non-work related responsibilities.

Employees on remote working are expected to fulfil their standard daily and weekly hours only and there is no facility for flexi-time.

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On an exceptional basis, where business needs require it and where requested by the line manager, time in lieu may be granted in respect of additional hours worked by the employee. The employee must keep a record of the hours worked and submit same to the line manager who will decide for the time to be notified to HR.

Any special conditions or measures required to facilitate remote work will be detailed in the remote working arrangement. Adherence to such essential conditions and the successful implementation of required measures are fundamental. Therefore, any failures in this regard may result in a work arrangement being terminated.

10. Requirements covered in formal remote working arrangements

The formal arrangement for remote working will cover a range of requirements which are outlined below.

10.1 Frequency and duration of remote work

The agreement will set out the commencement date and detail, the frequency and agreed days for remote working. The employee will be required to attend the ETB's office/centre on the remaining days or other location as specified by the ETB.

All remote work arrangements will be subject to a formal annual review.

10.2 Consent to enter employee premises

The employee agrees to give the ETB right of access to their home upon reasonable notice of at least 3 days or other by agreement in a remote working arrangement for the following purposes:

- To inspect the working environment to assess its suitability for health and safety purposes.
- To inspect, install and/or make periodic checks to ensure the proper security arrangements for electronic and physical data.
- To collect files, DDLETB equipment or re-allocate work to colleagues in the event of long-term sick leave or some other extended absence.

10.3 Availability and communication requirements

The employee is reminded of the increased importance of communication around availability and accessibility and should follow these in line with organisational practices, in particular their availability on their calendar.

The employee will liaise with his/her manager to agree regular, 'in-office' days when the employee will be based in the ETB office/centres and be available for team and other meetings. The employee and his/her manager must establish clear expectations for response times for all parties and agreed appropriate communication methods via

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the ETB channels e.g. email/phone/Microsoft Teams. Employees must provide a suitable headshot image for use on their Microsoft Profile.

10.4 Absence Management

All absences should be notified in line with ETB absence management policy/circulars and recorded on the CorePortal. All leave application/reporting will continue to operate as normal without being impacted by the remote working arrangement. Employees who are remote working are deemed to be at work. Therefore, application and reporting processes remain unchanged.

Working remotely is marked as time in work. It cannot be used in conjunction with or to replace other leave arrangements.

During an absence, the employee must make arrangements to have his/her calls diverted to voicemail/department and set up his/her out of office message.

10.5 Time and attendance

Employees who are on a clocking system must clock in/out on the CorePortal system to record his/her working hours and leave.

10.6 Availability of Suitable and Safe Remote Workspace

For a remote working arrangement to operate effectively, a single, specific workspace must be available and designated in the home. To ensure this the following considerations will apply:

- Operational
- Health and Safety
- Security & Data Protection.

Employees are responsible for the management of their workspace.

10.7 Operational considerations

The remote work office must have sufficient space to allow the employee to give his/her full effort and attention to the performance of his/her duties during working hours. The environment must be free of noise and distraction.

The remote work office must be suitably equipped and configured to enable the employee to perform his/her role and duties effectively and will typically need to be equipped with the following:

- desk
- chair
- shelving/filing (if applicable)
- secure storage

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- suitable lighting and heat
- computer/laptop
- telephone
- adequate and reliable internet access.

Where a remote working arrangement is agreed, the equipment to be provided will be discussed with each employee prior to the commencement of the remote working arrangement on a case by case basis. DDLETB is not responsible for providing furniture in a remote working home office. All employees receiving ICT equipment must sign the DDLETB Loan Agreement.

The employee will take reasonable care of any ETB property within his/her possession and arrange for its secure storage. As per the employee's contractual terms, he/she agrees to return and/or facilitate the return of the ETB's equipment and materials when requested, upon the termination of the remote working arrangement and/or the employee's employment. The ETB may request the return of its property to facilitate the inspection, maintenance and repair as required or upon the termination of the remote working arrangement and/or the employee's employment. The employee must return and/or facilitate the return of the ETB's equipment and materials within 5 days of receiving a request from the ETB.

The employee will be required to ensure that an adequate and consistent internet connection is available in the remote work office that is sufficient for the employee to perform his/her role and duties. The ETB's IT Department may need to assess and verify the internet/network connection in a remote work office to determine its suitability.

