

# S H & E T E A M B R I E F

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## Home working for employees and line managers

To be issued to all homeworkers and their line managers

COVID-19 mitigation  
instruction  
March 2020

### Guidance for home worker line management:

Jane Wilcox will provide any feedback received within the returned checklist forms

### Actions required;

- If required ensure the employee should be able to take very basic equipment home; laptop, power lead, one extra screen (this is not mandatory and should only be considered if absolutely necessary), mobile extension boxes to alter screen/ laptop height (lightweight plastic type)
- Discuss projects and workload required during the home working period
- Agree specific communication methods and dates/ times
- Reiterate the reporting procedure for illness

### Guidelines and advice to employees

You have been identified as a suitable candidate to work from home, your home working is a response to the current COVID-19 position in the UK and you will continue to work from home until you receive further instruction.

As a responsible employer we have provided you with a risk assessment and basic checklist, please return the completed checklist to [jane.wilcox@princessyachts.com](mailto:jane.wilcox@princessyachts.com) who will in turn contact your line manager to action any aspects identified. Please also read and digest the risk assessment and confirm within the checklist return email that you have done so.

The work you do whilst at home is very low risk, Health and Safety Executive recognises it as such and has provided us with advice accordingly. Those working from home will carry out administrative tasks utilising mobile IT.

- PYL is only responsible for the equipment it provides
- Ensure you continue to work during the hours to which you are contracted
- Ensure set up your laptop in such a way that it provides a comfortable position for you to work, if possible take extra screens, mobile height adjusted stands (lightweight plastic type) home with you.
- Take regular breaks from the screen
- Keep in regular contact with your line manager, agree specific skype/ conferencing/ telecom dates and times

If you have any concerns please contact your line manager in the first instance, for any further advice please contact [HS&ETeam@princessyachts.com](mailto:HS&ETeam@princessyachts.com)