



Our Ref: FOI 18/116

6th September 2018

J Davies,
Request-467724-54dc91a1@whatdotheyknow.com

Dear J Davies,

Re: Freedom of Information Act 2000 (FOIA)

Thank you for your Freedom of Information request received as an outcome of your request for internal review.

As the University is unable to provide information regarding the number of individuals who work off University Premises, you requested information about how the University is able to:

a) Comply will all relevant legislation relating to duty of care and general Health and Safety obligations to these individuals?

The University has in place guidelines on Occasional Working from Home (as provided in response to your request FOI 18/055) and an agreed Health and Safety Code of Practice in relation to working from home (SCP26), which is attached. These documents provide guidance to managers and to employees advising them to identify the potential hazards and safety checks that should be undertaken by employees whilst working from home. Guidance is provided to employees to ensure that the University fulfils its responsibilities under health and safety legislation.

b) Ensure parity of treatment across individuals who wish to work off, or are required to work off, University premises?

The Occasional Working from Home guidelines include a section for Managers, to support them in considering requests for occasional working from home and this ensures that requests are considered consistently based on the suitability of the tasks and the individual to undertake this. Line Managers can also seek advice from People and Organisational Development Business Partners if they need further support to consider any requests.

c) Ensure that University insurances are sufficient?

The University insurance is renewed on an annual basis and the renewal process ensures that the insurance that is in place is appropriate. Depending on the circumstances, employees working on other business premises would also be covered by that organisation's insurance as appropriate and this need is highlighted within relevant University processes.

The University considers it has fully complied with your request, but if you wish to seek an internal review, you should do so in writing to Professor Robin Leatherbarrow, Pro-Vice-Chancellor (Scholarship, Research and Knowledge Transfer), Liverpool John Moores University, Egerton Court, 2 Rodney Street, Liverpool, L1 2UA or by email at R.J.L Leatherbarrow@ljmu.ac.uk A full copy of the University's Freedom of Information Appeals Procedure is attached.

Once having appealed, if you are still not satisfied with our response, you have the right to apply to the Information Commissioner for a decision whether, in any specified respect, your request for information has not been dealt with in accordance with the requirements of Part I of the Freedom of Information Act 2000. The Information Commissioner's address is: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Details on how to complain can be found on the Information Commissioner's website: www.ico.org.uk

If you require any further assistance please do not hesitate to contact me.

Yours sincerely

Carol Swaisland

Carol Swaisland
Executive Assistant (Governance & Records Management)

Att.