10.8 Health and Safety

A remote working arrangement will only be facilitated on the basis that the designated workspace is a suitable work environment which allows the ETB and employee to fulfil their corresponding obligations under the Safety, Health and Welfare at Work Act 2005. This includes particular cognisance of the Display Screen Regulations and the minimum requirements detailed in [Schedule 4, Regulation 72](#) that govern an employee working in a home or other agreed office location.

The ETB is cognisant of measures to meet their obligations, as far as is reasonably practicable, to provide a safe place and safe system of work. An employee performing remote work is also responsible for their part in the provision of a safe place of work and is responsible for their own health and safety and that of others.

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The employee will use equipment properly and as instructed. They will co-operate with the ETB on all health and safety matters, attend any training sessions, and report any suspected health and safety defects or issues including any work-related stress issues.

10.9 Accident and incident reporting

Employees are, as with all ETB policies, reminded of the continued importance of reporting any incident or near misses that occur which relate to their remote working arrangement. They should follow the procedure outlined in the ETB's [Accident and Incident Reporting](#) protocol and report accidents/incidents to insurances@ddletb.ie (Extranet access required).

10.10 Security and data protection

Employees are, as with all ETB policies, reminded of the continued and heightened importance of data protection and privacy rights while working remotely. Of particular importance are the policies outlined in the ETB's Data Protection, IT, E-mail and social media policies that relate to ICT usage and documentation storage.

The IT Department may need to assess the employee's access, storage and back-up requirements and make recommendations to ensure that such measures implemented are appropriate for a remote working arrangement. These measures may include, but are not limited to, the following:

- Commitment to adhere to IT/data protection protocols, policies and procedures when working remotely.
- Additional IT training on data protection and IT security.
- Maintenance of secure passwords and commitment to never sharing user accounts, passwords or credentials with anyone else.
- Reasonable care to prevent the loss or theft of mobile devices, laptops and associated IT equipment etc. and prevent any unauthorised access to data or systems including paper-based documents.
- Report of any loss or theft of mobile devices, laptops and associated IT Equipment etc. to the IT Department & insurances@ddletb.ie.
- Maintenance of strict confidentiality of all data and correspondence, both electronic and manual.

10.11 Performance management

The ETB must monitor and manage the performance of all of its employees effectively including those who are working remotely from a remote work office/home. In the case of an employee performing remote work, the ETB's line of sight will differ and may be more limited than for office-based staff.

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Prior to the commencement of any remote working arrangement, an employee and his/her manager must agree and implement a suitable process for managing and monitoring the employee's performance and productivity as well as measuring the effectiveness of the remote working arrangement. The employee and manager must agree specific effectiveness criteria and/or measurements and feedback mechanisms. These must be clearly specified in the agreement for remote working.

10.12 Meetings

Employees on a remote working arrangement must not use their own home to meet with learners, clients, colleagues or stakeholders nor should they give out their home address or personal telephone number.

10.13 Dress code

Employees in a remote working arrangement are expected to dress in a professional manner when conducting video conferencing calls with learners, clients, colleagues and other stakeholders.

10.14 Insurance

Equipment provided to employees by DDLETB is covered on the DDLETB insurance policy. Employees must ensure safe keeping of DDLETB equipment while in their home. In the event of loss/theft/damage the employee must notify their line manager and Corporate Services DDLETB Head office via insurances@ddletb.ie

Laptops/Ipads/ phones etc should be encrypted and password protected with the automatic screen lock activated queries in relation to these devices should be through the DDLETB IT department.

Home Insurance: We recommend that you notify your home insurers that you are working on blended remote working from home.

10.15 Travel and other expenses

Employees on a remote working arrangement may be required to carry out duties at other locations from time to time and are asked to refer to the ETB's travel/expenses policy when claiming expenses.

10.16 Regular review

All remote working arrangements will be subject to review on a regular basis to evaluate the suitability and effectiveness of the arrangement and will be subject to a formal review on an annual basis.

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After a period of time, remote working arrangements cannot be claimed on a custom and practice basis. Every arrangement is subject to review and may cease where it no longer works to the benefit of DDLETB.

1. Termination or modification of a remote working arrangement

Where the ETB decides to modify or terminate a remote working arrangement, the employee will be notified in writing within 2 weeks. In the case that the remote working arrangement is to be modified, the employee will be provided with the details of the modification(s) and the measures required. The employee will be advised of any actions they need to carry out if applicable and within a certain timeframe. Failure to implement the modifications may result in the termination of the remote working arrangement. Where the ETB decides to modify or terminate a remote working arrangement, it will endeavour to provide reasonable notice of its decision prior to such modification or termination taking effect. However, the provision of notice prior to the modification or termination of a remote working arrangement may not be possible in all circumstances. Short notice on modification of remote working arrangements may be necessary to cover absences due to annual leave and/or sick leave.

