



Smart Working at home safely

# SmartWorking Phase 1 – Pre COVID activities



Guidance



Basic Training



209 'old' Monitors adopted



27" Monidocks installed

2242 Windows 10 devices deployed



- Declutter campaign,
- Change readiness survey
- Screen saver messaging launched



- 5:10 desk ratio adopted
- Office space rationalised (Place phase 1)
- Pedestals removed
- Cupboards removed
- Rubbish removed

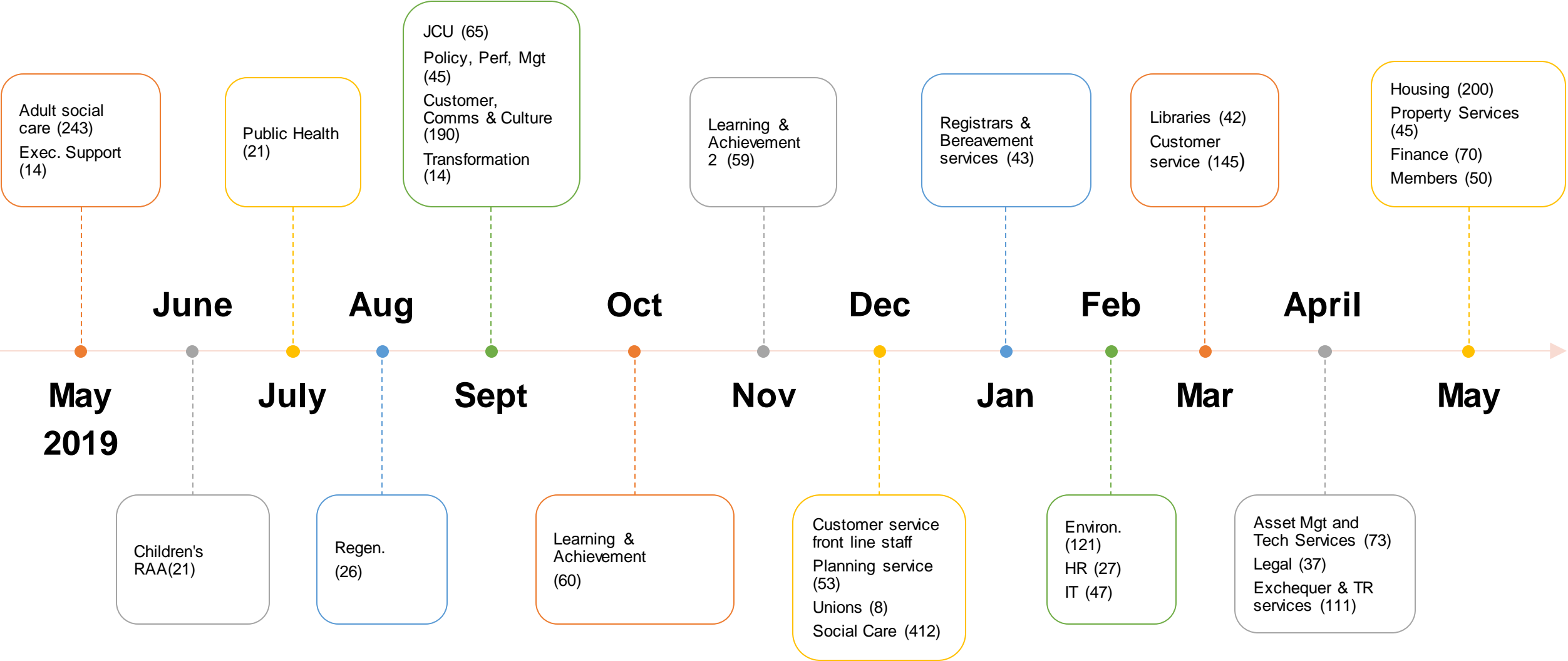
Be the Change, See the Change event at CEME for 120 managers



Mercury House refurbishment (Place Phase 2) Consultation & Architects appointed



# 2242 Windows 10 devices deployed



# Enabling safe working from home

## SmartWorking at home safely

This process is to be followed when organising working from home as a regular activity

Can duties be performed remotely?

