## Planning for our next steps: Input from Toynbee Hall staff

Thank you for taking part in helping us plan for our next steps in managing the impact of the Coronavirus pandemic on our team and work.

Government guidance remains that people should continue to work from home wherever possible. That means that, on the whole, we will continue as we are for some time; the majority of us will continue working from home. That also gives us time to gather the information we need to be able to make decisions about who can return to the office as the lockdown is lifted further. We also know that working from home is growing increasingly difficult for some of you, so we want to understand your circumstances and needs around which place and channel of work best supports your wellbeing and ability to work.

The SMT are gathering information separately about whether any specific work needs to be done at Toynbee Hall or in the community. Alongside that, to help us do our best to protect the wellbeing of each member of staff as the situation evolves, we need clear information about your individual circumstances. We are therefore inviting you to complete this survey. It will take approximately 15-20 minutes. Please respond with your current situation; if anything changes in the future, you can let us know then.

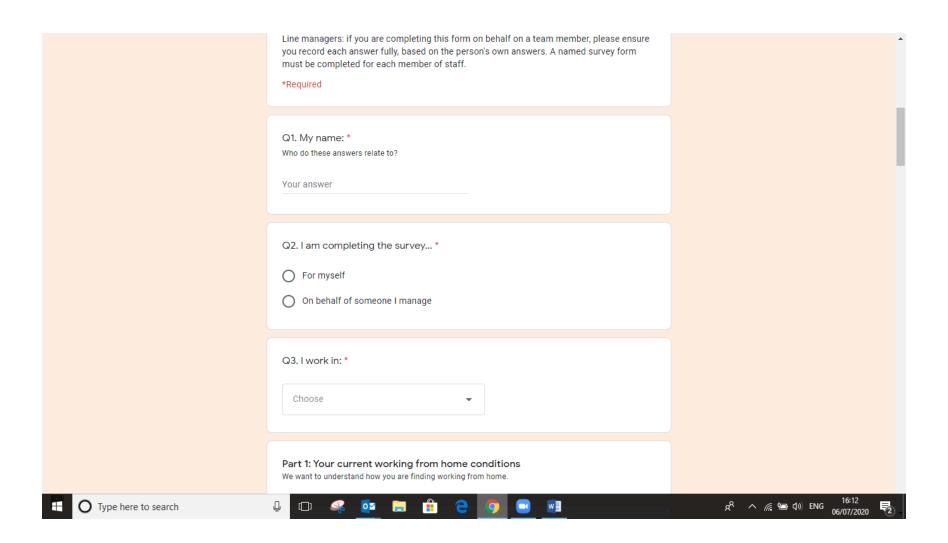
If you'd rather discuss your circumstances with your line manager than complete this online form, they can complete the form on your behalf. Just let your line manager know.

All information you provide is confidential and will only be shared with relevant Executive and Senior Management Team members for planning purposes.

Please complete this form - or discuss it with your line manager - by 5 June at the latest. If you need longer for any reason, please let your line manager know.

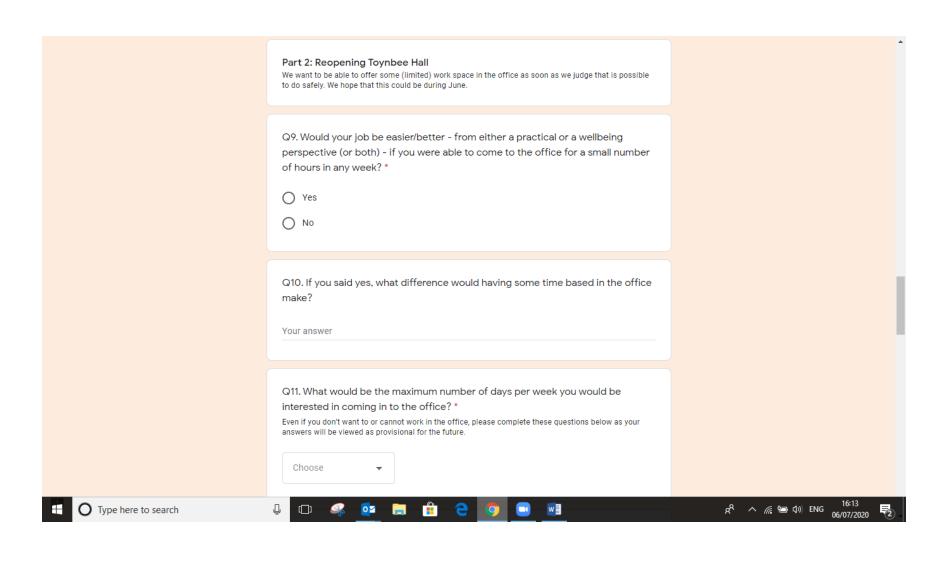
Line managers: if you are completing this form on behalf on a team member, please ensure you record each answer fully, based on the person's own answers. A named survey form must be completed for each member of staff.

