HOMEWORKERS SELF ASSESSMENT CHECKLIST

Please return completed form to Human Resources.

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| Name | |  | | | | |
| **Job Title** | |  | | | | |
| **Line Manager** | |  | | | | |
| **Address** | |  | | | | |
| **Date** | |  | | | | |
| **COVID-19 (Coronavirus) pandemic** | | **Yes** | **No** | **Comments** |
| Have you read and understood our guidelines/working form home policy? | |  |  |  |
| Are you a high risk person defined or notified by the Government? | |  |  |  |
| Do have a need for any reasonable adjustments to your home working space because of your situation? | |  |  |  |
| Are you leaving post delivered by Royal Mail or courier for upto 72 hours before opening it so it most likely, according to Government medical advice, to be virus free? | |  |  |  |
| Do you clean your hands/IT equipment eg keyboard /disinfect your home work space regularly? | |  |  |  |
| [Insert any other questions which are role /situation specific] | |  |  |  |

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| **Fire** | **Yes** | **No** | **Comments** |
| Is the work area tidy? |  |  |  |
| Are waste materials regularly disposed of? |  |  |  |
| Are exit routes clear? |  |  |  |
| Do you have an escape plan? |  |  | Do you know exactly what to do in an emergency? |
| Is a smoke alarm fitted? |  |  | Must be tested regularly |

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| **Electrical Equipment** | **Yes** | **No** | **Comments** |
| Any apparent damage? |  |  | Cracked/loose casing, missing screws, etc. Are extension sockets and gantry sockets used appropriately, not overloaded and in good condition. |
| Any evidence of overheating? |  |  | Look for discolouration |
| Any obvious damage to leads or plugs? |  |  | Disintegration |
| Are the cables secure in all plugs? |  |  |  |

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| **Slips Trips and Falls** | **Yes** | **No** | **Comments** |
| Floor coverings sound, and without defects? |  |  |  |
| Are walkways clear of tripping hazards e.g. trailing cables from power sockets to work station? |  |  |  |

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| **Working Environment** | **Yes** | **No** | **Comments** |
| Is the temperature adequate? |  |  |  |
| Is the ventilation adequate? |  |  |  |
| Do you have adequate lighting, including any necessary desk lighting? |  |  |  |

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| **Manual Handling** | **Yes** | **No** | **Comments** |
| Do you carry out any significant manual handling activities? |  |  |  |

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| **Display Screen Equipment** | **Yes** | **No** | **Comments** |
| Do you use Display Screen Equipment (DSE) for a total of more than two hours a day, or more than one hour a day continuously? |  |  | You should have completed a DSE assessment*. Refer to any additional use of IT equipment guidelines.* |

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| **Working Alone** | **Yes** | **No** | **Comments** |
| Have you arranged for regular contact with your manager/supervisor? |  |  |  |
| Do you carry a mobile phone? |  |  |  |

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| Accidents / First Aid | **Yes** | **No** | **Comments** |
| Do you know the procedure for reporting any accidents or work related illnesses? |  |  |  |
| Do you have a first aid kit available whilst working at home? |  |  |  |

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| Well - Being | **Yes** | **No** | **Comments** |
| Do you suffer any discomfort or ill-health which you believe has resulted from your work? |  |  | If the answer is yes please contact Human Resources. |
| Do you experience stress which you believe may be a result of work? |  |  | If the answer is yes please contact Human Resources. |

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| Technology / Security / Data confidentiality | **Yes** | **No** | **Comments** |
| Are you using a company laptop? |  |  |  |
| Are you accessing company systems from your home? |  |  |  |
| When you access company systems from home, do you have 2 factor password protection? |  |  |  |
| Do you have anti-virus malware protection on your laptop or computer? |  |  |  |
| Are you using software which has not been approved by your company for company business? |  |  |  |
| If you have virtual assistants such as Alexa or Echo, do you turn them off during phone or virtual meetings? |  |  |  |
| All other external doors & windows similarly secured? |  |  |  |
| Are laptops and confidential files, documents locked away when not in use? |  |  |  |
| Are you shredding confidential paper records or disposing of them securely (i.e not in the recycling) |  |  |  |

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| Children |  | **Yes** | **No** | **Comments** |
| Are children present during your working hours? |  |  |  |  |
| Have you taken adequate precautions to keep children away from the working area and electrical equipment? |  |  |  |  |

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| Expectant Mothers |  | **Yes** | **No** | **Comments** |
| What additional adjustments are needed for your working from home as you are pregnant? |  |  |  |  |
| Have you taken adequate precautions to keep yourself safe around your home work space?  Note for employers*: If you are notified that an employee is pregnant, breastfeeding or has given birth within the last six months, you should check your workplace risk assessment to see if any new risks have arisen. If risks are identified during the pregnancy, in the first six months after birth or while the employee is still breastfeeding, you must take appropriate, sensible action to reduce, remove or control them.*  *While it is a legal obligation for employers to regularly review general workplace risks, there is actually no legal requirement to conduct a specific, separate risk assessment for new and expectant mothers. However, if you choose to do so, this may help you decide if any additional action needs to be taken.*  *More details on the* [*HSE guidance for expectant mothers*](https://www.hse.gov.uk/mothers/faqs.htm#q3) |  |  |  |  |

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| Communication around homeworking |  | **Yes** | **No** | **Comments** |
| Have communications from the Company been clear enough so you know what you have to do when homeworking? |  |  |  |  |

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| Any other comments you have regarding your working environment please list here: | |
| **Signature:** | **Date:** |