



Remote Working Policy

Reviewed: March 2019

Version Control

Date	Section(s) amended	Brief description	Author
03/02/17	All	Policy revised	Alan Akester
03/02/17	None	Policy Approved	Martin Field
05/01/18	None	Updated with new branding	Yvonne Walker
08/01/18	None	Policy Reviewed	Alan Akester
29/03/19		Annual review	Alan Akester

Policy Applies – Remit Group Limited, Remit Food Limited and Assessed Education Limited

Contents

1. AIM	4
2. LEGISLATION.....	4
3. DUE DILIGENCE	4
4. EXPECTATIONS OF THE COLLEAGUE.....	4
5. SAFEGUARDING	4
6. SAFETY	5

1. Aim

The aim of this document is to acknowledge that there will be a requirement for Remit colleagues to work from premises other than those controlled by their employer either on an occasional or regular basis.

This policy does not apply to Homeworkers, whom should refer to the Homeworking Policy.

Remote working is defined as working from a location that is not the colleagues normal place of work, or at a customer's location, and sets out the arrangements necessary to support Remote Working.

This policy should be read in conjunction with the Health and Safety and Homeworking Policies.

2. Legislation

There is no specific legislation that covers Remote Working, however this document will refer, where appropriate, to other sources of legislation relevant to the task.

3. Due Diligence

Before any colleague commences work from premises not controlled by the business, a H&S Pre-Vet inspection must be completed. This forms an integral aspect to ensuring the premises are safe and suitably managed.

The inspection should be recorded, maintained and reviewed annually, or as identified within the inspection or at a time of change. Any concerns highlighted must firstly be referred to the premise controller and escalated to Remit Health and Safety Manager if no action is taken, the action taken is not suitable and sufficient or the person undertaking the inspection has any queries/requires additional support.

Working from customer premises should not commence until the H&S pre-vet inspection has been undertaken with all actions or recommendations completed.

4. Expectations of the colleague

Colleagues should be reminded that they are representing Remit and should be courteous and professional at all times.

Adherence with their employers H&S Policies, and those of the premises being visited must be observed at all times.

5. Safeguarding

No colleague will be permitted to undertake remote working until such a time as a DBS check has been requested and returned.

If, once returned, the DBS is not clear; the HR team, with support from a Safeguarding Officer, will produce a Risk Assessment which will be specific to the individual.

6. Safety

All colleagues should abide by this policy in full, and at all times observe and cooperate with all health and safety procedures.

Remit is responsible for the safety of its colleagues while working remotely and will provide advice to its colleagues as appropriate. Remit will not provide health and safety advice or support to any 3rd party, including its customers.