2. Expenses for Remote Working

Remote working expenses are not paid by the ETB. Revenue relief for working from home expenses e.g. light, heat is the responsibility of the employee once a formal remote working arrangement is adopted. It is open to employees to make claims directly to the Office of the Revenue Commissioners in respect of certain costs incurred in working from home at the end of the relevant tax year, in accordance with relevant tax laws. Any claim in this regard is solely a matter for the individual concerned.

3. Review of this policy

The ETB reserves the right to alter or amend this policy from time to time and employees will be notified of amendments by way of electronic notice (which may be by e-mail or by notice on the staff intranet).

This policy should be read in conjunction with the Right to Disconnect Policy.

DDLETB policies are available on the DDLETB [Website](#).

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Remote Working Application Form

NAME	
JOB TITLE / GRADE	
DEPARTMENT/CENTRE	
MANAGER	
APPLICATION PERIOD	

I wish to be considered for Remote Working and my preferred remote working arrangement is:

☐

1 day (20%)

☐

2 days (40%)

☐

3 days (60%)

I have read and understand the policy rules and conditions. I understand my responsibilities under the scheme and the need to proactively address any risks associated with home working.

I confirm that:

1. I have read and will apply the guidance and advice on managing health and safety risks.
2. I have read the policy on Remote Working and confirm my ability and commitment to comply with all conditions therein.
3. I have a suitable work-space including appropriate chair and work station, lighting and ventilation and have conducted the risk assessment and completed the assessment checklist.
4. I understand my obligation to bring any concerns to the attention of my Manager/HR.
5. I understand my obligations regarding GDPR Compliance, ICT Policy, the confidentiality and security of all data and information whether in computerised format or hard copy.
6. The broadband connectivity in my home/agreed location is adequate to access the Office network and to conduct my work smoothly.
7. I will immediately update my manager should there be any changes to my contact details.
8. I confirm that I will not be undertaking any other duties while remote working.
9. I have completed the Safety and Health Risk Assessment Checklist and I have attached it to this application.

Please outline how you anticipate organising your work to ensure the success of this arrangement:

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Signed: _____
 Requester

Date submitted: _____

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REMOTE WORKING APPLICATION DECISION

Please circle

Approved

Partially Approved

Not Approved

Arrangement Approved

Time period approved for

Reason not Approved

Manager's Signature

Date

Copy of Application and Decision must be forwarded to the HR Department.

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REMOTE WORKING FROM HOME H&S ASSESSMENT CHECKLIST


This checklist has been designed for use by individuals as a self-assessment tool of your designated home-based workstation and immediate environment. It is intended to provide guidance on undertaking simple adjustments to maximise comfort, health and safety when working from home, and, where necessary, identify the need for follow up.

Please refer to the end of the document for more information.

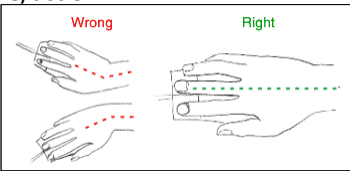
EMPLOYEE DETAILS

Name		Height	
Manager		Dominant Hand	
Department		Date	

WORKSTATION ASSESSMENT

1 CHAIR	YES	NO	N/A	COMMENTS
1.1 I have a well-designed, well-fitting, comfortable task chair in good condition				
1.2 I can sit right back into the chair, so the back rest conforms comfortably to my back and there is 1 to 3 fingers width clearance between the front edge of the seat and the back of my knees for optimum thigh support.				
1.3 When seated at the workstation with my hands on the keyboard I can achieve the following posture: <ul style="list-style-type: none"> Shoulders relaxed and symmetrical, head in midline, eyes straight ahead Elbows close to the sides of the body Forearms parallel to the floor Hips slightly higher than knees Thighs not making contact with underside of desk Feet flat on the floor or footrest (not dangling)  <p>Note: If feet are not fully supported on the floor a footrest is required If standing to work, I can achieve the first 3 bullet points above The optimal sit/stand ratio is - sit 20 minutes: stand 30 minutes</p>				
1.4 Chair arms, if present, do not interfere with access to the workstation				
1.5 The chair moves easily on the floor surface when getting to/from sitting				
2 DESK	YES	NO	N/A	COMMENTS
2.1 The seated height desk is between 680mm and 735mm high, minimum 700mm deep and maximum 33mm thick				
2.2 If a sit/stand desk is available it is adjustable without effort and has a height range to comfortably accommodate sitting and standing height				
2.3 There are no fixed structures or stored items under the desk encroaching into my leg space and restricting or compromising my working posture				
2.4 The dimensions of the desktop surface are sufficient to accommodate all required desktop items without compromising my posture				

