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FLEXIBLE WORKING POLICY

Policy Statement

Public Health Wales NHS Trust is committed to equality of opportunity for all its employees and to developing working practices and employment policies that support work-life balance. This policy provides examples of the different types of flexible working arrangements that may be suitable for some individuals and teams, including arrangements for managing requests for flexible working.

Policy Commitment

This policy sets out Public Health Wales' commitment to creating a more flexible workplace to enable the recruitment and retention of staff and to facilitate a healthy work-life balance that is essential to the health and wellbeing of our workforce.

The purpose of the policy is to advise staff of different flexible working options available and their rights in respect of flexible working.

In accordance with the Equality Act (2010) this policy supports the principles of equality and diversity and no individual will be treated less favourably than others because of any of the following protected characteristics:

- Age
- Gender
- Ethnicity
- Disability
- Religion / Belief
- Sexual Orientation
- Pregnancy / Maternity
- Marriage / Civil Partnership
- Gender Re-assignment status

Supporting Procedures and Written Control Documents

Managing Attendance at Work Policy

Special Leave Policy

Maternity, Adoption, Paternity/Maternity Support and IVF Policy

Annual Leave Policy

| | |
|---|--|
| Employment Break Policy Retire and Return Policy Flexible Working Toolkit Remote Working Policy Display Screen Equipment Policy | |
| Scope The policy will apply to all employees of Public Health Wales. | |
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| Accountable Executive Director/Director | Phil Bushby, Director of People and Organisational Development |
| Author | Abigail Wilcox, HR Officer |

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or [Corporate Governance](#).

| Summary of reviews/amendments | | | | |
|--------------------------------------|-----------------------|-------------------------|-----------------------|--------------------------------------|
| Version number | Date of Review | Date of Approval | Date published | Summary of Amendments |
| V1 | 01/04/2018 | 28/04/16 | 28/04/2016 | Flexible Toolkit created on intranet |

| | | | |
|----|----------|--|--|
| V2 | 27/02/18 | | <p>Flexible working process flow chart added (Appendix 2)</p> <p>Homeworking section added, including Occasional Homeworking Certificate form (Appendix 3) and Workstation checklist (Appendix 4)</p> <p>Flexible working process updated to reflect timescales line managers must follow, as well as the appeal process: the Flexible Working Policy now as its own appeal process</p> <p>Flexible Working Request Appeal form added (Appendix 5)</p> |
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1. Policy Statement

1.1 Public Health Wales NHS Trust is committed to equality of opportunity for its entire staff and to developing working practices and employment policies that support work-life balance. This policy provides examples of the different types of flexible working arrangements that may be suitable for some individuals and teams, including arrangements for managing requests for flexible working.

2. Introduction

2.1 Public Health Wales is committed to developing a sustainable, diverse and healthy workforce. This helps us attract and retain the best talent. At the same time, working flexibly allows us to respond to the wellbeing goals set out in the Wellbeing of Future Generations Act (Wales) 2015. For example, this policy enables employees to submit a flexible working request in order to travel for work at times which are compatible with public transport timetables, and enabling sufficient time for walking and cycling, as well as home-working. A full-time member of staff working from home one day per week will reduce their carbon footprint from travelling to and from work by 20%.

This policy is intended to set out the organisation's commitment to creating a more flexible workplace to facilitate a healthy work-life balance, which is essential to the health and wellbeing of our workforce.

There are a range of organisational benefits to adopting flexible working arrangements. Adopting such arrangements can help to:

- Consolidate effective working relationships and increase engagement between managers and staff.
- Lead to increased commitment and loyalty from staff, and a willingness to go the "extra mile" at times of business need.
- Increase staff retention, as being flexible about the way people work, supporting and valuing their contribution, and looking after their welfare, means that employees are more likely to remain in the organisation and/or return after a spell away.

- Retain valuable skills and expertise within the organisation and reduce turnover of valued staff.
- Reduce costs associated with recruiting and training a new employee.
- Increase organisational attractiveness as an employer of choice to potential employees.

2.2 For staff, there are also a range of benefits;

- Being in control of their work, and the way they work, helps people to take responsibility and in turn to become more self-sufficient, empowered and more productive in their role.
- Allows flexibility to meet family needs, personal obligations, and life responsibilities conveniently, not just for parents and people with carer responsibilities, but to many other people in the workforce at various stages of their working life.
- There may be less commuting time; in turn reducing stress and time lost to sickness or other absence.
- People have different needs at different stages of their working lives. Rigid adherence to traditional patterns and methods of working may discriminate against people who are unable to conform to more conventional ways of working.

