

## Home/Flexible Working - Home Self-Assessment

Date	
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Assessor	
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Location of Assessment	
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Risk	Yes/No	Action Required
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Desk Area and Display Screen requirements
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Do you have adequate space to work comfortably?		
Is there space underneath work surface to stretch your legs out?		
Are there any trailing cables that could be tidied away or secured?		
Is the work area, warm, well-lit and well ventilated?		
Do you keep your work area clutter free?		
Can you follow the DSE guidelines in setting up of chair, monitor and desk?		Complete a DSE assessment for home working
Is your lower back supported?		
Are your feet flat on the floor?		
Are your keyboard and mouse in easy reach?		
Is the display screen clean and positioned to avoid glare?		
Is the display screen positioned at eye level to prevent neck strain?		

Fire and Electrical Safety
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Are smoke detectors fitted and checked monthly?		
Do you regularly dispose of waste to reduce fire risk?		
Do you check electrical equipment for damage/risk of fire?		
Has any work equipment been PAT tested (where applicable)?		
Are electrical extension cables used and where used, do you reduce plugs to a minimum?		Check all plugs combined do not exceed 13amp.
Do you regularly check all electrical equipment for signs of wear and tear?		
Do you switch off all equipment when not in use?		

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Do you have emergency arrangements in place in case of a fire or other emergency?		
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### Stress and Wellbeing

Do you have access to SharePoint and all of the authorities' policies and support?		
Are regular breaks taken away from your workstation?		
Can you maintain good posture whilst at your workstation?		
Do you regularly complete stretching exercises to prevent muscle stiffness?		
Do you have access to first aid equipment if required?		
Have you read the councils eye test policy and have your eyes tested every year?		
Are you aware of the councils support for stress and mental health considerations?		

### Manual Handling

Are significant manual handling activities undertaken whilst working at home?		
If so, has manual handling training been completed?		
Has a manual handling risk assessment been written for the task?		
Can issues/hazards be reported to a manager?		

### Slips, Trips and Falls

Are all floor coverings such as carpets, rugs etc secured?		
Are stairs and corridors free of hazards?		
Is your work area free of trip hazards and kept clear of leads and equipment?		

### Lone Working

Have you read the authorities Lone Working policy and guidance document?		
Do you know the name and number of a manager or		

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supervisor that you can contact easily?		
Do you have a system for 'checking in' regularly?		
Is your home kept secure whilst you are working there?		
Are important files and equipment kept locked away when you are not working?		
Have you read the authorities guidance on Domestic Violence?		
Have you read the authorities guidance on Violence, Aggression and Harassment at Work?		
Are you aware of the Accident/Incident/Near miss reporting policy and how to report incidents?		

Any other issues identified -


Number of actions identified?

Date Actions signed off

Signature