



Employment law update
Managing remote employees
4th February 2021



- Managing work and performance
- Health and safety
- GDPR
- Policies and procedures
- Practical considerations



- Workload
 - How do we allocate work?
 - How do we control workload?
 - How do we manage working hours?

- Standards
 - Quality of work
 - Monitor e-mail?
 - More formal supervision?

 - Productivity
 - Amount of work?
 - Monitoring?

- Managers' time with employees
 - More regular?
 - Less informal?
 - Record keeping





- An employer is responsible for an employee's welfare, health and safety, 'so far as is reasonably practicable' (section 2(1), Health and Safety at Work etc Act 1974)
- Employers must conduct a suitable and sufficient risk assessment of all the work activities carried out by their employees, including homeworkers, to identify hazards and assess the degree of risk (regulation 3, Management of Health and Safety at Work Regulations 1999 (SI 1999/3242))
- Employers must consider these obligations in the context of any employees who work from home, to decide what measures they need to put in place



- Work environment
 - Suitable working conditions
 - Proper equipment
- Stress and illness
 - Sickness absence/working whilst sick
 - Workload - too much or too little
- Isolation
 - Lack of peer assistance and review
 - Lack of social contact
- First aid and accidents
 - Employer is obliged to provide adequate first aid
 - Trips and slips
 - Accident books





- Equipment – laptops, desktops etc
 - Who has access?
- Paperwork
 - Is printing permissible?
 - Securing working papers
 - GDPR risk assessment
 - Security of premises
 - Shredding
- Environment
 - Private work space
 - Who else can overhear?



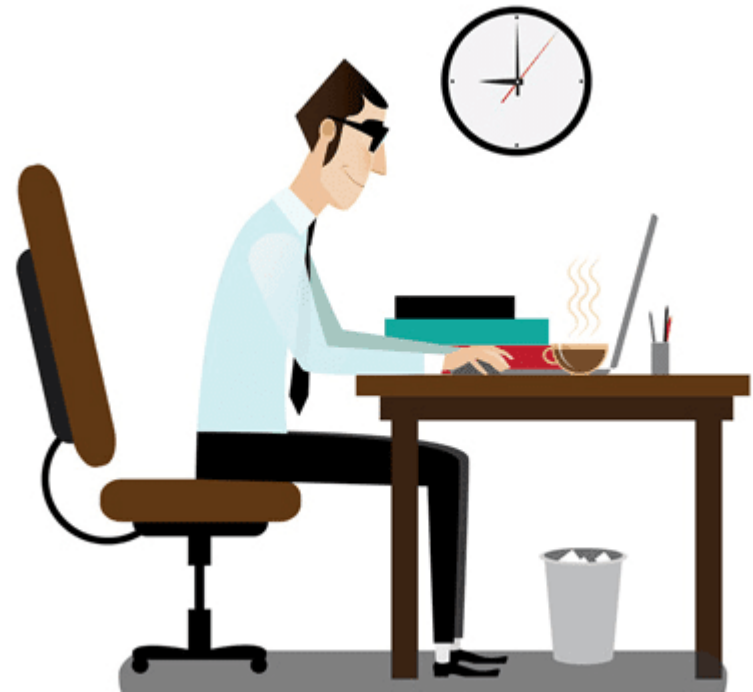


- Homeworking policies
 - Hours of work
 - Permissible activities
 - Data protection and confidentiality
 - Security
 - Environment and safety
 - Monitoring and inspection
 - Absence reporting
- GDPR policy and privacy statement
- Disciplinary policy
- Health and safety policy
- Sickness absence policy





- Monitoring and ensuring wellbeing
- Ensuring a safe environment
- Equipment
- GDPR and shredding
- Returning equipment after employment



Questions and close

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