3. Policy aims and objectives

3.1 This policy sets out Public Health Wales' commitment to creating a more flexible workplace to enable the recruitment and retention of staff and to facilitate a healthy work-life balance that is essential to the health and wellbeing of our workforce.

3.2 The purpose of the policy is to advise staff of different flexible working options available and their rights in respect of flexible working.

4. Principles

- 4.1 It is acknowledged that flexible working can take many forms, some of which are described below. However, this list is not exhaustive. It should be used as a starting point for discussions between individuals and line managers.
- 4.2 The following principles must be adhered to when considering flexible working:
- All employees have the right to request any form of flexible working.
 - Every request for flexible working will be considered with positive intent. If it cannot be accommodated, there must be a legitimate business reason for refusing it.
 - Employees must follow the same process when requesting flexible working, and shall be treated equally and fairly when having their requests considered.
 - Any form of flexible working must meet the needs of the organisation and employees.
 - Each request for flexible working will be considered individually and will be assessed on its own merit, and consider the impact on the organisation and other employees.
 - Employees working flexibly will not be treated less favourably in relation to access to training or promotional opportunities.
 - The key to successful flexible working is trust, in line with Public Health Wales' values.
 - The application of flexible forms of working should not result in Public Health Wales incurring additional costs without objective justification.
 - An employee is entitled to submit one flexible working request in a twelve-month period (an employee is entitled to additional requests if they relate to a statutory entitlement e.g. the Equality Act 2010 right to request reasonable adjustments).

- Requests for flexible working must be considered in the context of business and service need and can only be rejected for one of the following business reasons:
 - i. the burden of additional costs;
 - ii. an inability to reorganise work amongst existing staff;
 - iii. an inability to recruit additional staff;
 - iv. a detrimental impact on quality
 - v. a detrimental impact on performance
 - vi. a detrimental effect on ability to meet customer demand ;
 - vii. insufficient work for the periods the employee proposes to work; and
 - viii. a planned structural change*.

* applications in these circumstances may be accommodated on a temporary basis, pending planned structural change.

- For further advice regarding a flexible working application, please refer to the Flexible Working Toolkit on the staff intranet. You can also contact the People team via PeopleSupport.PHW@wales.nhs.uk
- Any permanent change to an employee's working pattern as a result of a request for flexible working is regarded as a permanent variation to the employee's contract, unless agreed otherwise. Once the pattern is agreed as a permanent change, there is no guarantee or automatic right to revert to the previous working pattern, and any such request will be handled as a new and separate request.
- Therefore it is important that it is made clear from the outset if the new working arrangements are permanent or temporary, and if they are temporary there must be a review date.
- Managers and staff may wish to trial the flexible working arrangement for an agreed period with regular reviews and an agreed work-plan where appropriate, before agreeing to a permanent arrangement.
- Once the permanent flexible working arrangement has been agreed, it will be subject to the normal regular reviews and

change processes e.g. via appraisal, Organisational Change Policy or by mutual agreement.

5. Roles and responsibilities

5.1 Relevant responsibilities are detailed accordingly in each relevant part of the policy.

6. Types of flexible working

6.1 Flexible working encompasses a range of options including (but not exclusive to):

- Part-time working
- Job sharing
- Flexible hours
- Local Flexi-time schemes
- Compressed hours
- Annualised hours
- Term-time working
- Staggered start and finish times
- Home-working

N.B. Separate guidance is available on special leave, employment breaks, retire and return and annual leave purchase scheme.

6.2 Part-time working

Part time working means that employees can reduce their contracted hours below that of full time (37.5 hrs per week), enabling them to have more days off or a shorter working day.

6.3 Job sharing

Two employees share the responsibilities, duties and benefits of a single post.

6.4 Flexible hours

Employees have the opportunity to access variable start and finish times on a basis that meets individual and business needs e.g. the ability to start work later if needed, with the

agreement that time owed is made up at some other agreed time. Flexible hours may be agreed between an employee and line manager on an ad hoc basis; or these can be agreed as part of a formalised arrangement, according to need.

