



Procedures for Working From Home during Coronavirus COVID-19 pandemic

Updated 30th March 2021

1. Purpose

To define the University's procedures for working from home during the COVID-19 pandemic.

2. Definitions

For the purpose of this procedure, working from home will mean carrying out the day to day functions associated with your role, or other tasks as assigned by your Heads of School/Support Services, away from the University Campus.

3. Scope

The Public Health Management of COVID-19 currently requires that a significant proportion of the University work from home with effect from March 2020.

These restrictions remain in place and will be subject to ongoing review. This was mandated by Public Health advice and government restrictions, and working from home is temporary which may be ceased by the University in due course, However Government guidelines state to 'Continue to maintain remote working for all workers / businesses that can do so'. For the duration of the above the University's Tele-Working Policy is suspended. Applications for long term remote working are not being considered during the current crisis.

The working-from-home arrangement is temporary in nature to address the health and safety risks associated with the current pandemic and no employee will have an automatic entitlement to remote working.

4. Contractual Elements and Univeristy Policies

In these circumstances, working from home is not a change in contractual terms. Employees currently working from home are required to adhere to the terms and conditions of their employment, including the Universities Policies.

5. Data Security and GDPR

Staff must ensure that University controlled data is processed securely, and measures should be taken to ensure that no unauthorised person can access such information. To ensure this, the Trinity Data Protection and Information Security Offices have drafted guidance for secure remote and mobile working. This guidance is available [HERE](#) and staff must comply with this at all times.

6. Health and Safety

6.1 Self-Risk Assessment

A self-risk assessment of the staff members workstation in the home is required and should be carried out in accordance with the Health & Safety [Working from Home in Covid-19 Risk Assessment Form](#) . Once the self-assessment is complete, please send to your Departmental Health & Safety Officer and your Line Manager.

6.1 Accident Reporting

All incidents involving remote working must be reported immediately and in accordance with the University's Accident Reporting Policy available [HERE](#).

7. Equipment

Discuss with your Line Manager if you need to obtain equipment from the office such as monitors, keyboards etc. Line Managers should put the necessary arrangements in place for staff to retrieve equipment from the office and keep a log of equipment that has been brought home and by whom.

8. Working hours

8.1 Flexibility to working hours

When working from home, it is expected that you will continue to work your contractual hours as far as practicable. Staff members who have any difficulty working their current hours of work from home, should discuss this with their Line Manager. The extent of the flexibility in relation to the schedule of hours or staggered hours should be discussed and agreed with your Line Manager, who should take into consideration your current situation along with the operational demands of the role. As much flexibility as possible during this time should be facilitated.

Managers should ensure their staff are not working excessive hours beyond their contractual hours.

8.2 Rest breaks

Regular breaks are important and when working from home as it is likely that individuals will have more screen time than normal, and it is recommended that you take regular breaks away from the screen and your desk. It is good practice to get up and move around and stretch for a few minutes.

9. Pay and Other Matters

Salary will be paid as normal. These arrangements will not affect the staff member's rights, general conditions of employment and access to benefits.

10. Records

Line Managers must continue to record and maintain annual leave and sick leave for their staff as per normal under this arrangement.

11. Insurance

All staff members must complete the self-risk assessment at section 6 above in order to be covered under employer's liability.

12. Dignity at Work

The University is committed to protecting [Dignity & Respect](#) across the University, whether this be in the University's work premises or when working from home and working remotely in any location. The Employment Equality Acts 1998-2015 place an obligation on employers to prevent harassment in the workplace. Every employee should be aware that all forms of bullying, harassment, and sexual harassment are unacceptable, and every employee has a duty to behave in a courteous and respectful manner. This continues to apply when working from home and working remotely in any location.

13. Review

This Procedure is reviewed on an on-going basis in line with Government guidelines as they issue for public sector workers throughout the period of Public Health COVID19 restrictions.

14. Glossary of Supports

A number of supports are available to employees to help navigate their way through the challenges of working from home during COVID-19. For ease of reference, these links are listed below:

- HR Website [Working From Home](#) section has extensive information for managers and employees whilst working remotely
- The [Employee Assistance Programme \(EAP\)](#) is a free and confidential service providing support to staff at times of personal and/or work-related difficulties. As the nature and environment of work rapidly evolves due to COVID-19, the EAP is available to assist employees in managing and coping with change and uncertainty. Services remain open and available during this time, and may be accessed by phone, email or through the website
- In addition to the above, Inspire also offer a dedicated **online Support Hub** where staff will find useful information, articles, e-zines, self-assessment tools and much more. To access please click on [EAP Inspire Support Hub](#):
 - On the home page click the purple **'Sign up'** icon (top right)
 - When prompted enter the company pin (**PIN: Trinity!**)
 - This will create a randomly generated username – please take note of username
 - Create your own password and start using the **Support Hub**
- All COVID19 related information and Staff FAQs can be viewed on the [Human Resources - COVID19 Information Hub](#)
- The College's [Health & Safety Office](#) have devised the Health & Safety [Working from Home in Covid-19 Risk Assessment Form](#) (at section 6) to ensure all staff are set up appropriately for working from home during current COVID19 public health restrictions.
- The [Learning & Organisational Development](#) section in Human Resources has extensive offerings for staff on managing throughout the pandemic.
 - A full list of offerings for staff can be viewed at [YourHR Series](#)
 - A full list of offerings for Managers can be viewed at [YourHR Manager Series](#)
 - Many on-line training modules on [Linked-in-learning](#)

