

to make sure they are healthy and safe.

Working with display screen equipment

For staff working from home on a long-term basis, the risks associated with using display screen equipment (DSE) must be controlled. This includes doing workstation assessments at home.

JEM will provide staff with advice on completing their own basic assessment at home.

JEM will keep DSE arrangements under review

Mental wellbeing

Home working can cause work-related stress and affect staff's mental health. Being away from managers and colleagues could make it difficult to get proper support.

JEM will put procedures in place to keep in direct contact with home workers in order to recognise signs of stress as early as possible.

There will be an emergency point of contact that staff can get help if they need it.

POLICIES, GUIDELINES AND CODES OF PRACTICE

JEM will develop, maintain and keep under review such policies, guidelines and codes of practice as are necessary to advise and support the activities of its staff.

PROVIDERS OF CONTRACTED SERVICES

JEM will ensure that providers of contracted services, and those contractors which are used from time to time have their own Policies, Codes of Practice, Local Rules, etc., which are complementary to those of the organisation.

In addition, providers of contracted service will be required to adhere to all the Policies, Guidelines, Codes of Practice and Local Rules of **JEM**. Managers of contracts will be responsible for monitoring the performance of contractors in this respect to ensure that **JEM** is not put at risk.