

Home and remote worker health and safety assessment

This checklist has been produced to identify any health, safety or welfare needs to enable you to work effectively from home.

Please complete this assessment and return it to your manager.

Please also attach at least one photo of your workspace, which includes your worksurface, chair, equipment and ideally yourself working at it. Place it in the box below as this will help us to identify if there are any hazards that you have not identified for yourself.

Please answer 'Yes' or 'No' to the questions asked in column 1 and return the signed and completed document to your manager

Your name	
Line manager	
Department	
Details of your homework area: (e.g. living room, bedroom, and the type of desk, chair, and equipment you are using: Include at least one photo of your space here.	

Working environment Questions	Employee to answer Yes/No	Comments/ description
1. Workspace and environment		
Is there enough space for you to work comfortably? (Describe the area/room you are working in, eg living room, bedroom)		
Does the work area provide enough privacy and freedom from disturbances and interferences from other household members?		
Do you have enough storage space?		
Are there any slip or trip hazards? Are floor coverings (carpets/rugs) suitable. State the type of flooring, eg carpet, laminate.		
Have you got adequate general and desk lighting?		
Are you able to move your screen so you don't experience glare on your monitor, or close window/blinds?		
Is your heating and ventilation (hot/cold air) adequate?		
2. Electrical		
Is your fixed electrical system in good condition (e.g., no damaged sockets or wiring trailing around your working area)? When was it last checked by an electrician?		
Are there enough sockets to plug in your equipment and close enough to avoid trailing cables across the floor?		
How many extension leads are you having to use? Are you linking one extension lead into another? (note this is not safe and alternative arrangements will need to be made)		
Do you switch off equipment when not in use?		
Are there any other electrical concerns? (Please specify.)		
3. Fire		
Are flammable materials (e.g., paper waste) and ignition sources (e.g., cigarettes) kept to a minimum?		

Are you able to quickly escape if there is a fire (if you are in an apartment, state what floor and if there is more than one staircase).		
Is there a smoke detector or fire alarm that is regularly checked at your home?		
Have you checked that there are no crystals, glass ornaments etc that are by the windowsill and can magnify the light, causing a fire hazard?		
4. Security and communication		
Can you lock away your laptop / pc or make it secure when you are not using it to ensure your work equipment and information is kept secure?		
Do you have access to call anyone (in person or via your phone) if you have an intruder or feel unsafe at any time whilst working?		
Do you have regular (at least daily) contact with colleagues via phone or email during the day?		
Computer work		
5. Workstation		
Do you have a suitable worksurface to place your equipment, access to it and no other obstructions whilst working? (Describe your workstation, eg dining room table, office desk, and write the measurements in the comments box).		
Do you have a suitable chair? (describe the chair you are using – you should not ideally be using a four-legged chair as these cannot be adjusted and rarely provide sufficient back support whilst working at a computer). Add a photo of the chair you are using into the box on the front page.		
Is your chair adjustable and has it been adjusted to suit your needs?		
Is your computer screen clear, readable and large enough – do you have enough screens for the work?		
Can you place the screen(s) so they are approx. eye level – do you need to raise them and if so do you have a suitable plinth / box to do this?		
Is your keyboard separate from your screen?		

Is the keyboard tilt able and is there space in front of it to rest hands when not typing?		
Do you have a suitable mouse and mouse mat?		
Do you need a footrest? (Are your feet not flat on the floor when the chair is adjusted to the right height for typing?)		
Is there enough legroom for free movement?		
Are equipment and papers within easy reach without having to twist and strain your upper body?		
Do you need a laptop rucksack or trolley bag to transport the laptop when eventually going to/from the office?		
Are there any other workstation needs or concerns? (Please specify.)	No	
6. Health & Wellbeing		
Do you take adequate breaks from computer work and carry out regular stretches at your desk?	Yes	
When using the computer, do you get aches, pains, tingling or pins and needles in the hands, arms, shoulders, neck or back? Please describe, and state how often and for how long you've noticed this discomfort?	No	
Do the symptoms persist after you have stopped working on the computer?	n/a	
Do you regularly suffer from blurred/poor vision, red/sore/dry eyes or headaches while using the computer?	No	
Are there any concerns about managing working hours, workload or work-life balance?	No	
Do you ever feel isolated, detached or disconnected from your team whilst working from home?		
Are there any other health & wellbeing concerns? (Please specify.)	No	

For completion by (line manager)	
Date reviewed	

Reviewer name and job title	
Actions:	Person responsible