The Health Service Executive also provides advice on looking after you mental health, the details can be found at [Looking-after-your-mental-health](#)

Self-Risk Assessment - Management Guidance

Name:		Staff Number:	Date:
Self-Risk Assessment		Management Guidance	
General working environment			
1. Environment			
Have you appropriate lighting, in your workspace?		<p>Level of illumination and location of lighting fixtures are suited to the activity.</p> <p>Note: lighting level should be sufficient for visual tasks to be completed without eye strain. Greater illumination is generally needed for very fine visual tasks. Natural and artificial light sources should not create glare via reflection on the computer screen or working surface.</p>	
Do lighting or windows cause glare on your monitor? Are there curtains or blinds that can be adjusted or can the monitor be repositioned?			
2. Electrical			
Is the fixed electrical system in good condition (e.g. no damaged sockets or wiring)		<ul style="list-style-type: none"> • Carrying out regular checks for defects in equipment and electrical wiring. Look for the obvious faults, such as loose cables, cracked plugs, split covering to leads etc. This is a visual inspection only – you should not open or take covers off the equipment. • Ensuring that defects are repaired by an electrical expert. • Power outlets are not overloaded with double adapters and power boards. • Earth leakage circuit protection is in place. 	
Are there any faults on existing portable electrical equipment?			
Are there trailing electrical cables around your working area that need to be tied up?			
3. Fire			
Are flammable materials (e.g. paper) and ignition sources (e.g. cigarettes) kept to a minimum?		<ul style="list-style-type: none"> • Path to the exit is reasonably direct. • Path to the exit is sufficiently wide and free of trip hazards and obstructions to allow unimpeded passage. • Telephone or other suitable devices are readily available to allow effective communication in emergency situations. 	
Do you have an escape plan in case of fire?			
Is there a smoke detector or fire alarm that is regularly checked, e.g. every month?			

	<ul style="list-style-type: none"> • Emergency contact numbers and details are known ie., 112 for fire, ambulance or police, or specific numbers for University contacts. • First Aid supplies are available • It is strongly recommended that you fit a smoke alarm. This should be tested monthly to ensure that it is working to provide early warning of fire. • Incidents are reported promptly to the supervisor
4. Workspace and Storage	
Is there enough space for you to work comfortably?	<ul style="list-style-type: none"> • Taking ergonomic rules into account when designing workplace. • Location, height and other physical characteristics of furniture and computer are suited to the task and take into consideration other factors eg., egress routes and direction of light sources. • Walk-ways are clear of clutter and trip hazards such as trailing electrical cords. • The work area is segregated from other hazards in the home e.g., hot cooking surfaces in the kitchen. <p>There is sufficient ventilation and thermal comfort, regardless of the season.</p>
Does the work area provide enough privacy and freedom from disturbance?	
Is the work area segregated from other hazards in the home e.g., hot cooking surfaces in the kitchen?	
<p>Are there any slip or trip hazards?</p> <ul style="list-style-type: none"> • Are floor coverings, such as carpets and rugs secure? • Are stairways and corridors clear of trip hazards? • Is the floor around the desk clear of boxes, papers and wires? 	
5. Miscellaneous	
Are there any other concerns? (If yes, please specify)	<ul style="list-style-type: none"> • Ensure private and working life are isolated from one another • Organising regular face-to-face meetings in the office, or via Teams • Providing employees with suitable instructions. • Consulting employees on decisions regarding work organisation
Do you carry out regular stretches at your desk to avoid stiff or sore muscles?	

	<ul style="list-style-type: none"> • Organising regular group meetings at the office. • Security is sufficient to prevent unauthorised entry by intruders. • Repetitive movement is not continued for long periods without appropriate breaks. • Breaks involve stretching and changing of posture, and possibly alternating activity. • Posture is comfortable and in accordance with the setting up of your workstation •
6. Workstation and computer use	
Do you know how to set up your workstation and chair for safe use?	Ensuring that appropriate equipment is provided and properly used. Follow safety office guidance.
Are your eyes level with the top of the screen?	
Is there space in front for you to rest hands when not typing?	
Is your chair suitable and can it be adjusted?	
Is there enough legroom for free movement?	
Do you have separate screen, keyboard, or mouse? (These will be needed if the laptop is regularly used for long periods)	
Are there any other concerns? (Please specify)?	

Please attach or insert a photo of the work arrangement.