

Here's a sample form that might help assess your working conditions at home. (GUCU is requested a college wide standard form for these purposes but you might want to us this in the interim)

Question	Notes
Name  Role:	
<b>Used only when necessary</b>	
Contact phone number	
Home Address	
Emergency contact(s)	
<b>Home working</b>	
<b>IT infrastructure and connectivity</b> Do you have adequate IT hardware and software to complete your duties? Do you have adequate internet connectivity? Are you able to access all the materials needed to carry out your duties?	
<b>Circumstances</b> What is the likely amount of work you could anticipate committing to if you have caring duties for dependents? Are there other circumstances that may impact on your availability?	
Do you have any underlying health conditions that we should be concerned about? Should you be unable to work due to illness or care responsibilities how would you manage your workload? Can another member of the team cover your duties?	
<b>Health and Safety</b> Have you reviewed the <a href="#">College Health and Safety advice</a> , for example, is your home workplace and fit for use? Are there issues which need to be triaged?	

<p><b>For Programme Conveners</b></p> <p>If you become sick or if you have to look after others, who would deputise for you (if cover arrangements are unclear, please can you discuss cover arrangements with your Head of Area)?</p> <p>As Programme Conveners you play a key role in ensuring continuity arrangements for your degree and we will look to you to contribute to the coordination (with DBM/HOA/HoD/DMT) of summer assessments and Exam Boards.</p>	
<p><b>For Assessment Tutors</b></p> <p>If you become sick or if you have to look after others, who would deputise for you (if cover arrangements are unclear, please can you discuss cover arrangements with your Program Convenor or Head of Area )?</p>	
<p><b>For Placement Co-ordinators</b></p> <p>If you become sick or if you have to look after others, who would deputise for you (if cover arrangements are unclear, please can you discuss cover arrangements with your Program Convenor or Head of Area)?</p>	
<p><b>For Admission Tutors</b></p> <p>If you are an Admissions Tutor and if your programme(s) plan(s) to recruit students for 20-21.</p> <p>If you become sick or if you have to look after others, who would deputise for you (if cover arrangements are unclear, please can you discuss cover arrangements with your Program Convenor or Head of Area)?</p>	

I am happy for my personal information to be captured and stored for the purpose of contingency planning.

**Signature:**

**Date:**