

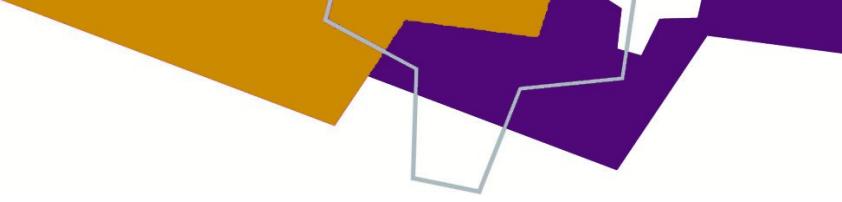


The Scottish Parliament
Pàrlamaid na h-Alba

Remote working: guidance for staff

2 April 2020





This Guidance should be read in conjunction with the [Business Continuity: Temporary Remote Working Policy](#) and the FAQs relevant to the specific event which is causing disruption to normal business and working arrangements.

- ✓ Where you can, establish a normal workday routine – ensure a clear break between work and non-work hours.
- ✓ Check in with your colleagues regularly and stay connected through email, Teams, phone calls and so on.
- ✓ Flag any issues or challenges with your manager including any wellbeing or health and safety concerns.
- ✓ Follow Health and Safety Guidance (see below).
- ✓ Take regular breaks – move about and exercise in any way that you can.
- ✓ Plan your day to help provide structure.
- ✓ Catch up on outstanding training or take opportunities to develop your skills and knowledge through reading, research and online learning.
- ✓ Set your status so colleagues know when you are available or offline.
- ✓ Set yourself a set of goals and enjoy ticking them off when complete.
- ✓ All employment policies will still apply unless you are notified of a variation. That includes:
 - You should report if you are sick and the reason
 - Annual leave should be booked as usual

Top Tip!

Finding what works for you is important. One way of doing this can be through spending a couple of minutes at the end of the working day asking yourself the following three questions:

1. What worked well today?
2. What didn't?
3. What might I try tomorrow?

Working at home with dependants

We realise that it may not be easy to work a regular work pattern if you have caring responsibilities for children or parents (or both). Remember it's okay to take breaks and to work different hours that accommodate your family life whilst meeting business need. Speak with your manager and agree what you are realistically able to do. Have a look at the FAQs for more info.

Recording your hours (SPS staff)

You should continue recording your hours as normal on TRS. Temporary changes have been made to the system to ensure you can clock hours outwith your standard working times and days (other than weekends and public/privilege holidays) to enable you to work more flexibly if you need to do so. For example, if you normally work 22 hours over Tuesday to Thursday but want to work the same hours over Monday to Friday, the system will not generate this as an exception/unauthorised overtime.

If you're unable to work your full contracted hours due to caring responsibilities, we'll ensure the principle of no detriment is applied. You or your manager are not required to take any action as HR will administer this. HR will review hours worked on a weekly basis to ensure that your flexi balance reflects you having worked your full standard working hours. If you have worked more than your standard working hours this will also be reflected in your balance.

To enable HR to undertake this weekly reconciliation, please record your hours on TRS as and when you work them. All hours recorded by close of play on Monday of the following week will then be taken into account and will be reflected in your balance by close on Tuesday.

Working safely at home

As many of us are working from home on a temporary basis, it's generally fine to use your own furniture (chair, table/work surface) if it meets basic requirements for comfort and correct posture. Where possible set aside an area in your house as your office space / desk space to reduce risk to other people at home. Also make sure you have adequate lighting, remove trailing leads and don't use the floor or high shelves for storage.

If you need assistance with a reasonable adjustment to make home working accessible, such as access to equipment, please contact [HR](#).

Must Know!

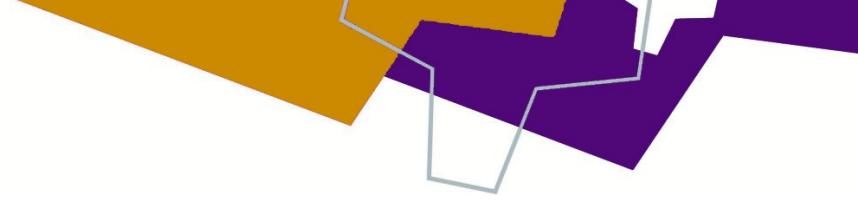
You should complete a [home working self-assessment checklist](#) and a [home working questionnaire](#). Use this information to identify with your manager any barriers to safe and effective working from home. You may also find the following questions helpful:

- ◊ Can my role be carried out as normal while working from home?
- ◊ Are there any limitations, such as responsibility for care of a dependant, that might limit capacity?
- ◊ Can work be carried out at times outwith the normal working hours?
- ◊ Is any equipment needed (such as a keyboard, mouse)?

Need to Know!

Electrical safety tips:

- ✓ Only use an extension lead which was bought ready-assembled.
- ✓ Extension leads should be no more than 15 metres long.
- ✓ Only use extension leads fitted with suitably insulated connectors and plugs. (Never join two lengths of flexible cable by twisting the bare ends of wires together.)
- ✓ Position an extension lead carefully to prevent any risk of damage.
- ✓ If the cable must cross a pathway, cover it with a rubber protector strip or rug.
- ✓ Always check that leads, plugs and sockets are undamaged.
- ✓ Always check the extension lead plug contains the correctly rated fuse for the equipment being used.
- ✓ If using a cable drum extension lead, it should be completely unwound to avoid overheating.
- ✓ Avoid the use of multi-way adapter block plugs



Speak to your manager about any health and safety concerns you may have. They're responsible for monitoring this and if they are unable to resolve your issues, they will seek input from Jake Fenton, our Health and Safety Manager.

Top Tip!

Here are some [exercises](#) developed by the Chartered Society of Physiotherapy that you could try during your breaks, to help you stay more active throughout your day. As with any activity, make sure you exercise within your own capabilities. Consult your GP before doing any exercise if you're pregnant, a new mother, suffer from any health conditions or have any concerns about your level of fitness or health. You should stop immediately if you feel uncomfortable or experience any pain.

Wellbeing

We understand that some colleagues may find it difficult to adapt to working in an environment with limited social contact, while others may find it harder to manage their time or to separate work from home life.

If you're experiencing difficulties, speak to your manager. They will understand the challenges at home, for example, relating to childcare, whilst being able to cover business need. We understand the situation will raise issues of isolation if you live on your own, or if you share your home with others. This may make it more difficult for you to be available in the same way. Your manager will regularly check-in with you to ensure you are managing your work-life balance effectively and minimise any feelings of isolation. The Chief Executive's office will also provide updates, ensuring access to key information.

Good to Know!

Have a look on our [wellbeing pages](#) for more info. Remember, you're not alone and we'll work together to get through this. As well as talking to your manager you can go to HR for support.

You can also contact the Employee Assistance Programme which is open 24/7 (0800 032 9849).

Our occupational health provider, Optima, has provided [advice on making a success of home-working](#).

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For further information contact:

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