6.5 Local flexi time scheme

Flexitime is a formal scheme which allows employees some limited discretion around the start and end time of the working day. This is stipulated within a strict framework of prescribed core working times.

6.6 Compressed hours

Compressed hours arrangements allow individuals to work their normal hours of work over a shorter period of time than is standard. For example, an individual can work a four day week or nine day fortnight but will have completed 37.5 hours or 75 hours on the other working days.

6.7 Annualised hours

Annualised hours is a method of organising work so that the employee works their contracted hours over the year rather than a set number per week. For example, an individual can work longer days in the summer and shorter in the winter, or vice versa.

6.8 Term time working

Term time working is a form of part time working where the employee works only during the school terms and is off work during the school holidays.

6.9 Staggered start and finish times

An employee's start and finish times can be varied to better fit their domestic responsibilities, travel arrangements, or for work purposes, when these are able to be accommodated alongside business needs.

NB. The above list is not exhaustive and there may be other forms of flexible working that may be considered.

6.10 Home working

Home Working describes a situation where an employee fulfils their contractual obligations working from their home rather than Public Health Wales premises or other work premises. There are three types of home working arrangements available:

Permanent home working

Where the employee permanently works from home on a regular basis for all or some of their working hours. This may result in a change of contract to reflect an individual's place of work. Permanent home working will require a full Health & Safety Risk Assessment and may require the provision of specific equipment. See below for details.

Temporary home working

Does not constitute a change to the contract of employment and may be informally agreed between an employee and the line manager.

The employee works from home for a temporary period of time as agreed, and will revert to their normal working place and/or pattern once the period has ended or the reason is no longer applicable.

A Flexible Working Application Form (Appendix 1) should be completed for Permanent or Temporary Home Working as described above.

Occasional home working

Where, on an ad hoc basis, the line manager is in agreement that the employee can work from home.

This type of home working can be verbally agreed. The employee and line manager will need to agree the circumstances in which it would be acceptable for the employee to work from home.

Home working Health & Safety

The home office environment must comply with Health and Safety regulations in exactly the same way as they apply in a traditional office environment. Home workers are expected to work safely, in compliance with Public Health Wales Health and Safety policies. Advice may be sought from the Health and Safety representative.

The Management of Health and Safety at Work Regulations 1999 require risk assessments to be conducted for home

workers, with joint responsibility on the part of both the employer and the home worker to conduct the assessments.

For occasional home working, the employee will be required to complete the form at Appendix 3, certifying that the working environment will be safe and adequate for the purpose and that the employee will take all steps necessary for safe working and a safe environment. Where a computer is used, this will include completion of a DSE workstation assessment form, attached as Appendix 4. Copies must be provided to the line manager so that if issues are noted, these may be addressed. For occasional working at a different site, employees can refer to the Quick DSE Guidance form located in the Display Screen Equipment Policy.

Prior to the commencement of permanent and temporary home working, an employer's risk assessment must be completed by the individual's line manager in conjunction with staff member.

As part of the risk assessment process, it is important that the planning of the work area gives thorough consideration to:

- Dimensions of the proposed work area
- Location of doors and windows
- Position of electrical sockets and telephone points
- Display Screen Equipment (DSE) requirements

The risk assessment should give consideration to include furniture and electrical equipment, telephones, etc). This should be recorded on the risk assessment form and discussed with and approved by the line manager. Further guidance (including a work station self-assessment form) is available from the Organisations Display Screen Equipment Procedure, a copy of which is available on the intranet. Should any queries arise, further advice may be sought from the organisation's Health and Safety Manager.

The equipment used by homeworkers (whether owned by the Trust or provided by the homeworker) must be safe to use, fit for purpose and not give rise to any health and safety risks. The equipment should be maintained in efficient working order and in good repair.

Public Health Wales will be responsible for maintaining the organisations equipment. Any concerns regarding equipment must be immediately raised with the line manager.

Occasional homeworkers must ensure that all equipment owned by the organisation is kept securely including whilst in transit.

An employer has a contractual right to visit the employee's home under certain circumstances, for example to resolve any problems identified in the risk assessment. Likewise the employer should include a contractual right to insist the employee comes into the office if need be.

It is essential that home workers take regular breaks and that they are adhering to the Working Time Regulations (1998, as amended), which state that workers do not have to work more than 48 hours a week on average, unless they choose to.

The employer must provide a means to report any work related accidents onto the organisations incident reporting system – Datix- in the employee's home.

