

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



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***Required**

Q1. My name: *

Who do these answers relate to?

Your answer _____

Q2. I am completing the survey... *

- For myself
- On behalf of someone I manage

Q3. I work in: *

Choose ▾

Part 1: Your current working from home conditions

We want to understand how you are finding working from home.



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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 Much better - I prefer working from home

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: _____



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Q6. Can you please tell us more about any specific difficulties you have said you are facing and what would help?

Your answer _____

Q7. 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
- Other: _____

Q8. If you answered "other" to Q7, please tell us more here

Your answer _____



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... we judge that is possible

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Part 2: Reopening Toynbee Hall

We want to be able to offer some (limited) work space in the office as soon as we judge that is possible to do safely. We hope that this could be during June.

Q9. Would your job be easier/better - from either a practical or a wellbeing perspective (or both) - if you were able to come to the office for a small number of hours in any week? *

Yes

No

Q10. If you said yes, what difference would having some time based in the office make?

Your answer

Q11. What would be the maximum number of days per week you would be interested in coming in to the office? *

Even if you don't want to or cannot work in the office, please complete these questions below as your answers will be viewed as provisional for the future.

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Q12. Would you want the option to be able to work in the office on weekends to support flexible working? *

- Yes
- No

Q13. What are the essential tasks you would need to do in the office that can't be done remotely? (if anything)

Your answer

Q14. Are you able to travel to Toynbee Hall independently of public transport e.g. walk or cycle? *

- Yes
- No

Q15. Is there any extra support that could make it easier for you to travel to



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Q15. 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

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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 well has Toynbee Hall supported you through this in terms of your work experience? *

Very poorly 1 2 3 4 5 Very well

Q20. What has gone well?

Your answer

Q21. What could have been done better?

Your answer



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