

All-Staff Home Office DSE Assessment Process – Line Manager Responses FAQ

Why are we doing this?

This process is being implemented to address a number of concerns that people have raised in the pulse survey process concerning their remote working environment. We are seeking to support our people in these unprecedented times, including preventing any longer-term impact on their health and wellbeing. Most people will have already overcome any barriers to their workstations, but we need to be confident everyone is receiving the support they need. All new starters will be asked to do this as they join the project. This means you will need to make sure an assessment is completed for all of your people, either in this specific window or when they join your team.

What does my team member need to do?

They'll be sent an e-mail with two attachments, a guidance and information document and an assessment template to complete and return. They should use the guidance to make an assessment of the location in their home that they are using as a workstation. The checklist prompts them to think about different aspects ranging from how to ensure their comfort and wellbeing through to making things productive with IT support. There will be an identified two-week window in which people need to complete the assessment.

What do they do if no extra support is required?

The assessment should still be completed and returned to HR (using the address sent everyone in the issuing e-mail). They should also complete the spreadsheet sent to them for the purpose of recoding future leave. This has a new column where they indicate they have whether they have completed and returned the assessment or not. You could ask your team to let you know when they have done so.

What happens if the assessment suggests extra support is required?

The guidance document contains a flow chart to help guide people through the process when the assessment suggests there is a need for extra support. Their first action is to send the assessment to you and not HR.

Please consider what they are requesting using the guidance and flow chart. If you can reach a mutual agreement on how to address the issue e.g. allow more breaks, variations in their working times etc without consulting the project H&S team, please forward the assessment to HR stating what has been done to address any issues. They can then mark up the absence spreadsheet to show it has been completed. Please, periodically check in with the individual to ensure the solution is working.

What happens if we cannot agree a solution or H&S advice is required?

If they send you an assessment because they have an issue that needs further insight and you cannot provide a solution, please seek advice from the project H&S team. If the H&S team are not available, you can also refer the matter to parent company advisers. If a mutual agreement is achieved, the assessment can then be sent to HR stating who has been involved and what was agreed. They can then mark up the absence spreadsheet to show it has been completed. Please, periodically check in with the individual to ensure the solution is working.

What do I do if additional or new equipment is required?

Please consult the flow chart in the guidance document. Some items can be approved for purchase through expenses systems if you are content it / they are required, and the amount is small. If this is not possible, please liaise with the project H&S team to discuss their view on whether the item(s) should be purchased. If items are purchased / supplied, please send the assessment to HR stating what has been provided. The individual can then mark up the absence spreadsheet to show it has been completed. Please, periodically check in with the individual to ensure the solution is working.

What happens if I can't reach a mutual agreement with the individual to address any issues?

The final arbiter in deciding whether items should be purchased, supplied, working arrangements changed etc, after H&S team involvement, is the Project Director. Please refer the matter to them for a decision on the way forward. Once the matter has been considered and a final way forward implemented, please send the assessment to HR stating what has been provided. The individual can then mark up the absence spreadsheet to show it has been completed. Please, periodically check in with the individual to ensure any solution is working.

If you have a question which is not answered above, please contact Dawn.Valet@macedragados.com or Kevin.Bowsher@macedragados.com