It is the employee's responsibility to notify Public Health Wales of any changes to their home office environment or personal health that may affect their health and safety.

Communication

When home-working requests are approved, this on the basis that employees are able to be contacted when necessary by line managers and colleagues during working hours. A structured communication plan should be discussed and agreed between the manager and employee prior to commencing home working and this should be reviewed as necessary.

Equipment

If a request for permanent or temporary home working is approved and the arrangement is in place over a long-term period, Public Health Wales will provide equipment necessary for the proper performance of the job. Supply of additional equipment identified within the risk assessment will be considered. This equipment will remain the property of Public Health Wales and may include PC, VP token. Any personal use of this equipment will need to be agreed and may have tax implications to the individual under HMRC taxable benefits home working rules.

Mortgage and Insurance

There may be restrictive covenants, lease terms or similar legal restrictions preventing the use of an employee's home

for business use. It is the employee's responsibility to ensure that they have confirmation from their mortgage lender/home insurance provider/landlord that home working is acceptable. Public Health Wales does not accept any responsibility for an employee who suffers any detriment, loss or legal action as a result of not obtaining the necessary permissions from their insurer, mortgage lender, landlord or local authority.

It is the responsibility of home workers to provide adequate home buildings and contents insurance. Public Health Wales does not accept liability for damage caused to the home or its contents.

Terms and conditions of service

When a permanent home working request is agreed, the employee's home will be designated as his/her base. However, the employee will be required to visit the appropriate Public Health Wales premises on a regular basis. Travel expenses will not be paid for visits to the appropriate site.

When a temporary/occasional home working request is agreed, the employee's base will remain the appropriate Public Health Wales premises and travel from home to base will not be payable.

7. Making an application for flexible working

7.1 Any staff interested in making an application for flexible working should take the following action:

- Speak to their line manager to discuss what flexible working arrangements may be possible within the context of local business needs.
- When ready to formally apply, complete the application form in Appendix A.
- A meeting will be arranged by the line manager to discuss the request within 14 days (this time limit may be extended if mutually agreed between employee and line manager).
- Where a request can, without further discussion, be approved as outlined in the employee's written application (Appendix A) a meeting to discuss the request may not be required.

- The line manager may need to discuss the employee's flexible working request with other members of the team as it may have an impact on other staff. In such circumstances, the line manager will only disclose the necessary information to facilitate a discussion and will at all times respect the employee's confidentiality. The line manager will inform the employee who is requesting flexible working in advance of such a discussion.
- The employee will be informed in writing of the organisation's decision as soon as is reasonably practicable, but no later than 14 days after their meeting with the line manager.
- The request may be granted in full, in part or refused. Alternatively, the organisation may propose a modified version of the request, the request may be granted on a temporary basis, or the employee may be asked to try the flexible working arrangement for a trial period.
- The line manager must notify the employee of its final decision within 3 months of an employee's request (including dealing with any appeal), unless it has been mutually agreed to extend this time limit e.g. if a trial period has been agreed that will exceed the 3 month period.
- Any resulting contractual changes will be managed by the line manager who will inform the People and OD Directorate.
- If a request is refused, then the employee has a right to appeal the decision.
- Employees must submit their appeal to their manager's line manager within 14 days of receiving the written outcome. This should be done in writing - using the Flexible Working Request Appeal Form (Appendix 5) - and clearly state the grounds on which they are appealing.
- An appeal meeting will take place within 14 days of receipt of the appeal notification.
- Employees have the right to be accompanied by a colleague or trade union representative at the meeting.
- A decision will be made within 14 days of the meeting and communicated to the employee in writing.
- There will be no further right of appeal.

8. Awareness raising

- 8.1 All staff will be made aware of this policy upon commencement with Public Health Wales and it can be viewed on the Public Health Wales Intranet.
- 8.2 The [Flexible Working Toolkit](#) is a useful resource for both employees and line managers when considering flexible working.

9. Monitoring and auditing

- 9.1 People and OD will monitor and audit this policy to ensure it is compliant with current legislation and that it is appropriately implemented across Public Health Wales.
- 9.2 All request made by staff, whether approved or rejected, will be forwarded to the People team. This will allow the People team to monitor the effectiveness of this policy within Public Health Wales.

