



## Home Working Self-Assessment

### Home Working

Home working has increased dramatically as IT systems have developed. In particular, laptops, hand-held computers and smartphones mean that many people now find their job includes home working to some extent. There are many advantages to the employer and employee, reducing travel, allowing flexible working and improving work efficiency. But it also brings its own health and safety hazards, from working in isolation to a lack of control over the work environment.

### Risk Assessment Checklist

The following checklist provides a risk assessment template when planning to work from home. The work being undertaken at home will be administrative/computer based.

**Note:** Please Tick Yes, No or N/A and if required, use the comment box to describe arrangements or requirements. Additional comment box at the end of the assessment should you require further space for comments/actions required. The assessment must also be signed off by the home worker at the end of the assessment and passed back to management.

<b>Name of home worker:</b>	
<b>Contact number:</b>	
<b>Date of assessment:</b>	

<b>Date of Next Review</b>			
<b>Duration of home working:</b> <i>(Please Circle Box)</i>	Occasional	Regular (e.g. 1-2 days per week)	Full-time

### Hazard Checklist

Answer YES/NO or N/A; make comments in the box as required

Working environment of area where home-working takes place	Yes	No	N/A	Comments
Is there sufficient ventilation in the room where the home worker spends the majority of the day?				
Is there sufficient lighting for the tasks being carried out?				
Is there sufficient heating? Are heating systems/portable heaters maintained in good working order? <i>(Gas appliances must be maintained by a <b>Gas Safe Registered</b> engineer)</i>				
If portable heaters are used are these positioned to prevent toppling and away from combustible materials?				
Is there sufficient space for all of the furniture & equipment used? <i>(There should be at least 3.7 sq metres)</i>				

Is the flooring in good condition and free from trip hazards?				
Is there sufficient safe & secure storage space for equipment and documents used?				

Electrical safety	Yes	No	N/A	Comments
Is the fixed electrical system in good condition e.g. no signs of scorching or arcing on sockets?				
Are there sufficient numbers of sockets to prevent overloading?				
If extension leads are used, do they display the current rating load? ( <i>Extension cables must never be overloaded more than the displayed current rating i.e. 13 A</i> )				
Is electrical equipment used for home working in good condition and free from any visual faults?				
Do you undertake visual checks of electrical equipment to identify any obvious faults such as worn or damaged leads or plugs?				
Is any of the equipment used for home working PAT Tested?				
Safe Posture	Yes	No	N/A	Comments
Have you received information on how to set up your workstation to avoid poor posture? ( <i>DSE Self-Assessment Procedure to be read and understood</i> )				
Does the chair used provide sufficient lumbar support?				

<p>Can the chair be adjusted so that you can sit with your shoulders in a relaxed position and your elbows at a 90-degree angle, with the upper arms vertical and forearms horizontal whilst keying and using the mouse?</p>				
<p>Is the work surface of a sufficient size to accommodate all the equipment to be used?</p>				
<p>Is there sufficient space in front of the keyboard for you to rest your hands in between keying?</p>				
<p>Do you have to read/refer to/copy from documents placed flat on the desk? <i>(This is likely to lead to awkward neck movements and should be avoided by using a document holder.)</i></p>				
<p>Is there sufficient space below the work surface for you to stretch your legs and change position?</p>				
<p>Can you rest your feet flat on the floor? If not, do you require a footrest?</p>				
<p>If you have to use a laptop, is a docking station and separate screen /keyboard available?</p>				
<p>Are you likely to regularly use the telephone whilst using the keyboard or mouse? <i>(If yes, a headset should be provided).</i></p>				



Are you aware of the importance of taking regular breaks from computer based work before fatigue sets in? (5 - 10 minutes every hour is recommended)				
Have you ever experienced pain or discomfort when using the computer at home? (If yes, please describe)				

Visual fatigue	Yes	No	N/A	Comments
Is the screen positioned at the correct height and viewing distance? <i>(Your eye-line should be just below the top of the screen and the screen should be positioned directly in front of you at approximately an arm's length away).</i>				
Is the screen free from glare or reflections? <i>(Ideally the screen should be at right angle to windows, windows should be provided by blinds or curtains to prevent screen glare).</i>				
Is the screen free from flicker & are images clear & stable? <i>(If not, please seek advice on how to adjust the settings to suit the needs of the user)</i>				
Have you had a recent eye-sight test?				
Have you ever suffered from headaches or visual discomfort when working from the computer at home?				
Is there sufficient segregation from disruptions e.g. children, pets, other family members?				
Are there arrangements in place for you to keep in regular contact with your line manager?				

Is support/advice readily available to you to deal with either IT problems or other specific work queries?				
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Emergency arrangements	Yes	No	N/A	Comments
Does the accommodation used for home working have a working smoke alarm?				
Have you identified what the course of action is in the event of a fire? <i>(You should plan the escape route and what you would do if the route was unavailable due to fire/smoke etc. e.g. leaving keys in windows or leave unlocked etc. or having tools to hand to break double-glazed windows etc. if required).</i>				
Have you got access to a first-aid kit?				
Insurance	Yes	No	N/A	Comments
Have you checked your home insurance and are adequately covered for home working?				



**Additional Comments**

A large, empty rectangular area with a light gray background, intended for providing additional comments. The area is bounded by a thin black line.



<b>Name:</b>	
<b>Sign:</b>	
<b>Date:</b>	