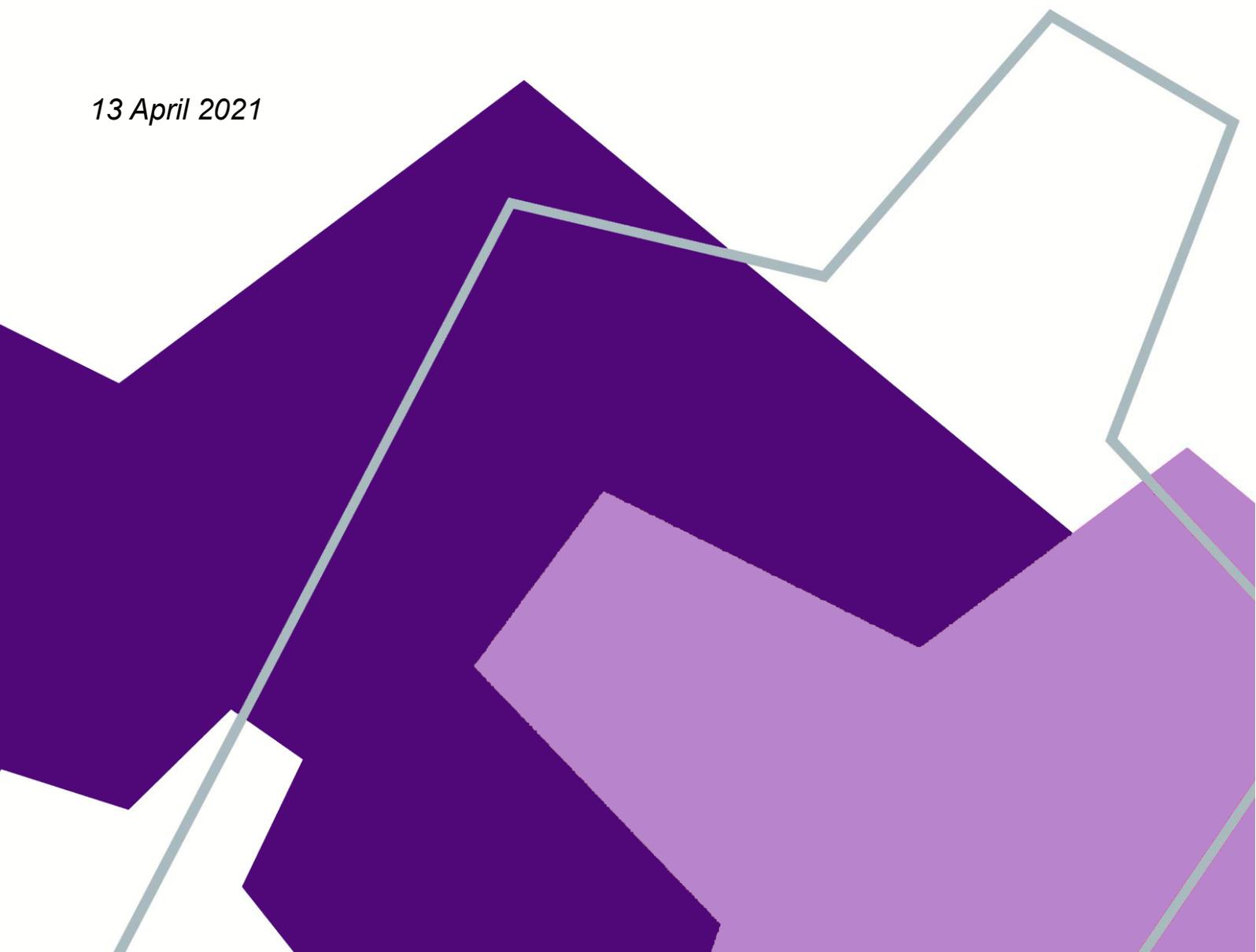


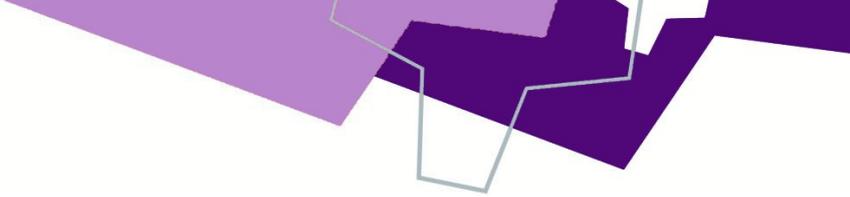


The Scottish Parliament  
Pàrlamaid na h-Alba

# Business Continuity: Temporary Remote Working Policy

*13 April 2021*





This policy sets out the practical arrangements for remote-working during a significant disruption to the normal business and working arrangements of the Parliament.

It applies to all SPS and MSPs' staff who are required to work from home due to a significant disruption to normal business. It will come to an end when normal business resumes.

This policy reflects current Scottish Government advice on Covid-19 and has been agreed with trade unions.

## Health, safety and wellbeing

If you are asked to work from home, you should complete a homeworking [self-assessment and request form](#) and discuss the results with your manager or employer. You should also set up as close to a full-size workstation as possible in your home.

Remember, portable devices are designed for occasional short-term use. The best solution for homeworking with a portable device is to try to replicate a full-size workstation using a separate keyboard and mouse, with the device screen at a suitable height for comfortable viewing. Work at a table, sitting on a comfortable, straight backed-chair or home office type chair if you have one.

If you cannot set up a full-size workstation at home, please set up your device on a table and ensure you take a 2-5 minute break at least every 30 minutes. Do not work with a laptop on your knees, or on a tablet or smartphone for more than 15 minutes without a 2-5 minute rest break.

If you have a laptop, it is easy to plug in a separate USB keyboard and mouse.

If you have a Microsoft surface pro, you only have one USB port and so it may not be possible to use a separate mouse and keyboard. If you are planning to use your surface pro for text-heavy work, it can be helpful to plug in a keyboard, and put the device at a suitable height for comfortable viewing.

If you have an [accident](#) or [near miss](#) at home while you are working you must report this to your manager immediately in the normal way and follow this up with the completion of an Incident Report Form, which you can download and complete [here](#).