10. Information Governance Statement

- 10.1 All Human Resource forms have the potential to contain employee or personally identifiable confidential information. Appendix 1 when completed by the staff member and his/her manager therefore must be afforded appropriate information security:
 - The form must stored securely in a locked cabinet.
 - If held electronically, it must be password protected.
 - Appendix A should be kept as part of the staff member's personal file and kept in summary format until the individual's 70th birthday or until 6 years after cessation of employment.

11. Complaints and further information

If an employee feels that they have been treated unfairly or victimised at any stage of the flexible working process, they should raise their concerns informally with their line manager.

If informal discussions do not resolve the matter to an employee's satisfaction, they should raise a grievance under the All Wales Grievance policy.

Appendix 1

Application for Flexible Working

Personal Details

| | | | |
|---------------------|--|--------------------|--|
| Name: | | Payroll No: | |
| Job Role: | | Base: | |
| Team: | | Telephone: | |
| Line Manager | | Email: | |

Please explain what changes you are requesting

Is this request Permanent or for a temporary period? (if temporary please state period of time)

What impact (if any) will this variation have on the service?

What impact (if any) will this variation have on business delivery?

What are the benefits to you?

If the request is refused or amended, what would the impact be?

Employee

Signed:.....Date:.....

Print:

To be completed by the Manager

Date/s of meeting to discuss application:

Discussion points:

Outcome:

If application is rejected, tick the applicable business reason and provide further information to support this reason:

- The burden of additional costs
- An inability to reorganise work amongst existing staff
- An inability to recruit additional staff
- A detrimental impact on quality
- A detrimental impact on performance
- A detrimental effect on ability to meet customer demand
- Insufficient work for the periods the employee proposes to work
- A planned structural change

Details of review timescales:

Manager

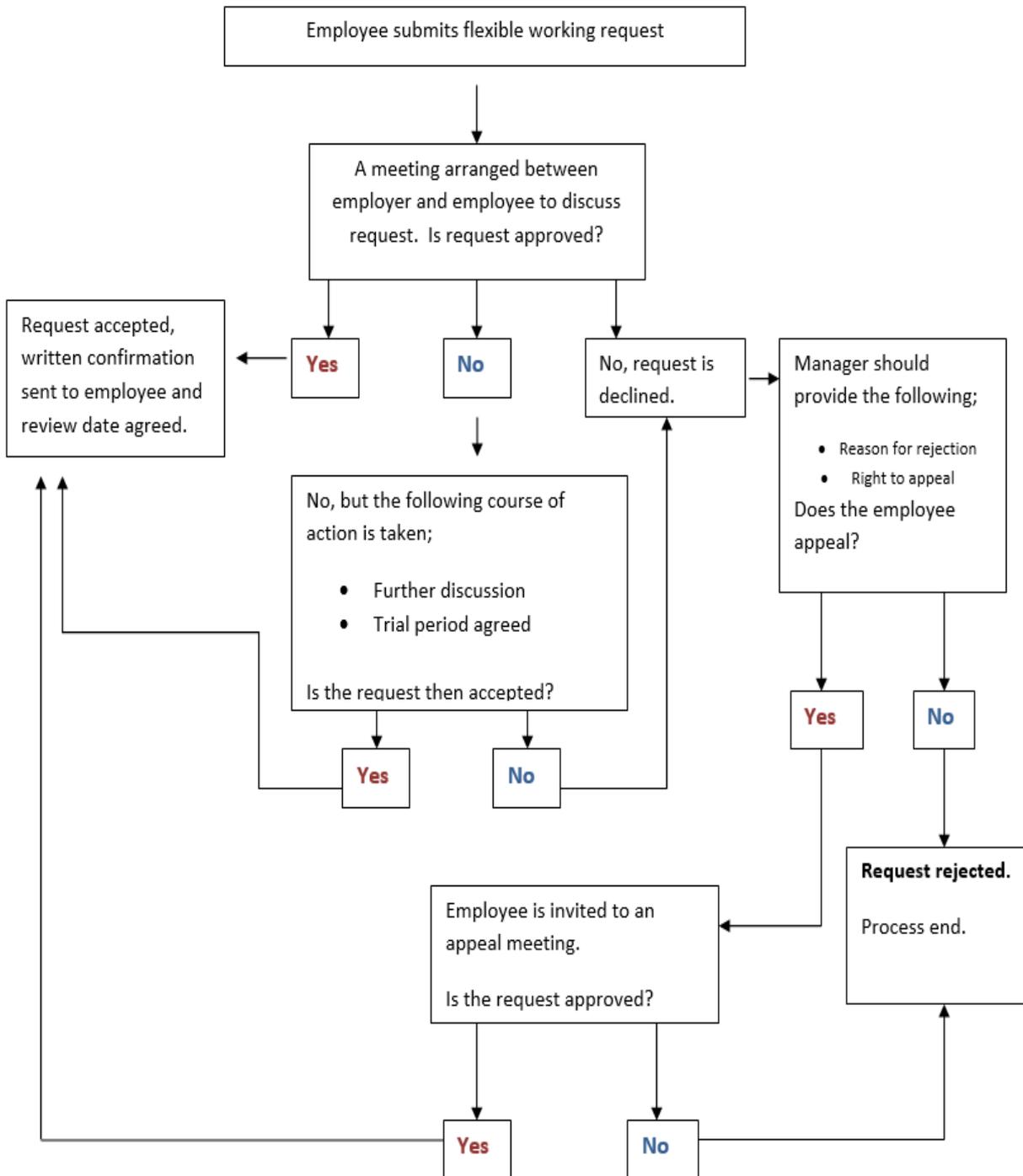
Signed:.....Date:.....

