UCQ
UNIVERSITY
CENTRE QUAYSIDE

Appendix J: Temporary Homeworking Policy

Version: 7
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Document Owner: Health and Safety Officer
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1. All staff guidance

1.1 In response to business continuity requirements, emergency situations, severe weather events, public health incidents, premises issues or other operational circumstances, employees may be required to work temporarily from home to support continuity of service and business operations.

1.2 To assist, we have set out a basic Temporary Homeworking Policy. This policy may be updated or replaced in accordance with guidance and business need. This will not become an ongoing expectation of our employees, nor will it form part of your contract of employment or permanent variation to your place of work. All other guidelines, policies and procedures will continue to apply in the normal way.

2. What is temporary homeworking?

2.1 Temporary homeworking means working from home in response to unusual or unexpected circumstances, such as during a pandemic, severe weather event, business continuity incident, premises issue or other exceptional circumstance.

2.2 Homeworking does not entitle you to choose when and how you work. It simply means you are temporarily doing your job at home to the expected standard, while we all deal with the situation we find ourselves in.

2.3 Your contractual obligations, including your core working hours, continue to apply. Any changes or variation in working hours or patterns would need to be agreed with your line manager.

3. Considerations

3.1 When working from home, you are subject to the same rules, procedures and expected standard of conduct and performance as all other employees. Contractual obligations, duties and responsibilities remain in place, as do workplace policies and procedures.

3.2 We want you to remain as involved as possible in UCQ and our activities while you are working from home.

3.3 If you cannot work because of illness or injury, you must follow the normal sickness absence procedures.

3.4 All business property and equipment used while homeworking remains the property of the business and can be recalled by the business at any time.

4. Communication

4.1 UCQ will communicate regularly with staff and students on health and safety matters associated with any circumstance resulting in temporary homeworking.

4.2 We will keep in regular contact with you during your homeworking via Teams, phone, email and team meetings.

4.3 If you at any point feel isolated or lacking guidance or support you should discuss this immediately with your manager. It is very important that you discuss any concerns.

5. Your homeworking environment

5.1 UCQ encourage employees working from home to have uninterrupted workspaces, although we appreciate this is not always possible. If you are concerned about your environment or disruptions when working from home, please discuss these with your line manager.

5.2 UCQ will determine and provide appropriate equipment required to undertake the role safely and effectively during any period of temporary homeworking.

5.3 Consideration should be given on how to effectively work from home, including:

- The ability to work independently
- Time-management
- Self-motivation
- Self-discipline
- Scheduling start/end times
- Breaks away from your workstation during the day
- The ability to effectively communicate through technologies
- Ensuring a work/life balance – switching off at the end of the day and over the weekend.

5.4 Ensure you have an effective workspace, including:

- Separate space to work/room (where possible)
- Sufficient light – avoiding screen glare to minimise eye strain
- Appropriate seating, lumbar support and cushioning to comfortably sit at your workstation
- Correct screen height to minimise neck, back strain and head tilt
- Regular breaks, stretching and moving, to minimise aches and fatigue

6. Health and Safety

6.1 Concerns

If you have any concerns relating to health and safety of homeworking, please refer these to the Health and Safety Officer.

6.2 Risk Assessment

If this situation continues, UCQ may undertake a health and safety risk assessment where temporary homeworking arrangements continue for an extended period or where specific health and safety concerns have been identified.

UCQ will work in accordance with any relevant policies, procedures and plans and Government guidelines.

7. Security, IT confidentiality and data protection

7.1 Policies and Procedures

You must adhere to all UCQ policies and procedures during any homeworking including, but not limited to:

- Safe use of IT
- Health and Safety
- Safeguarding and Prevent
- Data Protection

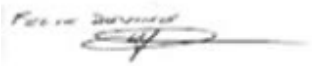
7.2 If you are using IT, you should ensure appropriate security and firewalls. Please liaise with the UCQ IT Manager at guy.parkin@ucq.ac.uk. Any immediate concerns should be raised with your line manager.

Please refer to relevant UCQ Health and Safety, Information Security, Data Protection and Business Continuity policies for further information.

8. Initial Equalities Impact Assessment

Department: All	**Completed by:** Ben Devine, Health and Safety Officer	**Date of initial assessment:** 11/01/2023 Updated: 03/09/2026
Area to be assessed:	HS-001 Appendix J – Temporary Homeworking Policy	
Existing or new policy/procedure:	Updated	
What evidence has been used to inform the assessment and policy? (please list only)		
External guidance and requirements: ➢ Health and Safety Executive guidance ➢ Government and Health Department Guidelines **Internal guidance and requirements:** ➢ Consultation between Health and Safety Officer and Health and Safety Strategic Lead		

1. Describe the aims, objectives or purpose of the policy/procedure		The purpose of this guidance is to provide information on temporary home working to ensure safe and effective continuation of activities.		
2. Which stakeholders/groups are intended to benefit from this policy/procedure?		Staff		
The Equality Act 2010 requires public bodies to have 'due regard' to the need to:- (1) Eliminate unlawful discrimination, harassment and victimization (2) Advance equality of opportunity between different groups; and (3) Foster good relations between different groups		**3. Could the policy/procedure have a disproportionately negative effect impact in terms of the aims set out in (1) to (3) of the Act on any of the protected characteristics?:-** **High** **Medium** **Low** **No effect**	**4. Briefly explain how the policy/procedure furthers or prevents the aims set out in (1) to (3).**	**5. If there is a disproportionately negative impact on any protected characteristics, can it be justified on the grounds of promoting equality or any other reason? If yes, please explain.**
Protected characteristics	**Age**	No effect	Not applicable	Not applicable
	Disability	No effect	Not applicable	Not applicable
	Gender	No effect	Not applicable	Not applicable
	Gender reassignment	No effect	Not applicable	Not applicable
	Marriage and Civil Partnership	No effect	Not applicable	Not applicable
	Pregnancy and Maternity	No effect	Not applicable	Not applicable
	Race	No effect	Not applicable	Not applicable
	Religion or Belief	No effect	Not applicable	Not applicable
	Sexual Orientation	No effect	Not applicable	Not applicable

6. Has there been any consultation/engagement with the appropriate protected characteristics?		Not applicable as no PC impact identified
7. What action(s) will you take to reduce any disproportionately negative impact, if any?		None required
8. Based on the information in sections 1 to 7, should this policy/procedure proceed to Full Impact Assessment? (recommended if one or more 'High' under section 2)		No
Assessor signature: 	**Approved by:** **Michelle Elliott**	**Date approved:** 11/01/2023