

HS- F 1053 Home Working Risk Assessment Checklist

Employee Name:			
Job Title:			
Line Manager			
Home Address:			
Mobile No:			
1. Documentation	Yes	No	Actions/Comments/Details
Has the Home Working Policy been brought to your attention?			
Has the Health and Safety & Arrangements Policy been brought to your attention?			
Has the PRA 1 Pregnancy Checklist been brought to your attention?			
2. Property	Yes	No	Actions/Comments/Details
Have you checked any restrictions on working from home with your insurance company/lender/landlord?			
3. Work Area/Environment	Yes	No	Actions/Comments/Details
Is there adequate space to do your work safely?			
Is there enough light (natural or artificial) to do your work safely?			
Is the temperature comfortable – can it be raised or lowered to suit?)			
Is there sufficient heating? Are heating systems/ portable heaters maintained in good working order? (Gas appliances must be maintained by a Gas Safe (previously CORGI) qualified engineer			
4. Slips/Trips/Falls	Yes	No	Actions/Comments/Details
Are floor coverings in safe/sound condition?			
Is the work area and walkway free from trip hazards? i.e. trailing cables, lifted carpets, uneven surfaces?			
5. Work-Station & Display Screen Equipment	Yes	No	Actions/Comments/Details
Has the Workstation & Display Screen Equipment Policy been brought to your attention?			
Have you completed V-HS Display Screen Questionnaire and returned this to your line manager for review/action?			

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6. Working Alone	Yes	No	Actions/Comments/Details
Have you read and understood Lone Working Policy?			
7. Electrical Safety	Yes	No	Actions/Comments/Details
Is all of the portable electrical equipment which is used for work free from obvious damage and defects?			
Do you visually check equipment for signs of overheating?			
Is the fixed electrical system in good condition e.g. no signs of scorching or arcing on sockets?			
8. Stress	Yes	No	Actions/Comments/Details
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?			
Are there arrangements in place for your manager to conduct regular personal development reviews with you?			
Is support/advice readily available to you to deal with either IT problems or other specific work queries?			
Do you have access to sufficient training, information and instruction to be able to undertake your work safely?			

Employee Signature:

Date: