# Simple home working

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| **Question** | **Y or N** | **What can be done?** |
| 1.0 | Desk area  |
| 1.1 | Do you have adequate space to work comfortably?  |  |  |
| 1.2 | Is there enough space underneath your desk to stretch your legs?  |  |  |
| 1.3 | Are there trailing electrical cables around your working area that need to be tied up?  |  |  |
| 1.4 | Is your working area warm, well-lit and well-ventilated?  |  |  |
| 1.5 | Do you need a desk lamp to improve lighting?  |  |  |
| 1.6 | Is your working area clutter free so that you can focus easily on the task?  |  |  |
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| **Question** | **Y or N** | **What can be done?** |
| 2.0 | Display screen equipment (DSE) |
| 2.1 | Is your desk chair set up correctly? Is your lower back supported, are there armrests and are your feet flat onthe floor?  |  |  |
| 2.2 | Do you have enough surface space on your desk to work comfortably?  |  |  |
| 2.3 | Are your keyboard and mouse clean and within easy reach, without having to stretch?  |  |  |
| 2.4 | Is your display screen clean and positioned so there is no glare from a window or light?  |  |  |
| 2.5 | Is your display screen level with your eyes so it doesn’t cause discomfort to your neck or head?  |  |  |
| 2.6 | Can you easily reach everything that you need without twisting and straining your upper body?  |  |  |
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| **Question** | **Y or N** | **What can be done?** |
| 3.0 | Fire and electrical safety |
| 3.1 | Are smoke detectors working and checked regularly, e.g. every month?  |  |  |
| 3.2 | Do you regularly dispose of waste, including papers, to prevent a build- up of fire ‘fuel’?  |  |  |
| 3.4 | Does any electrical equipment spark or show signs of burns and so needs removing from use?  |  |  |
| 3.5 | Do any wires look damaged or frayed and so need removing from use?  |  |  |
| 3.6 | Do you regularly inspect your electrical equipment to check for signs of wear and tear?  |  |  |
| 3.7 | Do you switch off equipment when not in use?  |  |  |
| 3.8 | Do you have emergency arrangements in place in case of fire?  |  |  |
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| **Question** | **Y or N** | **What can be done?** |
| 4.0 | Stress and Welfare  |
| 4.1 | Do you take regular breaks away from your workstation?  |  |  |
| 4.2 | Do you carry out regularly stretches at your desk to avoid stiff or sore muscles?  |  |  |
| 4.3 | Do you sit with a good posture or are you hunched over the desk?  |  |  |
| 4.4 | Do you have easy access to first aid equipment if required?  |  |  |
| 4.5 | If you regularly use a computer, do you have your eyes tested every year?  |  |  |
| 4.6 | Can you easily reach everything that you need without twisting and straining your upper body?  |  |  |
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| **Question** | **Y or N** | **What can be done?** |
| 5.0 | Manual Handling |
| 5.1 | Are all items that you need for work within easy reach?  |  |  |
| 5.2 | Are heavy items stored on lower shelves to avoid the need for lowering them?  |  |  |
| 5.3 | Do you know how to correctly pick up, carry and lower heavy items?  |  |  |
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| **Question** | **Y or N** | **What can be done?** |
| 6.0 | Slips, Trip and Falls |
| 6.1 | Are floor coverings, such as carpets and rugs, secure?  |  |  |
| 6.2 | Do you frequently carry hot drinks and food upstairs/downstairs and risk tripping?  |  |  |
| 6.3 | Are stairways and corridors clear of trip hazards?  |  |  |
| 6.4 | Is the floor area around your desk clear of boxes, papers and wires?  |  |  |
| **Question** | **Y or N** | **What can be done?** |
| 7.0 | Lone Working  |
| 7.1 | Are you familiar with your employer’s lone working health and safety policy?  |  |  |
| 7.2 | Do you know the name and number of a manager or supervisor who you can get in touch with easily?  |  |  |
| 7.3 | Do you have a system for regularly ‘checking in’ with your employer if you are not visibly online each day?  |  |  |
| 7.4 | Is your home kept secure whilst you’re working there?  |  |  |
| 7.4 | Are important files and laptops kept locked away securely when notin use?  |  |  |
| Additional comments |
|  |  |  |  |
| Date |  | Assessor |  |
|  |  |  |  |
| Location |  |
|  |

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