

## Local Housing Companies Homeworking Health & Safety Checklist

**Introduction:** The aim of this checklist is to ensure that a health and safety assessment of the work environment of those who work from home is carried out, and that the findings are appropriately considered.

**Procedure:** The checklist should be completed by the employee and the results reviewed and discussed with the manager. The manager is responsible for agreeing with the employee any actions required to eliminate/reduce identified risks and for recording the action plan at the end of the checklist; the employee is responsible for implementing the agreed actions. The checklist should be retained in the employee's record and reviewed annually or when significant changes occur.

Employee's name:	Manager's name:
Date of assessment:	Date of review:

Home working checklist	Yes	No	Comments	Is action required?
Do you have any known medical conditions that may affect your ability to work from home?				
Are you a new or expectant mother?				
Is there a suitable work area in your home? Briefly describe the intended work area.				
Is there adequate space to work safely?				
Can your work equipment be positioned safely to ensure that hazards such as cabling are avoided?				
Can the work area be kept free from slip/trip hazards?				
Is there a safe means of access and exit to/from the work area?				
Is there adequate lighting in the work area?				
Is there adequate ventilation in the work area?				
Is the temperature suitable within the work area?				
Are there blinds/curtains available to prevent glare on the computer screen?				
Have you undertaken the e-learning on My Learning in the safe use of display screen equipment (DSE)?				
Have you carried out a DSE Workstation Self-Assessment?				
Have any agreed actions coming from that DSE Workstation Self-Assessment been implemented?				
Have you been advised to carry out a visual check of electrical equipment prior to each use?				

<b>Home working checklist</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>	<b>Is action required?</b>
Have you been advised to avoid overloading electrical sockets etc?				
Are you aware that under no circumstances should you tamper with or carry out repairs to Loddon Homes' equipment?				
Have you been trained in the correct use of any equipment provided?				
Are you aware of how to report work equipment problems or defects?				
Are you aware that work related accidents and incident should be reported to your manager?				
Do you have access to first aid if required?				

<b>Action Plan</b>			
<b>Risk identified</b>	<b>Action required</b>	<b>By when?</b>	<b>Completion date</b>