

**Working from Abroad**

**Risk Assessment Criteria**

In exceptional circumstances i.e. a family emergency or similar, employees may be authorised to work from abroad for an agreed period of time, up to a maximum of 3 months, so long as:

* they can fulfil all duties remotely
* adhere to the arrangements that have been put in place and agreed by their manager
* accept liability for any additional fees and incidents related to the travel
* return to work in Havering when required.

To make a working from abroad request, you will need to complete this risk assessment so any potential issues or impact can be considered before reaching an outcome. The completed form should be sent to your line manager for a decision, in conjunction with the Director of Service. Submitting an application does not authorise the request and **employees should await the outcome of the application before travel.**

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| Please note, this risk assessment may be accessed by HR&OD and Employee Services.

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| **RISK ASSESSMENT APPLICATION FORM** |
| Employee name |   | Host country address (destination requested to work from abroad)  |   |
| Employee Number |  | Host country local phone number or mobile number to be used for work contact |  |
| Job title  |   | Dates you are requesting to work from abroad (start/end dates) |   |
| Directorate |  | Service area  |  |
| Manager name  |  | Manager approval and declaration that the policy has been followed | Agree/decline (application) |
| I agree the policy has been followed: Yes/No |
| Director name |  | Director approval and declaration that the policy has been followed | Agree/decline (application) |
| I agree the policy has been followed: Yes/No |
| Date of agreement |  |  |  |

**What are the reasons for applying to work from abroad?** (Please describe below)

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The questions below will allow the Council to gain assurance that you will be available to work as contracted and when required. Please read carefully and answer each question.

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|  **Essential Criteria**  |  **Yes/No**  | **What measure will you take to mitigate this risk?** | **Managers Comments and Decision** |
| As part of your role, do you require direct access to systems that hold personal data owned by partner organisations e.g. DWP, NHS, and the Metropolitan Police? |  | **If yes, the request will be declined.** |  |
| Do you work in a role that requires you to be physically present or available during core hours?  |  | **If yes, the request will be declined.** |  |
| **Additional Factors**  | **Yes/No** |  |
| Will the country’s time zone impact your contactable hours? Please state the exact time difference and how you will be able to stay in contact. |  |  |  |
| Will you have an adequate work station during your stay?  |  |  |  |
| Are you confident that you can make the necessary arrangements to care for your wellbeing and safety in the host country? |  |  |  |
| Have you provided up to date next of kin contact details in cases of emergency? Please update Fusion if you have not. |  |  |  |
| If you are unable to work due to network connectivity issues/ equipment not working/cyber threat and are therefore logged out of system(s), please confirm you will immediately report the situation to your manager and how you would account for the loss of time? I.e. agree to take a period of annual or unpaid leave, for the hours/days lost. |  |  |  |
| **Employee Liability Declaration**  |
| I (employee) agree to accept responsibility and will not hold the Council liable for the following:* Paying for flights or additional fees related to travel.
* Ensuring passport validity and the correct visa is obtained ahead of the trip.
* Complying with applicable public health guidance (e.g. quarantine periods) both in the host country and on return to the UK.
* Accepting liability for any incidents that occur in the host country.
* Ensuring personal safety (I will be working from the host country at my own risk).
* Accepting that my employment contract remains subject to UK law and jurisdiction whilst working in a different country (salary will only be paid into a UK bank account and will be subject to relevant payroll deductions).
* Maintaining all the usual precautions to working safely remotely, e.g. following the Working from Abroad IT guidance, IT Code of Conduct, data protection guidelines.
* Accepting that I will need to use annual/unpaid leave or return to the UK immediately if my manager deems the working from abroad arrangements are unsuccessful.
* Report sickness absence as normal and as agreed by my line manager.
* Adhere to all Council’s employment policies e.g. Employee Code of Conduct and Sickness Absence.
* If I cannot access the network, I will contact my line manager immediately.
* Making additional tax and social security declarations, if required.
* Understanding that the working from abroad arrangement may need to end if work is impacted on a day-day basis, i.e. insufficient system connectivity, performance targets not being achieved, contact/attendance at meetings affected, etc. These issues should be discussed at weekly meetings to see if amendments to the arrangements can be made. Depending on the circumstances, the employee may be required to return to the UK as soon as possible or take a period of annual or unpaid leave.
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| Signed:  | Date:  |

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Once the application has been approved, this form should be sent to people.establishment@onesource.co.uk to be placed on the employee’s personal file.