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3 COMPUTER MONITOR(S)	YES	NO	N/A	COMMENTS
3.1 The monitor is directly in front of me, flat and approximately arm's reach away				
3.2 Where two monitors are used the selected setup supports the work practice <ul style="list-style-type: none"> Equal use: configured side by side with inside edges lined up with nose Primary and secondary: primary is directly in front and secondary immediately to one side-either (R) or (L). Note: Swivel chair side to side (rather than twist my neck) to visually navigate between monitors				
3.3 The top of the monitor(s) is/are approximately eye level Note: The monitor may need to be raised on a plastic riser or similar If wearing multi focal lenses the monitor/s may need to be lowered and tilted upwards to avoid tilting the head backwards				
3.4 The screen brightness, contrast and font size are adjusted for my visual comfort				
3.5 The screen is free from glare or reflections from light sources				
3.6 There is adequate cable length to position my monitor for postural comfort				
3.7 In the event of using a laptop computer for prolonged periods, I use a laptop stand/riser and an external keyboard and mouse to eliminate leaning forwards				
4 KEYBOARD	YES	NO	N/A	COMMENTS
4.1 The keyboard is positioned directly in front of me and at a distance from the edge of the desk that feels comfortable and supportive for my arms/shoulders				
4.2 When keying I can position my forearms parallel to the floor with wrists slightly bent upwards (10-20 degrees).				
4.3 I keep my fingers slightly curved and strike the keys softly				
4.4 I use short cut keys where possible to reduce mouse use				
4.5 Brief pauses (every few minutes) are taken from continuous key work				
5 MOUSE	YES	NO	N/A	COMMENTS
5.1 My mouse comfortably fits my hand so that the padded sections of the palm are in contact with the desktop.				
5.2 My mouse operates smoothly over the desk surface or a flat mouse pad Note: Mouse pads with raised gel wrist rest sections are not recommended as they promote an awkward wrist posture and repetitive sideways wrist actions which are risky				
5.3 I can adopt the following mouse posture/action <ul style="list-style-type: none"> Shoulder relaxed Elbow close to side of body Forearm parallel to the floor and lightly supported on desktop Wrist still-not moving from side 				

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to side				
<ul style="list-style-type: none"> Circular, smooth, whole arm movements 				
5.4 Brief rest breaks are taken when performing prolonged periods of mouse work where the hand is taken off the mouse and stretched				
6 DESKTOP ITEMS	YES	NO	N/A	COMMENTS
6.1 If required a document holder is available and can be positioned in the preferred location between the monitor and keyboard				
6.2 The telephone can be used hands free (speaker or Bluetooth etc) if frequent phone conversations or simultaneous keying /writing is required Hands free telephone device				
7 PHYSICAL ENVIRONMENT				COMMENTS
7.1 Noise levels at my designated workstation are conducive to concentration				
7.2 The lighting at my designated workstation is appropriate for the tasks I do, and does not influence my posture causing me to peer, lean or squint.				
7.3 The thermal environment at my designated work environment is comfortable and well-regulated.				
7.4 There are no trip hazards e.g. cabling, mats, obstacles, poor housekeeping in the immediate environment.				
7.5 Cabling around the workstation is well managed to avoid inadvertent contact.				
7.6 Storage of any required work items is accessible (does not involve excessive reaching, twisting, bending or force exertion).				
8 FOLLOW UP	YES	NO	N/A	COMMENTS
8.1 I have been able to implement the above adjustments/ work methods and am comfortable with my workstation set up and environment.				
8.2 I require equipment in order to achieve certain aspects of the recommended set up and the work practices outlined.				
8.3 I have answered no to some of these questions and am unable to meet certain criteria.				
9. DECLARATION	YES	NO	N/A	COMMENTS
9.1 The information above regarding my designated workstation and immediate environment is correct to the best of my knowledge.				
9.2 I agree to conduct my ETB work exclusively in the designated work environment.				
9.3 I have attached photos as evidence of my home designated workplace/work station.				
9.4 I have attached a sketch or floor plan of the designated workplace.				
9.5 In the event that there is a change to any aspect of the designated work environment, my work capacity or work demands I will contact my manager immediately				

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SIGNED: _____ **DATE** _____
Employee

This form is used in conjunction with the “Remote Working” application arrangements outlined in the ETB Remote Working Policy which requires the workstation assessment to be signed by a “suitably qualified nominee or independent contractor”.

