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Introduction

Staff wellbeing is paramount, especially in the current climate. Team members may now be working from home on a temporary basis; this could be a sudden change to their working arrangements and uncertainty as to how long this will be for.

Please read this guide in conjunction with the HR Homeworking Policy

<http://www.nhsnational-hr.scot.nhs.uk/policy-process-and-terms-and-conditions/working-atfrom-home/94183>

What is 'working at home'?

Working at home is an agreement between you and your staff member to allow them to work at home for part of their working time, even though their contract of employment requires them to be based onsite.

For home working to be effective there are a number of approaches that you can take to ensure staff feel supported and consider their own health and wellbeing while working at home.

Before a staff member starts work at home, it's important that they complete the 'Home Workers Self-Assessment Form' to ensure they can safely work at home. A copy of this assessment can be found within the HR Homeworking Policy.

Tips for supporting staff working at home

Staff Wellbeing

It is important that staff are encouraged to look after their own health and wellbeing. We recommend that staff working at home are signposted to / or sent a copy of the guide '[Supporting your wellbeing while working at home](#)' which has been created to provide helpful tips and resources to supporting them while working at home.

We also recommend that staff are directed to the 'Going Home Checklist' that encourages staff to reflect at the end of the working day which can help staff 'switch off'. This checklist applies to all staff whether working onsite or at home. The checklist can be found here: <https://www.dbth.nhs.uk/news/the-going-home-checklist-non-branded/>

Keep in regular contact

Working at home can lead to feelings of isolation and loneliness for some staff. It is important that you keep in contact with staff as frequently as possible. While they may not be physically present at work, it's important that they still feel like a valued team member and are regularly kept up to date with any work related matters.

Microsoft Teams has been rolled out within NHS Golden Jubilee to enable teams to keep in contact remotely. You can use this to chat with your team members, share files and pieces of work and even have video conference meetings and calls.

For access to Microsoft Teams for your staff, please raise a call via the eHealth Service Desk.

Provide clear direction on work tasks

Staff should have clear direction on the work tasks they can complete at home. Ensure they are aware of the tasks they are required to complete, who to collaborate with, if required, and timescales for completion.

You must keep the workload appropriate to what they are able to complete at home and be careful not to overwhelm them. It can be difficult for staff to work at their usual pace when working at home depending on their workstation set up and/or circumstances at home.

Encourage routine

While working at home, staff may have to adapt their start / finish times depending on their circumstances. However, it's important that you encourage them to stick to their normal working week as much as possible, with clear start and finishing times. Remind them to take regular breaks including a lunch break. The Association of Chartered Physiotherapists in Occupational Health and Ergonomics recommend that staff are encouraged to take short breaks away from their workstation to stretch; every 10 minutes.

Encourage them to use the support tools/contacts available

For some staff, working remotely from colleagues may be a new experience and will require some adjustment. It is important to ensure that you and your team members are aware of the support that is available.

There are a number of internal services available to support health and wellbeing:

Occupational Health

Email: Occ.Health@gjnh.scot.nhs.uk

Occupational Health Physiotherapy

Email: physio.occhealth@gjnh.scot.nhs.uk

Learning and Organisational Development

Email: L&ODinfo@gjnh.scot.nhs.uk, telephone 0141 951 5123

Human Resources

Email: Lynne.Rapson@gjnh.scot.nhs.uk, telephone 0141 951 5569

Spiritual Care

Email: Andrew.Gillies@gjnh.scot.nhs.uk