OUR PEOPLE PRACTICES/
HYBRID WORKING SCHEME:
Health and Safety Implications

Applicant must complete:
Remote Working DSE Risk Assessment Checklist
(based on equipment they propose to use when working remotely going forward)
Applicant must tick the box in the application form to confirm this has been completed and provide completed checklist to their line manager with their application.

Are any H&S concerns identified?
Line manager and applicant should discuss assessment results.

Has the applicant been provided with specialist workstation equipment on campus in order to make reasonable adjustments to accommodate a declared disability as a result of an OH referral?

Applicant to provide copy of OH report confirming that equipment has been recommended to accommodate a disability. University to provide equipment needed as a reasonable adjustment.

Is applicant requesting equipment to accommodate a disability (where not previously provided on campus)?

Can identified H&S concerns be resolved by sourcing alternative furniture or ancillary computer equipment?
Please note: applicant is responsible for obtaining this (except in the case of reasonable adjustments.)

Applicant consults guidance on equipment available on HWS webpages. This includes suggested sources of equipment.

Applicant confirms to Line Manager required items have been obtained before the hybrid arrangement starts.

No barrier to line manager approving the application.

Manager should decline application due to H&S risk.

Applicant will need to complete a HWS self-referral form and an OH assessment will need to be arranged.

No barrier to line manager approving the application.

Manager will need to decline the application.