Manager to determine if duties can be performed at home/ remotely

STEP 01



E-Learning

Complete the following DSE and Health and Safety courses (unless already completed in the last 6 months)

1. Staying safe with DSE: an overview
2. Staying Safe with DSE: mobile working

STEP 02



Checklist (e form)

Complete this checklist to facilitate collection of special equipment already allocated and general office equipment (chairs, keyboards etc) required

STEP 03



Condensed DSE assessment

Completion of new DSE remote/home working assessment

STEP 04



- Pre-existing equipment collected from Town Hall on receipt of invite
- Requirements identified - new equipment ordered

STEP 05

No Requirements identified

Start /continue working at home/remotely

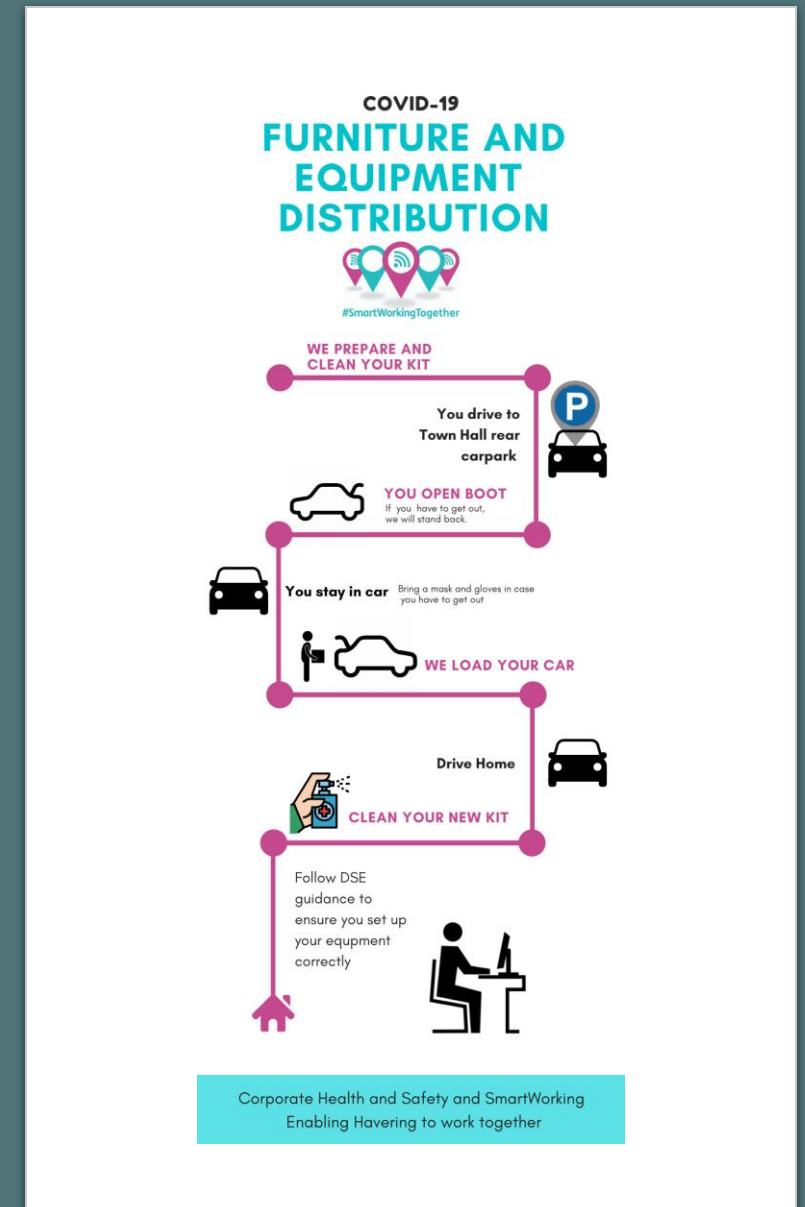


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- As COVID restrictions went on longer than anticipated we worked with Health and Safety and consulted with HR to create a process to provide staff with office equipment
- Staff complete e learning followed by a checklist e-form and condensed DSE assessment (special requirements), which are then processed by the Health and Safety team before items are collected

