Working from home

In response to the Corona virus, BTC is likely to require you to work from home.

In normal circumstances, anyone working from home should receive an assessment of their domestic workplace. Understandably this is not possible during this time therefore in order to work safely at home please follow the guide below.

Guidance for working from home

This would include reviewing any potential hazards that could cause an injury, deciding how likely it is that someone could be harmed and how serious and then taking the appropriate action to eliminate the hazard, or if this isn't possible, to control the risk. You should review your equipment, workplace assessment and keep in regular contact with your line manager.

To help you have a healthy working environment at home, you should consider the following:

- If possible, have a designated area to work in
- Use a chair that will support your back
- Visually check all electrical equipment is in good working order and safe to use
- Agree with your line manager a working pattern
- Have a lunch break where you don't look at anything work-related
- Take regular breaks
- Keep regular contact with your colleagues
- Go outside, even if it's just a quick walk around the garden

IT Security – Remote Working

Users must note that when using home PCs or other equipment at fixed locations outside the College, they are operating outside the College's IT security perimeter. For security protection:

- Safeguard against unauthorised access, misuse, theft or loss
- Confidential/sensitive information must not be accessed over unsecured broadband or public wireless networks
- Ensure your screen is not visible to unauthorised persons
- Ensure information is not accessible to unauthorised parties, lock your screen:


or
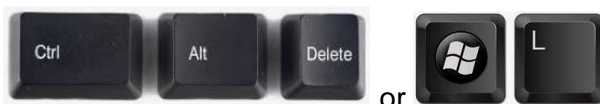
GDPR and Data Protection

Staff working from home using the College's remote desktop facility must ensure the same level of data security is applied and not downloaded to personal devices.

Please check with your line manager any documents that you may wish to take home. If agreed, record and track what has been taken from the College (see below).

As with IT security, ensure any documentation is held securely and not accessible to unauthorised persons.

If you need to contact your students or employers, please use the Bcc field, so that you do not allow others to see personal email addresses. To add the Bcc box – open new email – click options then Bcc
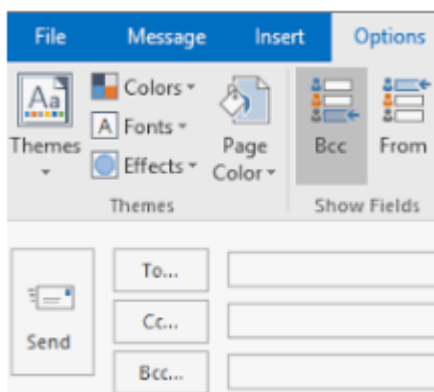
[Staff and Student Portal](#)

[Blackboard](#)

[Remote Access](#)

Removing documentation from Bridgwater & Taunton College campus

I, (name) _____ have taken the following documents home, for remote working:

Details on what is taken home including students name and quantity	Signed out	Signed in

Agreement to take documents outside of BTC have been confirmed by:
(Line Manager): _____

I agree to the safe keeping and return of documents taken outside of BTC
(Staff): _____