

HS29 Managing Working from Home or Office [Hybrid Working] | Standard Operating Procedure

1. Background information

1.1. Introduction/Purpose

1.1.1. This Standard Operating Procedure (SOP) details the processes for managing working from home of the office and hybrid working at SOAS University of London.

1.2. Scope

1.2.1. This guidance applies to those who:

- Work at home on a long-term basis.
- Routinely split their time between their workplace and home (sometimes called hybrid working).

1.3. Roles and Responsibilities

1.3.1. Employers have the same health and safety responsibilities for people working at home as they do for any other worker.

2. Main Content

2.1. Risk Assessment

2.1.1. Most of the time, risks to home workers will be low and the actions the university should take to protect them will be straightforward.

2.1.2. Things SOAS should consider as part of the risk assessment for home workers include:

- Stress and poor mental health.
- Using equipment like computers and laptops safely.
- Their working environment.
- The university should talk to its workers about their arrangements, as working from home may not be suitable for everyone. For example, some people may not have an appropriate place to work or may prefer to come into the workplace for wellbeing, mental health or other reasons.

2.1.3. These arrangements and procedures will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

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