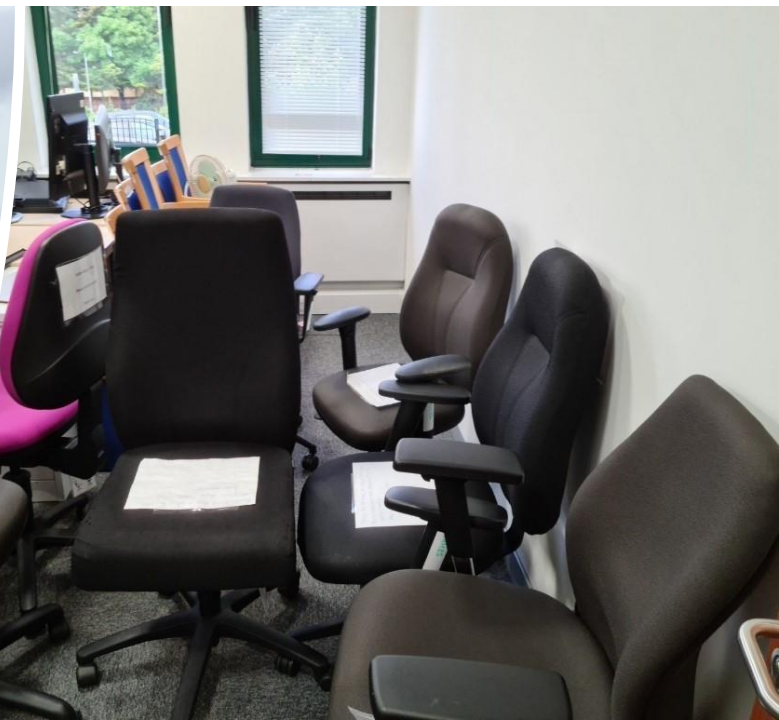
# Innovative Drive through collection process

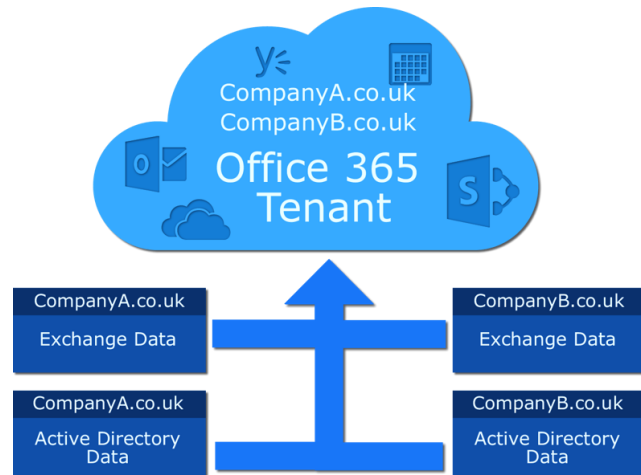
- Process now considered gold standard and being adopted across London
- Over 700 requests for office equipment
- 14 deliveries made to those shielding or without transport
- 33 drive through time slots run to date
- Around 500 emails sent/received





*I would like to feedback how helpful and easy I have found this process – from starting the forms to collecting my equipment today – fast and friendly service – couldn't ask for more. Thank you all so much, your support has been greatly appreciated and will make my time working from home so much better for my working experience and comfort  
Thank you  
Jacqui Hanton, Principal Family Practitioner*





# SmartWorking +

- As the **Smart Working+** programme increases in complexity to support the Council's Recovery plans, separation of MS Tenancy will ensure the resilience and security of the Office 365 environment and infrastructure for Havering, better enabling staff to work remotely
- The S4 project has kicked-off with a discovery phase. It will consider how we can streamline and reduce the use of paper. As the majority of people are working from home, the enforced break from using printers regularly is also an opportunity for the S4 project to rationalise printers.