If anything changes at home which might have the potential to impact on the original risk assessment or if you have any concerns, you should discuss this with your manager.

## Staying in touch

You should agree with your manager or employer how regularly you will stay in contact. Your manager will regularly review your homeworking arrangement with you to ensure that it remains suitable and put in place appropriate arrangements and plans.

Your manager or employer will regularly communicate with you to ensure that you feel supported and are kept up to date with developments. As far as reasonably practicable, team meetings will be arranged by conference or video call.

## Expenses, insurance and other costs

The Corporate Body will cover insurance liability if you or your property is damaged.

You will need to consider whether there are implications for your buildings and contents insurance. To this end, you should contact your insurance company to ensure that your domestic insurance policies are not invalidated by the storage and use of our equipment at your home, or by using your home as a workplace.

If you incur additional costs for homeworking, such as additional heating and lighting or the cost of making business telephone calls, SPCB staff may claim a weekly allowance towards these costs. Please email [PayandPensionEnquiries@parliament.scot](mailto:PayandPensionEnquiries@parliament.scot) for each week that you wish to claim this allowance which will be paid with the monthly payroll.

## Training

You should complete relevant training including Display Screen Equipment (DSE) online learning, which can be accessed by searching for DSE in [SP Learning](#) and GDPR online training which can be accessed on the intranet: <https://archive2021.parliament.scot/abouttheparliament/19154.aspx>

## BIT Information and Support

Advice from BIT on working from home during a significant disruption to business can be accessed [here](#).

# **Business Continuity: Temporary Remote Working Policy**

***For further information contact:***

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