Please attach this form and photos of home workstation with your Remote Working Application and forward to your manager/HR Department.

If you require further assistance, adjustments or equipment please contact your manager.

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WORKING FROM HOME – SAFETY ASSESSMENT

Working Environment

- Ensure there is sufficient space to work comfortably
- Ensure you can access the workspace easily and safely
- Ensure workspace is kept in a safe condition
- Ensure adequate lighting, heating and ventilation is provided at the workspace
- Ensure there are no trips and/or hazards (e.g. cables, electrical wires)
- Ensure electrical sockets, plugs and cords are in good condition (for example, no charring, exposed wiring or frayed cables)
- Ensure where possible there is sufficient privacy and freedom from disturbances
- Do not place laptop/monitor in a position that may result in a glare on the screen
- Report any equipment defects to your employer
- Report any injury arising from work activity to your manager/ HR/ Facilities Management immediately
- Keep flammable materials (e.g. paper) and ignition sources (cigarettes) to a minimum
- Ensure smoke detectors/fire alarms are present and in working order

Ergonomics

- When seated, feet should be flat on the floor, thighs parallel to the floor and lower legs approximately vertical
- Sit upright whilst using laptop/computer
- Use an upright chair that fits and supports the small of your back
- Position screen level with, or slightly lower than, your eyes and therefore avoiding bending the neck for sustained periods of time
- The screen should be positioned at approximately an arm's length away from your seated position
- Space should be allowed in front of the keyboard to provide support for the hands and arms
- Follow up after the assessment to ensure that any corrective actions required have been completed.
- Laptops/Computers or other work devices should not be left unlocked when employee leaves their workspace
- Business calls should be made/taken in a private space

Security/ Confidentiality

If you are concerned about or identify any specific risks, these should be flagged and discussed with your manager in the first instance.

Safety risk assessment: The attached H&S assessment checklist must be completed and submitted with your application for remote working.

More information in relation to the home working environment can be found at Section 11 of the HSA Guidance.

https://www.hsa.ie/eng/topics/remote_working/homeworking_guidance_9mar21_v8.pdf

Policy No:	Version No:
Previous versions:	Effective Date
Board App/Noting	Review Date:

Remote Working Agreement

EMPLOYEE NAME	
JOB TITLE / GRADE	
ADDRESS WHERE HOME WORKING WILL TAKE PLACE	
Phone/Mobile Number	
Date on which Home Working Agreement will commence	
Home Working Arrangement Agreed	

Employee Declaration:

- I have read the policy on Remote Working, Right to Disconnect, Workplace Wellbeing and Ergonomic set up guide and confirm my ability and commitment to comply with all conditions therein.
- I will be responsible for completing and recording health and safety checks at my home working location
- I understand that the requirement for me to adhere to the ETB's policies and procedures is unaffected by the fact that I will be working from home
- I agree to allow access, by prior arrangement, to my manager, IT staff, portable appliance testing staff and any other ETB employee who requires access to perform their duties
- I understand that the home working agreement is not a substitute for childcare or other caring responsibilities and that adequate provisions must be made in respect of these
- I understand that I may be required to attend the ETB office from time to time during my home working hours (e.g. to attend a team meeting)
- I understand the provision for the remote working agreement to be cancelled by the ETB.

Please sign to confirm that you have read, understood and agree to the conditions relating to the remote working arrangements.

Signed: _____ Date: _____
Employee
_____ Date: _____

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Manager

Copy must be forwarded to the HR Department.

Policy No:	Version No:
Previous versions:	Effective Date
Board App/Noting	Review Date:

Remote Working Application Timeline

Application under the Remote Working Policy is an annual process. The following Timelines will be implemented. This policy will be reviewed in October each year.

Administration / Maintenance / Instruction	
Applications Open	November
Decision Notified to Staff	December
Remote Working Implemented	January

Teaching / SNAs	
Applications Open	April
Decision Notified to Staff	May
Remote Working Implemented	September

Policy No:	Version No:
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