

Homeworking Checklist

Completing this checklist:

The following checklist will help us to assess the suitability of your homeworking arrangements against current health and safety standards.

Please complete it honestly as your responses will help us to consider any reasonable adjustments to make your set-up more comfortable.

Once you've completed this checklist to the best of your knowledge, please save it and then return a completed copy via email to your manager .

Your details:

Name:

Department:

Manager's name:

Checklist	Yes	No
Have you a separate room you can work in?		
Is there room for a desktop or laptop computer to sit comfortably on a desk?		
Do you have a comfortable chair that provides adequate back support and set at a height/ position that enables you to work comfortably at your workstation (without needing to reach, stretch, twist, etc.)?		
Is there a problem with trailing cables?		
Are you exposed to any excessive noise (for example – from building works) while working at home?		
Is the existing lighting adequate for computer work and reading?		
Is the lighting likely to cause a glare problem?		
Is the temperature in your homeworking environment able to be maintained at a comfortable level?		
Have you got a smoke detector installed?		
Does any emergency escape route from the room in which you are working allow an easy and safe route to safety?		
Are you comfortable that your electrical supply is adequate for the extra demands of a computer/working from home?		
Have you got enough sockets for the computer and other equipment?		
Have you got an effective circuit breaker? (eg. residual current device)		
Does your insurance cover currently allow you to work from home?		

Checklist	Yes	No
It would be helpful if you could take a photograph of your homeworking workstation to support the information in this checklist. This is not compulsory, but would you be willing to do so? If Yes please attach to the e-mail when responding.		
<p>Do you feel that you need any additional equipment, accessories, etc. to make your homeworking set-up more comfortable or effective? If so, please give details – or make any other comments you would like to share – below:</p>		

Declaration:

I can confirm that this checklist has been completed to the best of my knowledge.

Signed (enter your name):

Date (DD/MM/YYYY):