Print:

MANAGERS TO EMAIL A COPY OF THIS FORM WHEN COMPLETED TO THE PEOPLE TEAM FOR BOTH GRANTED AND REFUSED FLEXIBLE WORKING REQUESTS: PeopleSupport.PHW@wales.nhs.uk

Appendix 2

Flexible Working Requests – Process flowchart



Appendix 3

Occasional home working certification form

I confirm that my home working environment will be safe and adequate for the purpose of occasional home working and that I will take all steps necessary for safe working and a safe environment.

I confirm that while using electrical equipment provided to me by Public Health Wales for the purpose of occasional home working, I will not overload any electrical extension cable or any single power point with more than 13 amps of equipment, and that I will not work in a way that causes trailing cables from my work equipment to be a trip hazard.

I confirm that while working with DSE equipment, I will take suitable and sufficient breaks from keyboard work and will work using an appropriate chair and work surface.

I confirm that I will adhere to the Working Time Regulations.

Employee's Name: **Date:**

Employee's Signature:

Please return completed and signed form to your manager

Appendix 4

WORKSTATION CHECKLIST - to be completed by the Home Worker

Please work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:

- 'Yes'** answers require no further action.
- 'No'** answers will require investigation and/or remedial action by your manager. You should record your actions in the 'Action to take' column.

| | |
|---|--|
| Home workstation location | |
| Name of employee | |
| Checklist completed by | |
| Date checklist completed | |
| If a further assessment is required, please seek advice from a DSE Assessor or Health and Safety Manager | |
| Further assessment checked by | |
| Date of assessment | |
| State if any further action is needed and what that is | |
| Follow-up action completed on | |
| Review date for home working | |

Workstation Checklist:

| RISK FACTORS | Tick: | | THINGS TO CONSIDER | ACTION TO TAKE |
|---|-------|----|--|----------------|
| | YES | NO | | |
| Display Screens | | | | |
| Are the characters clear and readable in your home? | | | Make sure the screen is clean and cleaning materials are made available. | |
| Are the brightness and contrast suitably adjustable for lighting levels at your home? Is there enough natural and artificial light. | | | Separate adjustment controls are not essential, provided the user can read the screen easily at all times. Advice may need to be sought over lighting levels | |
| At home, is your screen free from glare and reflections? | | | Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of reflections. Screens that use dark characters on a light background are less prone to glare and reflections. | |

| | | | | |
|---|--------------|-----------|---|-----------------------|
| Are your curtains and blinds in adequate condition? | | | Check that your blinds work and curtains can be fully closed If these measures do not work, consider seeking specialist help. | |
| RISK FACTORS | Tick: | | THINGS TO CONSIDER | ACTION TO TAKE |
| | YES | NO | | |
| Keyboards | | | | |
| Is the keyboard separate from the screen? | | | This is a requirement, unless the task makes it impracticable – e.g. where there is a need to use a lap top. | |
| Does the keyboard tilt? | | | Tilt need not be built in. A writing slope or other device may suffice. | |
| Is it possible to find a comfortable keying position? | | | Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest. | |
| Do you have good keyboard technique? | | | Training can be used to prevent the following main faults: Hands bent up at wrist; Hitting the keys too hard; Overstretching the fingers. | |