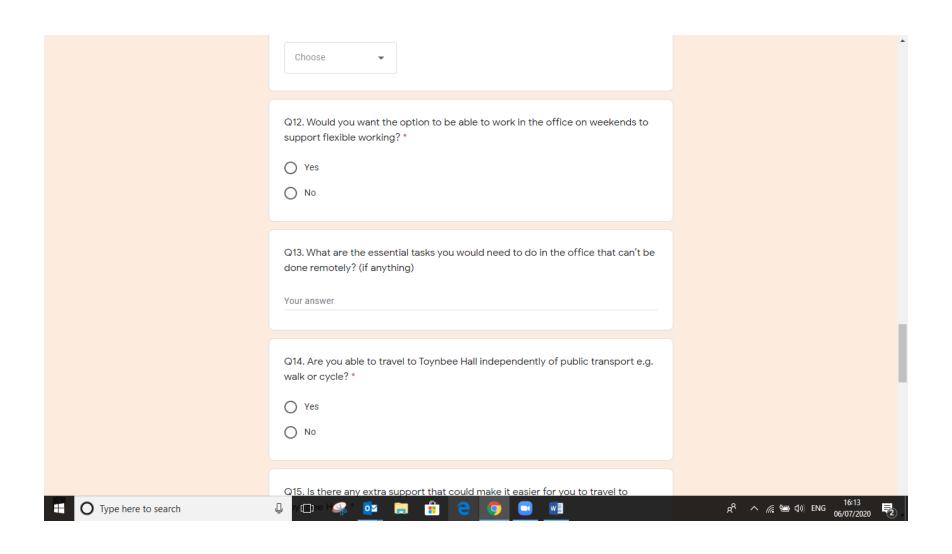
\*Required



	Q4. Thinking about the whole experience of working from home, how does it compare with your normal experience of working in the office? *  1 2 3 4 5  Much worse - I prefer working in the office	
	Q5. Are you experiencing any difficulties working from home? *  Space to work safely and effectively (e.g. room, desk, chair, quiet environment)	
	Properly working IT and phones  Access to printer for essential work	
	Access to scanner  Access to post services  Access to files and documents stored in the office	
	Sufficient undisturbed time to work  Dealing with confidential papers	
	Caring responsibilities  Mental health and wellbeing (We will be exploring this in greater depth in another survey)	
	Work life balance Other:	
Type here to search		g <sup>R</sup> ^ <i>(</i> (출 다)) ENG 16:12 06/07/2020 <b>년</b> 2 .

	Q6. Can you please tell us more about any specific difficulties you have said you are facing and what would help?  Your answer	
	O7. What, if anything, is better about working from home? *  Quieter/fewer distractions  Same workspace each day  No commuting  Ability to plan my time more flexibly  Online meetings are more productive than face to face  I'm spending less on travel and/or food	
	Q8. If you answered "other" to Q7, please tell us more here	
	Your answer	
Type here to search	irt 2: Reopening Toynbee Hall.  I to be to son mit ork to son mit ork to son with a judge that is possible	g <sup>Q</sup>





	G15. Is there any extra support that could make it easier for you to travel to Toynbee Hall? *  Flexible working to avoid peak travel hours  Cycle to work scheme (to help you buy a bike)  Free parking nearby  No extra support required  Other:	
	Q16. If you said "other" to Q15, please tell us more:  Your answer	
	Q17. Are you in close contact with any frontline worker who is at greater risk of exposure to Covid-19? *  E.g. Do you live with or come into regular contact with a healthcare worker, supermarket worker?  Yes  No	
Type here to search	Unio your for the lith of our pulse you live with/care	요 <sup>R</sup> ^ <i>(</i> 유 🐿 句》 ENG 16:14 <b>문</b> 2) .

	Q18. Do you - for health reasons, either your own or for people you live with/care for - need to be extra vigilant and so should avoid travelling or working in the office? *  If yes, we may need to ask for further details but for now, yes/no is enough to help us plan.  Yes  No							•		
	Q19. Overall, how your work experion			all suppoi			is in terms of Very well			
	Q20. What has gone well?  Your answer									
Type here to search	Q21. What could have been done better?  Your answer   The property of the prop						x <sup>8</sup> ^ // <sub>6</sub> .	⁄ <b>글</b> ქን) ENG 16:14 06/07/2020	<b>=</b> 2	