| | | | | |
|--|--------------|-----------|---|-----------------------|
| Are the characters on the keys easily readable? | | | Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection. | |
| RISK FACTORS | Tick: | | THINGS TO CONSIDER | ACTION TO TAKE |
| | YES | NO | | |
| Mouse, trackball etc | | | | |
| Is the device suitable for the tasks it is used for? | | | Available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others). | |
| Is the device able to be positioned close to you? | | | Most devices are best placed as close as possible, e.g. right beside the keyboard. Training may be needed to: - prevent arm overreaching; - tell users not to leave their hand on the device when it is not being used; - encourage a relaxed arm and straight wrist. | |

| | | | | |
|--|--------------|-----------|---|-----------------------|
| Is there support for your wrist and forearm? | | | Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. You should be able to find a comfortable working position with the device. | |
| Does the device work smoothly at a speed that suits you? | | | See if cleaning is required - e.g. of mouse ball and rollers. Check the work surface is suitable. A mouse mat may be needed | |
| RISK FACTORS | Tick: | | THINGS TO CONSIDER | ACTION TO TAKE |
| Software | YES | NO | | |
| Can you easily adjust software settings for speed and accuracy of pointer? | | | You may need training in how to adjust device settings. | |
| Is the software you are using suitable for the task? | | | Software should help you carry out the task, minimise stress and be user-friendly. Check you have had appropriate training in using the software. Software should respond quickly and clearly to your input, with adequate feedback, such as clear help messages. | |
| Furniture | | | | |

| | | | | |
|---|--------------|-----------|--|-----------------------|
| Is the work surface large enough for all your necessary equipment, papers etc? | | | Create more room by moving a printer, reference materials etc elsewhere. If necessary, you may need to consider providing new power and telecoms sockets, so equipment can be moved to prevent trip hazards. There should be some scope for flexible arrangement of equipment | |
| RISK FACTORS | Tick: | | THINGS TO CONSIDER | ACTION TO TAKE |
| Workspace | YES | NO | | |
| Can you comfortably reach all the equipment and papers you need to use? | | | Rearrange equipment, papers etc to bring frequently used things within easy reach. | |
| Are you able to read papers without tipping your head and neck forward for long periods? | | | A document holder/ writing slope may be needed, positioned to minimise uncomfortable head and eye movements. | |
| Are surfaces free from glare and reflection? | | | Consider mats or blotters to reduce reflections and glare. | |
| Is your chair suitable? Adjustable seating should be used where practicable, otherwise ensure suitable height to the users comfort. | | | You may require a height adjustable chair with adjustable lumbar support. | |
| Is the chair stable? | | | | |
| Does the chair have a working? | | | | |
| Seat back height and tilt adjustment? | | | | |
| Seat height adjustment? | | | | |

| | | | | |
|---|--------------|----|--|-----------------------|
| Swivel mechanism? | | | | |
| Castors or glides? | | | | |
| Is the chair adjusted correctly? | | | <p>You must be able to carry out your work sitting comfortably.</p> <p>It may be appropriate to ask for training or advice on how to adopt suitable postures while working.</p> <p>The arms of chairs can stop you getting close enough to use the equipment comfortably.</p> <p>Are you able to remove any obstructions from under your desk/table?</p> | |
| Is the small of your back supported by the chair's backrest? | | | You should have a straight back, supported by the chair, with relaxed shoulders. | |
| Are forearms horizontal and eyes at roughly the same height as the top of the VDU? | | | Adjust the chair height to get your arms in the right position, and then adjust the screen height, if necessary. | |
| Are you able to place your feet flat on the floor, without too much pressure from the seat on the backs of your legs? | | | If not, a foot rest may be needed. | |
| RISK FACTORS | Tick: | | THINGS TO CONSIDER | ACTION TO TAKE |
| Fire | YES | NO | | |

| | | | | |
|--|--|--|--|--|
| Do you have a clear escape route in the event of a fire? | | | | |
| Are all combustible materials (including paper) stored safely and away from any possible source of ignition? | | | | |
| Are all possible ignition sources secure? Is equipment switched off when not in use? | | | | |
| Are cables and sockets in good condition and damage free? | | | | |
| Has equipment been PAT tested and within expiry date? Are cables in good condition and free of damage? | | | | |

| | | | | |
|--|--------------|-----------|--|-----------------------|
| Are sockets in good condition and not overloaded? | | | | |
| RISK FACTORS | Tick: | | THINGS TO CONSIDER | ACTION TO TAKE |
| | YES | NO | | |
| Environment | | | | |
| Is there enough room to change position and vary movement? It is important not to remain static for lengthy periods. Get up and walk around at least every hour. | | | <p>Confirm that you have sufficient space that is needed to move, stretch and fidget.</p> <p>Consider reorganising your home working layout and check for obstructions.</p> <p>Confirm that your cables are tidy and not a trip or snag hazard.</p> | |
| Is the lighting suitable, e.g. not too bright or too dim to work comfortably? | | | <p>Confirm that you are able to control light levels, e.g. by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p> | |

| | | | | |
|---|--|--|---|--|
| Does the air feel comfortable? | | | Electrical equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe. | |
| Are levels of heat comfortable? | | | Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or, can you move away from the heat source? | |
| Are levels of noise comfortable? | | | Consider moving sources of noise, e.g. if someone else is at home, people watching television or noisy pets. | |
| Are there any distractions that may impact on your levels of concentration? | | | | |

Final questions for you

| | |
|--------------------------|--|
| <input type="checkbox"/> | Has the checklist covered all the problems you have working with your home Workstation? |
| <input type="checkbox"/> | Have you experienced any discomfort or other symptoms which you attribute to working with your home Workstation. |
| <input type="checkbox"/> | Have you been advised of your entitlement to eye and eyesight testing? |
| <input type="checkbox"/> | Are you able to take regular breaks working away from your home Workstation to carry out other work based tasks? |

Write the details of any problems here and notify your manager who will consider if further support is needed .

Appendix 5

Flexible Working Request Appeal Form

| | | | |
|---|--|--------------------|--|
| Name: | | Payroll No: | |
| Job Role: | | Base: | |
| | | | |
| Team: | | Telephone: | |
| Line Manager | | Email: | |
| Name: | | | |
| Job Role: | | | |
| Team: | | | |
| Line Manager | | | |
| <p>I wish to appeal against the decision to refuse my request for flexible working. I am appealing on the grounds: (continue on a blank sheet if necessary)</p> | | | |
| <p>I enclose a copy of my original request form and the rejection as set out by my line manager.</p> | | | |
| Employee signature: | | | |
| Date: | | | |

NOW PASS THIS APPLICATION APPEAL FORM TO THE APPROPRIATE MANAGER

| | |
|---|--|
| Date of Receipt of Appeal request: | |
| Manager Signature: | |
| Manager Title (in full): | |
| Date: | |
| Appeal Meeting scheduled for (must be within 14 days of receipt of appeal request): | |
| Appeal Decision Form | |
| Date of Appeal Meeting: | |
| Following our meeting on the above date, I have considered your appeal against the decision | |

to refuse your application to work a flexible working pattern.

- I accept your appeal against the decision. I am therefore able to accommodate your original request to change your working pattern as follows: (continue on a separate sheet if necessary)
- I am unable to accommodate you original request. However, I am able to offer the alternative pattern which we have discussed and you agreed would be suitable to you.
- I am sorry but I must reject your appeal on the following business ground(s) (please tick):
 - the burden of additional costs
 - an inability to reorganise work amongst existing staff
 - an inability to recruit additional staff
 - a detrimental impact on quality
 - a detrimental impact on performance
 - detrimental effect on ability to meet customer demand
 - insufficient work for the periods the employee proposes to work
 - a planned structural change

The grounds apply in the circumstances because (you should explain why any work patterns you may have discussed at the meeting are also inappropriate. Please continue on a blank sheet if necessary):

| | |
|--|--|
| Start date of new working arrangements (if applicable): | |
| Manager Signature: | |
| Manager Name (in Full): | |
| Date: | |
| Note to the Employee: The change in your working pattern will be a permanent change to your terms and conditions of employment and you have no right in law to revert back to your previous working pattern unless previously agreed. | |
| Manager Signature: | |
| Manager Name (in Full): | |
| Date: | |

MANAGERS TO EMAIL A COPY OF THIS FORM WHEN COMPLETED TO THE PEOPLE TEAM: PeopleSupport.PHW@wales.nhs.uk